

PERSONNEL HANDBOOK
FOR
MANAGEMENT EMPLOYEES

Pasadena Unified School District
351 South Hudson Avenue
Pasadena, California 91109

November 2005
(APPENDIX UPDATED AUGUST ~~2006~~ ²⁰¹⁰)



PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California



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PASADENA UNIFIED SCHOOL DISTRICT

VISION

Educating today's children to create tomorrow's world,
empowering them to shape, build and achieve their
dreams.

MISSION

The PUSD's mission is to provide rigorous education in an environment that engages and empowers all children to become lifelong learners; our students will be thinking, literate, productive, responsible and ethical, able to compete in and contribute to a diverse, democratic society.

This handbook shall cover all non-bargaining unit members who are listed on the management and confidential salary schedules.

A management employee is any employee in a position having significant responsibilities for formulating district policies programs or administering district programs.

A supervisory employee is any employee who, regardless of job description, has the authority in the interest of the District to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend that action, if, in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

A confidential employee is any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information contributing significantly to the development of management positions.

PREFACE

As educators and managers, we believe that a well-managed public school system represents the community's best hopes and best opportunity to meet the needs of its children and their parents, of its voters, and taxpayers. We believe we can educate children – effectively and efficiently – to meet their needs as individuals and the needs of the broader society in which we participate:

As managers – in partnership with the Board of Education – we believe that the Pasadena Unified School District can meet the challenges of today and tomorrow in responsibly allocating those resources which are made available and in directing the educational programs of this District. We believe it is the responsibility of each manager to carry out Board of Education policies uniformly across the District and to support the unique needs of each school site and program within the District. We believe managers must work supportively with the Board of Education in recommending, interpreting, and implementing Board policies and in communicating these policies to the staff and the community.

We believe that all managerial conduct must reflect respect for the dignity and worth of the people and staff of this District whose needs and talents represent both the diversity and strength of the community and of the school district. We believe that it is the responsibility of managers to create an environment which encourages communication among the administration, the staff, the students, and members of the community and, therefore, also serves to foster participation in the District's programs and processes.

INTRODUCTION

- I. In partnership with the Board of Education and under the direction of the Superintendent, management employees of the Pasadena Unified School District are responsible for directing the implementation of the District's mission and goals and for carrying out its business and public responsibilities.
- II. The procedures, rights and responsibilities in this handbook apply to all management employees listed by position on the Management Salary Schedule: (See Appendix A) i.e. all non-bargaining unit, non-contractual management employees. Procedures, rights and responsibilities for classified management positions are described in the rules of the Personnel Commission; without relinquishing the District's right to challenge the inclusion of its management personnel under these rules, the District shall follow the procedures of the Personnel Commission.
- III. The policies in this handbook are inclusive of procedures, rights and responsibilities of management employees, and upon approval, shall supersede all current Board policies and practices with respect to management employees; however periodic changes in Board policies may necessitate changes to the policies set forth in this handbook.

In cooperation with the representatives of management personnel and in recognition of their rights under Government Code section 3543.4 to be represented for the purpose of consulting and conferring, these policies may be reviewed and updated at any time upon the recommendation of the Superintendent and at the discretion of the Board of Education.



Superintendent of Schools

November 18, 2005

Approval Date

I. MANAGEMENT SELECTION PROCESS

1. CERTIFICATED MANAGEMENT SELECTION PROCESS

A. Recruitment and Screening:

When a management position vacancy is known or anticipated, the Superintendent or designee shall determine the need and qualifications for the position. As soon as possible, notice of the vacancy shall be published within the district and may be published through other recruitment sources. In selecting candidates for formal interview, the Superintendent or designee shall:

- A. Review valid transfer requests.
- B. Review the current applicant file.
- C. Establish an interview committee.
- D. Arrange interviews for the best qualified applicants.
- E. Provide the interview committee with each candidate's complete personnel folder, a set of questions to be asked, rating sheets, and related instructions.

The interview committee shall rank candidates in order of priority. When all interviews have been completed, committee members may discuss candidates before recommending finalists. All discussions and recommendations shall be confidential.

B. Selection:

When finalists have been identified, the Superintendent or designee shall interview in person or by telephone those individuals given as references who have had the greatest opportunity to observe the finalists' professional activities.

The Superintendent or designee shall interview the finalists and submit a recommendation to the Governing Board. No management position shall be filled without concurrence of both the Superintendent and the Board. If the Superintendent or designee cannot make a recommendation in full confidence, he/ she shall be directed to declare the position open and undertake a new search.

When a final recommendation is approved, the Superintendent or designee shall contact the finalist to obtain acceptance of an offer of employment.

The salary and placement of newly elected staff shall be determined by the Board. Employment shall be subject to the possession of valid, appropriate credentials.

As soon as the position is filled, the Superintendent or designee shall notify all candidates who were not selected.

2. CLASSIFIED MANAGEMENT SELECTION PROCESS

The Personnel Commission shall be responsible for the implementation of the selection process for all classified management positions and shall submit an eligibility list to the Director of Personnel Services to certify the top three ranks to the Superintendent of Schools for selection.

The recruitment, selection, and certification processes for classified management positions are detailed in the Rules of the Personnel Commission (Rules 4000-7000).

The Personnel Commission shall adhere to California Education Code Section 45256.5 in regards to those classified management positions that have been designated by the Board of Education as "senior management."

A. Recruitment

When a classified position is vacated or a new position is created, and an Eligibility List for the classification does not already exist, Personnel Services shall notify the Personnel Commission with a Request to Recruit. The Personnel Commission shall review the existing class specification with the head of the department or division concerned.

A job bulletin shall be prepared by the Personnel Commission to be released to the public. The bulletin shall include:

- A. Class title
- B. Competitive basis for the examination.

- C. Salary information for the class
- D. Descriptive statement of the duties, nature and responsibility assigned to positions in the class including any unusual working conditions or hours.
- E. Normal assignment expressed in hours worked per day and months per year.
- F. Entrance qualifications stated in terms of the necessary education, training, experience, and length of service, skills, knowledge and abilities. [Note: In approving educational and work experience qualifications for classified positions, the Commission shall insure that such requirements are related to duties of the class and that they will admit an adequate field of competition.]
- G. A general statement indicating the testing methods which may be used in the evaluation process.
- H. Last date to file an application and where applications are to be filed.
- I. Information regarding any special requirements or licenses such as bilingual skills or any driver's licenses which may be required.
- J. Information on the certification process.
- K. Length of probationary period.
- L. Veteran's point allowance if the examination is for a class considered entry level.
- M. Notice that candidates may compete in an examination for the same class only once every three (3) months.
- N. Notice to all open candidates that prior to appointment, they must be fingerprinted, undergo physical examination, and provide a certificate of tuberculosis examination.
- O. Statement that the Pasadena Unified School District follows merit system principles and is an equal opportunity employer.

3. Applications for classified positions shall be solicited inside and outside the District as is determined to be appropriate by the Personnel Commission to ensure an adequate recruitment base. The job bulletin

shall be publicized for at least fifteen (15) business days and shall be posted at the Personnel Commission office and at each school in the District. While an Eligibility List for the vacant classification is unavailable, the vacancy may be filled on a "provisional" basis pending the creation of an Eligibility List.

4. The Personnel Commission shall be responsible for the review of all applications received by the cited closing date to determine those which meet the minimum qualifications. After this initial review, applicants who do not meet the minimum requirements shall be notified in a timely manner and be given seven (7) calendar days to appeal the decision of disqualification. All candidates who meet the minimum qualifications shall proceed through the prescribed examination procedure(s).

B. Examination

1. The purpose of an examination is to provide equal opportunity for all qualified candidates to demonstrate their relative fitness in relationship to the skills, knowledge, and abilities required for the classification. Examination may be composed of a written test, oral interviews, performance test, assessment center, practical demonstration, or any combination necessary.
2. The Personnel Commission shall determine the relative weight of each test part of the examination based upon an analysis of the skills, knowledge, and abilities assessed in each test part.
3. The Personnel Commission shall notify candidates of the date, time, and location of each test at least seven (7) days prior to the test.
4. Following the administration of a written, oral, or performance examination, a review period will be established which shall be announced to each candidate.

5. Interviewers and graders shall be selected by the Personnel Commission based upon their qualifications to evaluate candidates in the particular job field and in the various elements identified by the job analysis. (The Personnel Commission shall seek advice from the Director of Personnel Services prior to making a final selection of interviewers and graders.) All panels shall consist of at least two (2) members. When the panel is directed to evaluate the technical knowledge and skills of the candidate, at least two (2) members of the panel shall be technically qualified in the specific occupational area. Utilization of panel members from outside the District is encouraged; however, as necessary and practical, representatives from the District may serve on panels. No supervisor will serve on a panel who has a vacant position in the classification for which the examination is being held.
6. The Personnel Commission shall brief panel members on the day of, or prior to, the examination and provide the panel members with an overview of the classification, the factors that they are to consider in evaluating the candidates; an explanation of how to use the structured examination materials, and a review of interviewing and testing techniques.
7. Interviews of each candidate shall be recorded. Each candidate shall, prior to the interview, be advised that their interview will be recorded, the purpose of the recording, the period of retention, and appeal procedures. No candidate may listen or have access to any recordings.
8. The minimum passing score in an examination shall be seventy percent (70%). An examination may be "bonused" if the tests were found to be at a higher level of difficulty than appropriate for the classification.
9. At the conclusion of the examination process, the Personnel Commission shall notify each candidate of his/her score for each test part, additional veteran's or promotional seniority credits, the total thereof, and his/her rank on the appropriate Eligibility List.

C. Eligibility List

1. Upon creation of an Eligibility List, the Personnel Commission shall send the list to Personnel Services. The Eligibility List shall be good for up to one (1) year.

2. Personnel Services shall be authorized to certify the top three (3) ranks of the Eligibility List to the appropriate manager who shall interview all of the candidates and make a recommendation for appointment. If more than one vacancy to be filled, one additional rank shall be added to the certification list.

3. If none of the top three (3) ranks is acceptable, the hiring manager may not request additional ranks. Additional ranks may only be requested if one of the top three (3) ranks declines an offer of appointment, fails to report for an interview, fails to clear the background screening, or requests to be removed from consideration. Upon verification of the above, Personnel Services shall certify the next rank to allow the hiring manager to choose from the top three (3) ranks of those willing and able to accept the position.

II. MANAGEMENT PERSONNEL EVALUATION

1. All certificated management personnel – in the interests of the District – shall be evaluated formally each school year by the supervisory manager to whom they report or by a manager designated by the Superintendent. Management personnel may be evaluated more frequently if a change in assignment or duties has been made or if the manager's performance has changed significantly since the last evaluation.
2. Evaluations shall be based on a minimum of two (2) observations of a manager's performance conducted by the manager's designated supervisor and written goals and objectives which reflect the skills, duties and responsibilities cited in the job description and the District's goals.
3. Formal management evaluations shall be recorded in writing on a form prescribed by the Superintendent. The evaluation report must be signed by the evaluator and evaluatee and may be reviewed by the evaluator's immediate supervisor at the request of either party. The evaluatee's signature on the form does not have to signify agreement with the evaluation unless the evaluatee so indicates. A copy of the report shall be given to the employee after completion of the formal evaluation.
4. The results of each formal evaluation of an employee's performance shall be presented in writing and discussed with the employee within a reasonable time after the last observation of that performance. If a problem has been observed or if a less than satisfactory rating has been given, the employee shall be provided with a specific description of the nature of the problem or reason(s) for the less than satisfactory rating and specific suggestions for improvement, growth, or change. Assistance and/or additional resources shall be provided to enable the

employee to make such improvement within a defined period of time to be agreed upon at the time of the evaluation.

5. Following the evaluation conference, the employee shall be entitled to attach a written response to the formal record of the evaluation. For certificated management employees, the summative evaluation documents should be completed and filed with the Personnel Services Department by *June 30* of the year in which the evaluation is conducted. For classified management and confidential employees, the annual written evaluation should be completed and filed with the Personnel Services Department by the anniversary of the employee's original hire date.
6. The evaluation forms are included in the Appendix.

A. Promotions, Transfers, Demotions and Dismissals¹

1. Management personnel shall not be promoted to a higher position or salary level except through the provisions of the management selection process; salary increases on the Management Salary Schedule shall not be granted unless the manager's most recent evaluation has been satisfactory.
2. Management personnel may be transferred by the Superintendent with the approval of the Board of Education.
3. In the event of performance of duties which is considered unsatisfactory by the supervisory manager, the manager whose performance is being reviewed shall be informed of the specific nature of the unsatisfactory performance through either the formal evaluation procedures or in writing upon the discovery or documentation of such performance.
 - (a) If the nature of this performance is seen by the supervisory manager to be sufficiently serious to warrant the consideration of demotion or dismissal, the supervisory manager shall state explicitly in providing the written documentation that such an action is being considered and shall schedule a meeting with the affected manager within five (5) working days of the filing of the written report to discuss reasons for possible demotion or dismissal. The supervisory manager shall then prepare a written report and recommendation for the Superintendent within five (5) working days if demotion or dismissal is to be considered. The affected manager may attach a written statement of rebuttal to the written report.

¹ These procedures shall not preclude or limit the rights of the Board of Education to transfer, reassign, or demote a management employee for the good of the District. Further, any action taken by the Board shall conform to the California Education Code and Personnel Commission Rules for the Classified Service.

- (b) If the Superintendent decides to seek dismissal, suspension or demotion, the employee shall be notified and the Superintendent shall present to the Board a written recommendation to demote or dismiss. The management employee's employment status shall be communicated to that person in writing before the statutory or contractual deadlines of the school year prior to the anticipated dismissal or demotion.
- (c) A permanent certificated management employee who has received notice of the intent of the Board of Education to dismiss or suspend the employee for cause, may request a hearing within thirty (30) days after receipt of a copy of the written charges by filing a request for hearing. (Education Code section 44934.)
- (d) A permanent classified management employee who has been demoted, suspended, or discharged by an action taken by the Board of Education, may appeal the action within fourteen (14) calendar days after receipt of a copy of the written charges by filing a written answer to the charges with the Personnel Commission. (Personnel Commission Rules section 9040).

B. Certificated Management Reduction in Force

The Board of Education recognizes a number of conditions, such as reduced state and federal revenues to the District, declining enrollment, reduction in services, and District budget cuts may require a reduction in the number of District management positions or a reduction in the number of District management personnel, or both.

The Board of Education delegates to the Superintendent the responsibility of identifying and recommending those management employees scheduled for reduction due to, but not limited to, the above conditions. The Superintendent shall take into account the following factors, which are not exclusive, when making such decisions:

1. The educational needs of the District;
2. The management employee's satisfactory job evaluation report for the prior two years;

3. Professional capabilities; and,
4. Length of service to the District.

The Superintendent or the Superintendent's designee shall give written notice to the management employee scheduled for reduction prior to the statutory or contractual date applicable. A credentialed management employee who is reassigned as a classroom teacher shall assume his/her regular order of employment status among all teachers.

C. Classified Management Reduction in Force

Classified managers shall be entitled to the same procedure and have the same layoff rights as all other classified employees. In the event that a classified management employee has been identified for reduction, the Rules of the Personnel Commission (8000 series) shall determine when and how the employee is noticed as well as any bumping rights to which the employee may be entitled.

1. Classified employees shall be subject to layoff for lack of work or lack of funds. Whenever a classified employee is laid off, the order of layoff within the classification shall be determined by length of service based on District hire date. The employee who has been employed the shortest time in the District shall be laid off first.
2. Classified employees shall be given notice of layoff, no less than forty-five (45) days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.
3. Persons laid off because of lack of work or lack of funds are eligible for reemployment for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants. In addition, such persons laid off have the right to participate in promotional examinations within the District during the period of thirty-nine (39) months.

4. Upon layoff, the incumbent shall have the right to "bump" the least senior employee in his/her current time assignment in the classification. Should the incumbent have the least amount of seniority at the particular time assignment, he/she shall have the right to "bump" the least senior employee in the classification who is working in a time assignment that comes closest to approximating that of the incumbent when compared by total number of hours worked on a yearly basis.

5. A lack of seniority in the employee's present classification will permit him/her to "bump" into the next previous equal or lower classification in which the employee has served and had seniority.

III. COMMUNITY/TEACHER/STUDENT CHARGES OR COMPLAINTS AGAINST MANAGEMENT PERSONNEL²

- A. If charges or complaints (used hereafter to refer to both) are made against management personnel alleging incompetence, misinterpretation, violation, or inequitable application of the Education Code, District policies and procedures, or school rules, effort shall be made to resolve them informally at the lowest applicable managerial level. No complaint shall be addressed at a higher managerial level unless it can be shown that an attempt was made to resolve it informally at the level at which it first became an issue.
- B. Management personnel and/or members of the Board of Education who receive complaints regarding a management employee shall direct the person(s) making the complaint to meet with the employee against whom it is made. If the person(s) making the complaint are unwilling to initiate such a meeting, the manager receiving the complaint shall notify the employee personally or in writing through the appropriate chain of command within five (5) working days; members of the Board of Education who receive complaints against a manager shall report them to the Superintendent who shall then refer them to the manager. No other actions shall be taken by any superior administrator until the manager against whom the complaint has been addressed has been notified and involved in its resolution.
- C. The manager against whom the complaint has been made shall attempt to resolve the issue informally by meeting with the person(s) making the complaint. The manager's immediate supervisor shall be notified of the attempt and, if the complaint is resolved, the nature of its resolution. No record of complaints which are resolved informally shall be placed in employee files.

² If the complaint is filed by a member of a bargaining unit concerning an item included within their certificated or classified collective bargaining agreement, that Agreement's grievance procedure shall be utilized.

- D. If a complaint cannot be resolved informally, the person(s) making the complaint shall present it in writing and indicate why they find the proposed informal resolution unacceptable. This signed written complaint shall be given to the manager against whom it is made within ten (10) working days and responded to in writing within another ten (10) working days.
- E. If the complaint still cannot be resolved, the person(s) making the complaint, the manager involved, and the supervisory manager will meet within ten (10) working days to attempt to find an acceptable solution. If no resolution can be found at this meeting, the complaint (and the remedies proposed by either or both parties) shall be submitted in writing to the appropriate Risk Management Office within ten (10) working days. The Risk Management Office will refer the complaint to the appropriate office for further handling.
- F. If the complaint cannot be resolved satisfactorily by the appropriate office, the matter shall be referred to the Superintendent or designee who shall schedule a meeting of all parties to the complaint and issue a ruling within thirty (30) calendar days of its receipt. If this ruling is unacceptable to the person(s) making the complaint or to the manager against whom it has been made, the ruling may be appealed to the Board of Education in closed session for action within thirty (30) days.
- G. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint. The Board may uphold the Superintendent's decision without hearing the complaint. Any decision of the Board shall be final.
- H. Throughout the complaint process, a manager shall be entitled to be able to face the person(s) making the complaint, to seek and receive information regarding the complaint, to seek advice from representatives of management personnel or from the Association of Pasadena School Administrators, and to present information (in writing) in rebuttal.

- I. The complaint procedures set forth in Board Policy 4144, shall supersede the language in this section handbook.

IV. MANAGEMENT EMPLOYEE SALARY AND BENEFITS

A. Salary

All management employees, except contract management employees, shall be paid in accordance with the Management Salary Schedule. Classified supervisors shall be paid in accordance with the Classified Supervisors Salary Schedule. Confidential employees shall be paid in accordance with the Confidential-Classified Personnel Salary Schedule. (The salary schedules are attached as Appendices D, E and F, respectively.)

In the event that a salary increase, on or off the salary schedule, is given to any of the District's bargaining units, the Superintendent shall meet and confer with the designated representatives to discuss the salary of management, supervisory and confidential employees.

B. Health and Welfare Benefits

Management employees shall receive those benefits and privileges which are negotiated by bargaining unit members with respect to enrollment in health, dental, visual, and other District approved employee plans; however, the Superintendent shall meet and confer with the designated representatives to discuss the District's contribution, if any, toward the cost of health and welfare benefits of management, supervisory and confidential employees. This paragraph shall not be construed as a "me too" clause.

C. Loss of Property

Reimbursement shall be made to management personnel for the loss, destruction, or damage of personal property sustained in situations that fall within the scope of District employment. Reimbursement for property other than personal articles, such as clothing, eyeglasses, and watches, shall be made only for articles whose use has been approved via a District form before the article(s) has been brought to school, and when the immediate administrator and the manager bringing the property have agreed in advance as to the approximate monetary value of the property. (See Education Code section 35213 and Board Policy No. 4156.3.) No

reimbursement shall be made for theft, accidental damage, or any other loss suffered because of lack of personal supervision by the owner or failure to keep property in a locked area available to the owner.

Personal automobiles or the like shall be covered by this section to the extent that the damage or loss shall have occurred at a school or school function which the manager is required to attend. Examples of such damage or loss are slashed tires or stolen batteries. The maximum reimbursement shall not exceed \$200 for each incident, nor shall the reimbursement be less than \$10, provided the property is not covered by the manager's insurance. (See Board Policy No. 4156.3)

D. Automobile Mileage Reimbursement

A mileage allowance is authorized for District personnel who are required to use privately owned vehicles for transportation in connection with school business. A mileage report shall be submitted at the end of each month for which the mileage is being claimed; claims submitted more than ten (10) working days after the end of the month for which mileage is being claimed will not be honored. Mileage shall be reimbursed at the allowable IRS rate. (See Board Policy 4133.)

E. Earned Vacation

Managers on ten (10) and eleven (11) month assignments do not accrue paid vacation days but shall be required to report for duty only a specified number of days each school year. Managers on twelve (12) month assignments accrue two (2) days of paid vacation time per month of assignment. Managers shall make every effort to take sufficient days of vacation each year to prevent their excess accumulation. Each supervisory manager shall maintain accurate and up-to-date records on all twelve-month management employees to ensure that no managers carry more than ten (10) accrued vacation days past July 1 of any year except as approved by the supervisory manager and the Superintendent; in no case shall a twelve-month manager be allowed to carry more vacation days than are accrued in a single year.

If the needs of the District interfere with prearranged vacation plans approved by the supervisory manager and/or the Superintendent, the managers so affected will be either allowed to accrue additional days of vacation or will be paid one (1) day's pay for each vacation day which cannot be taken; claims for such payment shall require the Superintendent's approval. Managers changed from twelve (12) month assignments to eleven (11) or ten (10) month assignments automatically shall be paid for each accrued vacation day at a daily rate equivalent to their placement on the Management Salary Schedule.

Vacation days for the current school year need not be accrued prior to taking a vacation. Vacation days which have not been earned and have been advanced to an employee who does not complete the school year will be deducted from the employee's final pay warrant.

At the time of retirement, resignation, or reassignment, managers shall be paid in full for up to twenty-four (24) days of unused vacation time; for the purposes of both computations, the daily rate is defined as 1/22 of the employee's monthly rate.

F. Holidays

All District holidays shall be listed annually in the official calendar for each school year. Management employees shall be granted time off with pay for all listed holidays and those which may be granted by proclamation by the President or Governor or as approved by Board of Education action; such paid holidays shall not be subtracted from earned vacation time or pay accrued by any manager.

G. Leaves

In accordance with Board Policy 4361, certificated management and supervisory employees shall be entitled to those leave provisions provided in the certificated agreement unless otherwise specified in Board policy, administrative regulations or individual contract and classified management,

supervisory and confidential employees shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.

Leaves, paid or unpaid, taken on the initiative of a management employee do not carry with them any guarantee that a position will be held for them at the management level upon return from the leave. Each leave carries with it only the guarantee of a District position as a teacher in case of a certificated manager with tenure; or, in the case of a classified manager, through prior written agreement with the Superintendent.

Management personnel shall record personnel necessity and illness absences with their supervisory manager. Management personnel shall receive one (1) day of illness/injury leave credit for each month of their annual assignment; e.g., ten (10) month employees receive ten (10) days. Management personnel shall receive full pay for illness/injury days thus accrued in any school year, and the number of days not used shall accumulate from year to year. Illness/injury leave for the current school year need not be accrued prior to taking such leave by the unit member. Illness/injury leave which has not been earned and has been advanced to a unit member who does not complete the school year will be deducted from the manager's final pay warrant.

A manager, supervisor or confidential employee in the classified service who has exhausted all accumulated illness/injury leave credit shall be entitled to fifty percent (50%) pay for one hundred (100) working days. A manager, supervisor or confidential employee who has used a portion of his/her one hundred (100) working days in one school year shall be entitled to that portion of the one hundred (100) working days which remains in the succeeding year if the illness/injury is the same or directly related to the original illness/injury.

V. LENGTH OF ASSIGNMENTS

Management positions are assigned for ten (10), ten and one-half (10 ½), eleven (11), or twelve (12) months pursuant the Employee Work Calendar which shall be established by April 15th of each year. The calendar shall be calculated on the basis of a Monday through Friday work week.

The specific dates and reporting times shall be published annually – but no later than April 15th of each school year – in the District's official calendar.

VI. CONFERENCE ATTENDANCE AND PROFESSIONAL GROWTH

- A. The Board of Education – upon the recommendation of the appropriate supervisory manager and after approval by the Superintendent – may authorize participation in County and State-wide professional administrative conferences, inservices, and meetings.
- B. For this purpose, the Board of Education – upon the recommendation of the Superintendent – may authorize “release time” for organizational business and professional growth; participants shall be chosen by management personnel and the Association of Pasadena School Administrators and shall attend without loss of pay.
- C. The Board of Education may budget funds each year to enable management employees to attend District-approved conferences and professional growth opportunities. Participants will be selected by supervisory managers for approval by the Superintendent; Board Reports shall be prepared by the respective supervisory managers upon approval. Participants shall attend without loss of pay; substitutes shall not be provided. Necessary expenses for travel, lodging, meals, and fees may be paid by the District following established procedures.
- D. Upon request of his/her supervisor, participants, who are selected to attend District-approved conferences, etc., shall prepare a written report on the conference, using a one-page form prepared by the District for presentation to their supervisory manager within one (1) week of their return to the District or resumption of normal duties. This report, upon request, shall be made available to the Superintendent and/or Board of Education.

VII. MANAGEMENT GRIEVANCE PROCEDURE

1. The grievance procedure shall be used by any manager or group of managers who feel that there has been a violation, misrepresentation, or inequitable application of specific Board policies. Grievances shall not become part of a grievant's personnel file. The recruitment and selection of management personnel is specifically excluded as a grievable matter but is subject to the review provisions specified in Board policy.
2. At the informal level, managers who feel they have a grievance shall discuss the problem with the person against whom the grievance is held. The grievance shall be submitted within ten (10) working days of the occurrence of the alleged act or condition. At any stage of the proceedings, both parties to the issue may seek counsel and be accompanied by selected representatives.
3. If the grievant is not satisfied with the disposition of a grievance at the informal level, the manager shall present the grievance, in writing, within ten (10) working days to the same supervisory manager, who shall have five (5) days to respond, in writing.
4. If the grievant is not satisfied with the disposition of the grievance at this level, the decision may be appealed, in writing, to the immediate supervisor of the manager against who the grievance is held. Such an appeal shall occur within ten (10) working days of the decision being appealed. The immediate supervisor shall then arrange a meeting with all parties concerned to review the grievance and shall provide a written response within five (5) working days.
5. If this response is unsatisfactory and the grievance remains unresolved, it may be further appealed within ten (10) working days to the Superintendent. The Superintendent's decision shall be final pending an appeal to the Board of Education in executive session. In the event of an appeal, the Board, however, may return the case to the Superintendent for further consideration or render its own decision.

VIII. CONSULT-AND-CONFER SESSIONS

- A. The Superintendent or designee shall meet and confer with the official representatives of management personnel and the Association of Pasadena School Administrators at regular intervals to discuss matters of concern and interest to all management. Meetings may be called either by the District or by the representatives of management personnel; each such request will be honored within five (5) working days.

- B. The Superintendent may recommend the appointment of representatives of management personnel and of the Association of Pasadena School Administrators to provide input on District-sponsored committees which deal with the improvement of educational opportunities and services to the community or which affect management employees. All participation by management employees on District-sponsored committees shall be reviewable by the Superintendent.

APPENDIX

Appendix A

Α ΧΙΘΝΟΠΡΑ

Pasadena Unified School District
 Official Calendar for the 2009 - 2010 School Year**

AN BL. 2009

| SUMMER SCHOOL | | | | | | | | | | | | | | | | | Teacher Work Days | Student Days | | | | |
|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-------------------|--------------|-----|-----|----|----|
| | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | | |
| Summer School Jun 24 - July 17 | | | S | | | 29 | 30 | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 15 | 15 |
| Summer School Jul 20 - July 31 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 | Aug 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 9 | 9 |
| | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | Sep 31 | 1 | 2 | 3 | 4 | | | | | | 0 | 0 |

| FIRST SEMESTER | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|-----|-----|-----|-----|-----|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|-----------|-----|-----|----|----|
| | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | | |
| 1st School Month SEP 1 - SEP 28 | 8 | 9 | 10 | 11 | | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | 1 | 2 | 19 | 17 |
| 2nd School Month OCT 5 - OCT 30 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 20 | 19 |
| 3rd School Month NOV 2 - NOV 27 | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 17 | 16 |
| 4th School Month NOV 30 - DEC 25 | 30 | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 15 | 15 |
| 5th School Month DEC 28 - JAN 22 | 28 | 29 | 30 | 31 | | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 13 | 13 |
| 6th School Month JAN 25 - FEB 5 | 25 | 26 | 27 | 28 | 29 | Feb 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | 10 | 9 |
| Total Days First Semester: | | | | | | | | | | | | | | | | | 94 | 88 | | | | |

| SECOND SEMESTER | | | | | | | | | | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|------------|------------|----------|-----|----|----|
| | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | | |
| 7th School Month FEB 8 - MAR 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | Mar 1 | 2 | 3 | 4 | 5 | 18 | 18 |
| 8th School Month MAR 8 - APR 2 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 | Apr 1 | 2 | 20 | 20 |
| 9th School Month APR 5 - APR 30 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 15 | 15 |
| 10th School Month MAY 3 - MAY 28 | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 20 | 20 |
| 11th School Month MAY 31 - JUN 25 | 31 | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 19 | 18 |
| Total Days Second Semester: | | | | | | | | | | | | | | | | | 92 | 81 | | | | |
| Total Days In 2008-09 School Year: | | | | | | | | | | | | | | | | | 186 | 180 | | | | |

SPECIAL DATES

| | | | |
|-----------------|---|----------------|---|
| July 3 | Independence Day (Schools & Offices Closed) | June 24 | Beginning of Summer School |
| Aug 31 | Admission Day | July 31 | Last Day of Summer School |
| Sep 7 | Labor Day (Schools & Offices Closed) | Sep 8 | Teachers on Duty, Staff Development Day (SBCP) |
| Nov 11 | Veterans Day (Schools & Offices Closed) | Sep 9 | Teacher Driven Day, Pupils Free Day # |
| Nov 26 - 27 | Thanksgiving Recess | Sep 10 | Beginning of First Semester |
| Dec 21 - Jan 4 | Winter Recess | Sep 10 | First Day for Students |
| Dec 24 - Dec 25 | Christmas Eve & Christmas Day | Oct 28 | Teachers on Duty, Staff Development Day (SBCP) |
| Dec 31 - Jan 1 | New Year's Eve & New Year's Day | Nov 25 | Parent Conference Day for Elementary & Middle Schools; Staff Dev Day for High School Teachers; Pupils Free Day |
| Jan 18 | Martin L. King, Jr. Day | Dec 18 | Shortened Day |
| Feb 12 | President Lincoln Day | Feb 2 - 4 | High School Final Exams - Shortened Day for High Schools |
| Feb 15 | President Washington Day | Feb 5 | First Semester Ends; Staff Dev Day (SBCP); Pupils Free Day |
| Apr 12 - 16 | Spring Recess | Feb 8 | Beginning of Second Semester |
| May 31 | Memorial Day (Schools & Offices Closed) | Jun 21 - 23 | High School Final Exams - Shortened Day for High Schools |
| | | Week of Jun 21 | High School Graduation Exercises |
| | | Jun 24 | End of Second Semester; Last day for students; Shortened Day |
| | | Jun 25 | Teachers on Duty, Pupils Free Day # |

| Legend: | |
|---------|--|
| | = Schools are closed |
| | = Staff Dev Days (SBCP); Pupils Free Day |
| | = Parent Conference Day |
| # | = Teacher Driven Day; Pupils Free Day |
| A | = First Day for Students |
| B | = Beginning of Second Semester |
| S | = First Day of Summer School |
| * | = School Holiday |

** Calendar subject to change based on changes in state law or future negotiations.

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OFFICIAL CALENDAR FOR THE 2009-2010 SCHOOL YEAR

JUNE

24 First Day of Summer School (c)

JULY

3 Independence Day

31 Last Day of Summer School

AUGUST

31 Admissions Day

SEPTEMBER

7 Labor Day

8 Staff Development Day Pupil Free

9 Teacher Driven- Pupil Free

10 Beginning of First Semester -

10 First Day for Students (a)

Back-to-School Night
(Minimum Day)

SEPTEMBER

30 Eliot Middle & Marshall (6-12)

OCTOBER

1 Washington Middle & Wilson

6 Burbank, Don Benito, Madison,
McKinley, Norma Coombs, Sierra
Madre Middle7 Altadena, Cleveland, Field, Franklin,
Hamilton, Jackson, Longfellow,
San Rafael & Roosevelt8 Jefferson, Loma Alta, Webster,
Willard and Washington Elementary

14 PHS & Rose City

15 Blair (7-12) & Muir

28 Staff Development Day (Pupil Free)

NOVEMBER

CAHSEE

11 Veteran's Day

25 Elementary/Middle School Parent
Teacher Conferences (Pupil
Free)/High School Staff Dev.

26 - 27 Thanksgiving Recess

DECEMBER

18 Shortened Day

21 First Day of Winter Recess

24 & 25 Christmas Eve/Day

31 New Year's Eve

JANUARY

1 New Year's Day

4 End of Winter Recess

5 Return from Winter Recess

18 Martin Luther King, Jr. Day

FEBRUARY

2-4 High School Final Exams (Shortened Day)

5 Staff Dev. - Pupil Free

Fall Semester Ends

8 First Day of Second Semester (b)

CAHSEE

12 Lincoln's Birthday

15 Washington's Day

MARCH

CAHSEE

APRIL

12-16

Districtwide Disaster Drill

Spring Recess

Open House (Minimum Day)

28

PHS, Muir & Rose City High School

MAY

25

STAR Assessment

Open House (Minimum Day)

Altadena, Burbank, Franklin, Loma Alta,
& Jackson

26

Open House (Minimum Day)

Blair (7-12), Marshall (6-12)

27

Open House (Minimum Day)

Eliot, Washington Middle & Wilson

31

Memorial Day

JUNE

2

Open House (Minimum Day)

Cleveland, Madison, Roosevelt,

San Rafael

McKinley, Washington Elementary

3

Open House (Minimum Day)

Don Benito, Field, Hamilton, Jefferson,

Longfellow, Norma Coombs, Sierra

Madre, Webster & Willard

21-23

High School Final Exams (Shortened Day)

Marshall & Blair Graduation

PHS, Muir & Rose City Graduation

24

Last Day of Student Attendance

(Shortened Day)

25

Last Day of Teacher Services, Pupil Free

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OFFICIAL CALENDAR FOR THE 2009-2010 SCHOOL YEAR

JUNE

24 First Day of Summer School (c)

JULY3 Independence Day
31 Last Day of Summer SchoolAUGUST

31 Admissions Day

SEPTEMBER7 Labor Day
8 Staff Development Day Pupil Free
9 Teacher Driven- Pupil Free
10 Beginning of First Semester -
10 First Day for Students (a)

Back-to-School Night
(Minimum Day)

SEPTEMBER

30 Eliot Middle & Marshall (6-12)

OCTOBER1 Washington Middle & Wilson
6 Burbank, Don Benito, Madison,
McKinley, Norma Coombs, Sierra
Madre Middle
7 Altadena, Cleveland, Field, Franklin,
Hamilton, Jackson, Longfellow,
San Rafael & Roosevelt
8 Jefferson, Loma Alta, Webster,
Willard and Washington Elementary
14 PHS & Rose City
15 Blair (7-12) & Muir
28 Staff Development Day (Pupil Free)NOVEMBERCAHSEE
11 Veteran's Day
25 Elementary/Middle School Parent
Teacher Conferences (Pupil
Free)/High School Staff Dev.
26 - 27 Thanksgiving RecessDECEMBER18 Shortened Day
21 First Day of Winter Recess
24 & 25 Christmas Eve/Day
31 New Year's EveJANUARY1 New Year's Day
4 End of Winter Recess
5 Return from Winter Recess
18 Martin Luther King, Jr. DayFEBRUARY2-4 High School Final Exams (Shortened Day)
5 Staff Dev. - Pupil Free
Fall Semester Ends
8 First Day of Second Semester (b)
CAHSEE
12 Lincoln's Birthday
15 Washington's DayMARCH

CAHSEE

APRIL12-16 Districtwide Disaster Drill
Spring Recess
28 Open House (Minimum Day)
PHS, Muir & Rose City High SchoolMAY25 STAR Assessment
Open House (Minimum Day)
Altadena, Burbank, Franklin, Loma Alta,
& Jackson
26 Open House (Minimum Day)
Blair (7-12), Marshall (6-12)
27 Open House (Minimum Day)
Eliot, Washington Middle & Wilson
31 Memorial DayJUNE2 Open House (Minimum Day)
Cleveland, Madison, Roosevelt,
San Rafael
McKinley, Washington Elementary
3 Open House (Minimum Day)
Don Benito, Field, Hamilton, Jefferson,
Longfellow, Norma Coombs, Sierra
Madre, Webster & Willard
21-23 High School Final Exams (Shortened Day)
Marshall & Blair Graduation
PHS, Muir & Rose City Graduation
24 Last Day of Student Attendance
(Shortened Day)
25 Last Day of Teacher Services, Pupil Free

Appendix B

Александров

PASADENA UNIFIED SCHOOL DISTRICT
PASADENA, CALIFORNIA
Human Resources

MEMORANDUM

TO: Leadership Personnel &
Classified Personnel

DATE: May 29, 2009
Revised

FROM: Shelly James, Chief Human Resources Officer

SUBJECT: 2009-2010 Classified Work Calendar

| <u>CLASSIFIED MANAGEMENT</u> | | <u>NUMBER OF</u> | | <u>START DATE</u> | | <u>END DATE</u> |
|------------------------------|----------------|------------------|-----------|-------------------|--------|-----------------|
| | | <u>WORK DAYS</u> | | | | |
| 11 | Month Employee | 228 | Wednesday | July 1, 2009 | Friday | June 30, 2010 |
| 12 | Month Employee | 261 | Wednesday | July 1, 2009 | Friday | June 30, 2010 |

CLASSIFIED BARGAINING UNIT

| | | | | | | |
|------|----------------|-----|-----------|-------------------|-----------|---------------|
| 09 | Month Employee | 208 | Wednesday | September 9, 2009 | Friday | June 25, 2010 |
| 10 | Month Employee | 219 | Friday | August 28, 2009 | Wednesday | June 30, 2010 |
| 10.5 | Month Employee | 223 | Tuesday | August 11, 2009 | Wednesday | June 30, 2010 |
| 11 | Month Employee | 228 | Monday | August 3, 2009 | Wednesday | June 30, 2010 |
| 12 | Month Employee | 261 | Wednesday | July 1, 2009 | Wednesday | June 30, 2010 |

Appendix C

Appendix C

Pasadena Unified School District
Human Resources

MEMORANDUM

TO: Coordinators, Program Coordinators, Program Specialist,
Psychologist and Teachers on Special Assignment

DATE: May 21, 2009

FROM: Shelly James, Chief Human Resources Officer

SUBJECT: 2009-2010 Certificated Work Calendar

| <u>CERTIFICATED (UTP BARGAINING UNIT)</u> | <u>NUMBER OF WORK DAYS</u> | <u>START DATE</u> | <u>END DATE</u> |
|---|----------------------------|-------------------|-------------------|
| 10 Month Employee | 186 | Tuesday Sept. 8 | Friday June 25 |
| *10½ Month Employee | 195 | Thursday Aug. 27 | Wednesday June 30 |
| 11 Month Employee | 203 | Monday Aug. 17 | Wednesday June 30 |

CERTIFICATED MANAGEMENT

| | | | |
|---------------------|-----|-------------------|-------------------|
| *10½ Month Employee | 190 | Friday Aug. 28 | Thursday June 24 |
| 11 Month Employee | 201 | Wednesday Aug. 19 | Wednesday June 30 |

*Any changes from the above start and ending dates are to be agreed to in writing with your supervisor and need to be reported to the Human Resources Department.

cc: Alice Petrossian, Chief, Academic Officer
John Pappalardo, Chief, Finance Officer
Theresa Hawk, Executive Director, Special Education
Michael Seaton, Executive Director, Accountability & Student Achievement
Kathy Onoye, Executive Director, Elementary
Joanne Abhold, Executive Director, Secondary
Margaret Abrahamson, Director, Student Support Services
Bethel Lira, President, United Teachers of Pasadena

Appendix D

Appendix D

PASADENA UNIFIED SCHOOL DISTRICT
CLASSIFIED MANAGEMENT SALARY SCHEDULE

Effective January 1, 2008

4.50%

| <u>POSITION TITLE</u> | <u>RANGE</u> | <u>B A S E A M O U N T</u> | | | | |
|---|--------------|--------------------------------|----------|----------|----------|----------|
| | | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
| Director of Accounting & Payroll Director of Budget Director of Facilities | 43 | 8,258 | 8,648 | 9,059 | 9,563 | 10,015 |
| Director III | 36 | 7,838 | 8,228 | 8,639 | 9,073 | 9,525 |
| Administrator of Child Nutrition Administrator, Procurement & Contracts | 34 | 7,725 | 8,104 | 8,510 | 8,934 | 9,382 |
| Assistant Director, Operations and Maintenance Director, Communications & Community Engagement Director, Personnel Commission | 26 | 7,262 | 7,620 | 8,002 | 8,404 | 8,822 |
| Senior Research Analyst | 22 | 7,026 | 7,377 | 7,742 | 8,134 | 8,537 |
| District Arts Education Coordinator | 17 | 6,736 | 7,069 | 7,422 | 7,794 | 8,187 |
| Accounting Manager Occupational Specialist | 9 | 6,270 | 6,584 | 6,910 | 7,261 | 7,621 |
| Administrative Service Manager Program Coordinator, LEARNS/SACC | 1 | 5,785 | 6,076 | 6,377 | 6,697 | 7,032 |

MANAGEMENT SALARY SCHEDULE

A service increment of 5% of the base amount is added for each certificated manager beginning the 16th year of service to the District.

A service increment of 2 1/2% of the base amount is added for each classified manager beginning the 11th year of service to the District.

A service increment of 5% of the base amount is added for each certificated and classified manager beginning the 21st year of service to the District.

An increment of 5% of the base amount is added for each certificated manager holding an earned doctorate.

Classified Managers who have previously completed the professional growth program receive an increment of 3% of their base salary. The base salary used to compute this increment is the base salary on July 1 following the fiscal year in which the professional growth course work was completed.

Newly employed managers will be placed on a step commensurate with their administrative experience and on the approval of the Superintendent.

Those managers presently employed with the District and paid on the Management Salary Schedule who are promoted to higher level positions will be placed as follows:

1. Placement will be made at the correct range for the new position.
2. Placement will be made in the column within that range that reflects the next highest dollar amount over the individual's present salary or 5% increase, whichever is greater.

Appendix E

Appendix B

[The following text is extremely faint and illegible due to low contrast and noise. It appears to be a list or table of contents for Appendix B.]

PASADENA UNIFIED SCHOOL DISTRICT

CLASSIFIED SUPERVISORS

Effective July 1, 2007

4.50%

| Position Title | Title Code | Range | Hourly Equiv. Step 1 | Salary Steps | | | | |
|--|------------|-------|----------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| | | | | 1 | 2 | 3 | 4 | 5 |
| Accountant, Senior | 0104 | 47 | 26.02 | 4,510 | 4,734 | 4,973 | 5,221 | 5,477 |
| Accounting and Budget Supervisor | 0109 | 56 | 32.40 | 5,615 | 5,896 | 6,187 | 6,500 | 6,824 |
| Accounting Supervisor | 0106 | 47 | 26.02 | 4,510 | 4,734 | 4,973 | 5,221 | 5,477 |
| Area Coordinator of Operations Services | 0128 | 53 | 30.12 | 5,221 | 5,477 | 5,759 | 6,040 | 6,340 |
| Assistant Coordinator, Communications & Community Outreach | 0095 | 55 | 31.59 | 3,618 | 3,793 | 3,989 | 4,191 | 4,400 |
| Assistant Operations Supervisor | 0367 | 45 | 24.78 | 4,295 | 4,509 | 4,734 | 4,973 | 5,221 |
| Assistant Project Coordinator - Nutrition Network | 507 | 42 | 23.01 | 3,989 | 4,191 | 4,400 | 4,620 | 4,852 |
| Assistant Purchasing Director | 0636 | 55 | 31.59 | 5,477 | 5,756 | 6,040 | 6,340 | 6,657 |
| Buyer, Senior | 0709 | 45 | 24.78 | 4,295 | 4,509 | 4,734 | 4,973 | 5,221 |
| Clinical Social Worker | 0866 | 44 | 23.92 | 4,147 4,191 | 4,362 4,400 | 4,570 4,620 | 4,804 4,852 | 5,030 5,093 |
| Coordinator, Communications & Community Engagement | 094 | 55 | 31.59 | 5,477 | 5,756 | 6,040 | 6,340 | 6,657 |
| Coordinator, Telecommunications | 0710 | 62 | 37.51 | 6,501 | 6,824 | 7,166 | 7,522 | 7,897 |
| Data Base Analyst | 0888 | 62 | 37.51 | 6,501 | 6,824 | 7,166 | 7,522 | 7,897 |
| Facilities Coordinator | 0115 | 45 | 24.78 | 4,295 | 4,509 | 4,734 | 4,973 | 5,221 |
| Field Operations Supervisor | 0129 | 40 | 21.88 | 3,793 | 3,989 | 4,191 | 4,399 | 4,619 |
| Financial Analyst | 0105 | 45 | 24.78 | 4,295 | 4,509 | 4,734 | 4,973 | 5,221 |
| Fiscal Program Coordinator | 0771 | 51 | 28.69 | 4,973 | 5,221 | 5,477 | 5,756 | 6,040 |
| Fiscal Services Specialist | 0108 | 47 | 26.02 | 4,509 | 4,734 | 4,973 | 5,221 | 5,477 |
| Food Service Manager I | 0230 | 24 | 14.86 | 2,575 | 2,698 | 2,832 | 2,973 | 3,129 |
| Food Service Manager I/Training | 0233 | 26 | 15.57 | 2,698 | 2,832 | 2,973 | 3,129 | 3,284 |
| Food Service Manager II | 0226 | 31 | 17.60 | 3,050 | 3,211 | 3,366 | 3,536 | 3,713 |
| Food Service Operations Supervisor | 0236 | 53 | 30.12 | 5,221 | 5,477 | 5,756 | 6,040 | 6,340 |
| Grounds & Landscaping Supervisor | 0385 | 42 | 23.01 | 3,989 | 4,191 | 4,399 | 4,619 | 4,852 |
| Licensed Clinical Social Worker | 0865 | 50 | 28.00 | 4,852 | 5,093 | 5,350 | 5,615 | 5,896 |
| Maintenance Supervisor | 0127 | 46 | 25.39 | 4,399 | 4,619 | 4,852 | 5,093 | 5,350 |
| Network Supervisor | 0886 | 62 | 37.51 | 6,501 | 6,824 | 7,166 | 7,522 | 7,897 |
| Nutritionist - Nutrition Network | 508 | 36 | 19.88 | 3,445 | 3,618 | 3,793 | 3,989 | 4,191 |
| Payroll Supervisor | 0107 | 47 | 26.02 | 4,509 | 4,734 | 4,973 | 5,221 | 5,477 |
| Personnel Analyst | 0321 | 50 | 28.00 | 4,852 | 5,093 | 5,350 | 5,615 | 5,896 |

PASADENA UNIFIED SCHOOL DISTRICT

CLASSIFIED SUPERVISORS

Effective July 1, 2007

4.50%

| Position Title | Title Code | Range | Hourly Equiv. Step 1 | Salary Steps | | | | |
|--|------------|-------|----------------------|--------------|-------|-------|-------|-------|
| | | | | 1 | 2 | 3 | 4 | 5 |
| Procurement & Facilities Contract Specialist | 632 | 55 | 31.59 | 5,477 | 5,756 | 6,040 | 6,340 | 6,657 |
| Program Coordinator/Director I | 0185 | 35 | 19.43 | 3,366 | 3,536 | 3,713 | 3,900 | 4,089 |
| Program Coordinator/Director II | 1865 | 37 | 20.40 | 3,536 | 3,713 | 3,900 | 4,089 | 4,295 |
| Project Coordinator - Nutrition Network | 506 | 55 | 31.59 | 5,477 | 5,756 | 6,040 | 6,340 | 6,657 |
| Secretary III | 0198 | 38 | 20.87 | 3,618 | 3,793 | 3,989 | 4,191 | 4,399 |
| Senior Programmer Analyst | 359 | 56 | 32.40 | 5,615 | 5,896 | 6,187 | 6,501 | 6,824 |
| Site Coordinator-Pasadena Learns | 0131 | 43 | 23.60 | 4,089 | 4,295 | 4,509 | 4,734 | 4,973 |
| Sourcing and Contract Coordinator | 0630 | 50 | 28.00 | 4,852 | 5,093 | 5,350 | 5,615 | 5,896 |
| Systems Analyst | 0759 | 56 | 32.40 | 5,615 | 5,896 | 6,187 | 6,501 | 6,824 |
| Transportation Scheduling Coordinator | 0792 | 45 | 24.78 | 4,295 | 4,509 | 4,734 | 4,973 | 5,221 |
| Transportation Supervisor | 0794 | 41 | 22.50 | 3,900 | 4,089 | 4,295 | 4,509 | 4,734 |

Supervisory Salary Schedule

Supervisory employees who are promoted to higher level positions within the Supervisory group will be placed as follows:

1. Placement will be made at the correct range for the new position.
2. Placement will be made in the column within that range that reflect the next highest dollar amount over the individual's present salary or a 5% increase, whichever is greater.

Longevity

1. Following achievement of Step 5 plus one calendar year, add longevity increment of \$25 to base pay.
2. Following achievement of Step 5 plus two calendar years, add longevity increment of \$50 to base pay.

PASADENA UNIFIED SCHOOL DISTRICT

CLASSIFIED SUPERVISORS

Effective July 1, 2007

4.50%

| Position Title | Title Code | Range | Hourly Equiv. Step 1 | Salary Steps | | | | |
|--|------------|-------|----------------------|--------------|-------|-------|-------|-------|
| | | | | 1 | 2 | 3 | 4 | 5 |
| Procurement & Facilities Contract Specialist | 632 | 55 | 31.59 | 5,477 | 5,756 | 6,040 | 6,340 | 6,657 |
| Program Coordinator/Director I | 0185 | 35 | 19.43 | 3,366 | 3,536 | 3,713 | 3,900 | 4,089 |
| Program Coordinator/Director II | 1865 | 37 | 20.40 | 3,536 | 3,713 | 3,900 | 4,089 | 4,295 |
| Project Coordinator - Nutrition Network | 506 | 55 | 31.59 | 5,477 | 5,756 | 6,040 | 6,340 | 6,657 |
| Secretary III | 0198 | 38 | 20.87 | 3,618 | 3,793 | 3,989 | 4,191 | 4,399 |
| Senior Programmer Analyst | 359 | 56 | 32.40 | 5,615 | 5,896 | 6,187 | 6,501 | 6,824 |
| Site Coordinator-Pasadena Learns | 0131 | 43 | 23.60 | 4,089 | 4,295 | 4,509 | 4,734 | 4,973 |
| Sourcing and Contract Coordinator | 0630 | 50 | 28.00 | 4,852 | 5,093 | 5,350 | 5,615 | 5,896 |
| Systems Analyst | 0759 | 56 | 32.40 | 5,615 | 5,896 | 6,187 | 6,501 | 6,824 |
| Transportation Scheduling Coordinator | 0792 | 45 | 24.78 | 4,295 | 4,509 | 4,734 | 4,973 | 5,221 |
| Transportation Supervisor | 0794 | 41 | 22.50 | 3,900 | 4,089 | 4,295 | 4,509 | 4,734 |

Supervisory Salary Schedule

Supervisory employees who are promoted to higher level positions within the Supervisory group will be placed as follows:

1. Placement will be made at the correct range for the new position.
2. Placement will be made in the column within that range that reflect the next highest dollar amount over the individual's present salary or a 5% increase, whichever is greater.

Longevity

1. Following achievement of Step 5 plus one calendar year, add longevity increment of \$25 to base pay.
2. Following achievement of Step 5 plus two calendar years, add longevity increment of \$50 to base pay.



Appendix F

FRIDAY

PASADENA UNIFIED SCHOOL DISTRICT
CONFIDENTIAL-CLASSIFIED PERSONNEL

Effective July 1, 2007

| Position Title | Title Code | Range | Hourly Equiv. Step 1 | Salary Steps | | | | | |
|------------------------------------|------------|-------|----------------------|--------------|-------|-------|-------|-------|-------|
| | | | | 1 | 2 | 3 | 4 | 5 | 6 |
| Executive Secretary | 697 | 40 | 22.62 | 3,922 | 4,124 | 4,330 | 4,548 | 4,780 | 5,016 |
| Personnel Technician, Certificated | 618 | 33 | 19.02 | 3,295 | 3,463 | 3,639 | 3,828 | 4,020 | 4,225 |
| Personnel Supervisor, Certificated | 619 | 50 | 28.94 | 5,016 | 5,272 | 5,540 | 5,819 | 6,118 | 6,425 |
| Personnel Supervisor, Classified | 621 | 50 | 28.94 | 5,016 | 5,272 | 5,540 | 5,819 | 6,118 | 6,425 |
| Secretary II | 121 | 28 | 16.81 | 2,915 | 3,063 | 3,219 | 3,381 | 3,551 | 3,731 |
| Secretary III | 198 | 35 | 19.98 | 3,463 | 3,639 | 3,828 | 4,020 | 4,225 | 4,437 |
| Senior Executive Secretary | 698 | 43 | 24.37 | 4,225 | 4,437 | 4,662 | 4,900 | 5,142 | 5,408 |

Confidential Stipend

Add 2.5% of Step 1 of the designated salary range to base salary of individual, regardless of current step placement. (e.g., each Secretary II receives a stipend of \$72.88 per month, 2.5% of \$2,915)

Longevity Stipends

- a. At beginning of 8th consecutive year of service, add longevity increment of \$25 to base pay.
- b. At beginning of 13th consecutive year of service, add longevity increment of \$25 to base pay.
- c. At beginning of 18th consecutive year of service, add longevity increment of \$25 to base pay.

Confidential Vacation Leave

Confidential employees receive an additional two days of Vacation Leave annually.

Appendix G

Appendix G

Appendix H

Pasadena Unified School District

TEACHER SUMMATIVE EVALUATION

Employee _____ Assignment(s) _____

School/Department _____ Date _____

| | | |
|------------------|-----------------------|---|
| S – Satisfactory | N* - Needs to Improve | U* - Unsatisfactory *comments required |
|------------------|-----------------------|---|

S N* U* 1.0 ENGAGES AND SUPPORTS ALL STUDENTS IN LEARNING

- 1.1 Connects students' prior knowledge, life experiences, and interests with learning goals.
- 1.2 Uses a variety of instructional strategies and resources to respond to students' diverse needs.
- 1.3 Facilitates learning experiences that promote autonomy, interaction, and choice.
- 1.4 Engages students in problem solving, critical thinking, and other activities that make subject matter meaningful.
- 1.5 Promotes self-directed, reflective learning for all students.

Comments _____

S N* U* 2.0 CREATES AND MAINTAINS EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING

- 2.1 Creates a physical environment that engages all students.
- 2.2 Establishes a climate that promotes fairness and respect.
- 2.3 Promotes social development and group responsibility.
- 2.4 Establishes and maintains standards for student behavior.
- 2.5 Plans and implements classroom procedures and routines that support student learning.
- 2.6 Uses instructional time effectively.

Comments _____

S N* U* 3.0 UNDERSTANDS AND ORGANIZES SUBJECT MATTER FOR STUDENT LEARNING

- 3.1 Demonstrates knowledge of subject matter content and student development
- 3.2 Organizes curriculum to support student understanding of the subject matter.
- 3.3 Interrelates ideas and information within and across subject matter areas.
- 3.4 Develops student understanding through instructional strategies that are appropriate to the subject matter.
- 3.5 Uses materials, resources, and technologies to make subject matter accessible to students.
- 3.6 Adheres to District curriculum and content standards.

Comments _____

S N* U* 4.0 PLANS INSTRUCTION AND DESIGNS LEARNING EXPERIENCES FOR ALL STUDENTS

- 4.1 Draws on and values students' backgrounds, interests, and developmental learning needs.
- 4.2 Establishes and articulates goals for student learning.
- 4.3 Develops and sequences instructional activities and materials for student learning.
- 4.4 Designs short-term and long-term plans to foster student learning.
- 4.5 Modifies instructional plans to adjust for student needs.

Comments _____

S N* U* 5.0 ASSESSES STUDENT LEARNING

- 5.1 Establishes and communicates learning goals for all students.
- 5.2 Collects and uses multiple sources of information to assess student learning.
- 5.3 Involves and guides all students in assessing their own learning.
- 5.4 Uses the results of assessment to guide instruction.
- 5.5 Communicates with students, families, and other audiences about student progress.
- 5.6 Provides evidence of employee performance as it reasonably relates to the progress of students toward grade level standards.

Comments _____

S N* U* 6.0 DEVELOPS AS A PROFESSIONAL EDUCATOR

- 6.1 Reflects, plans, and establishes professional goals; pursues opportunities to grow professionally.
- 6.2 Works with colleagues to improve professional practice.
- 6.3 Conducts timely and effective conferences with students, parents, and support personnel concerning individual student needs.
- 6.4 Adheres to District/school policies and rules.
- 6.5 Accepts and fulfills instructional duties and responsibilities in a timely and effective manner.
- 6.6 Accepts and fulfills non-instructional duties and responsibilities (e.g. attendance, punctuality, supervision, meetings, committees, etc.) in a timely and effective manner.

Comments _____

*COMMENDATIONS AND/OR RECOMMENDATIONS:

Additional pages attached: Yes _____ No _____

| | |
|----------------------------|--|
| <input type="checkbox"/> | Satisfactory Overall Evaluation |
| PAR Conference Held | <i>3 or more Needs to Improve ratings in any one standard (Standards 1-6)</i> <i>2 Needs to Improve ratings and 1 Unsatisfactory rating in any one standard (Standards 1-6)</i> |
| <input type="checkbox"/> | <i>3 or more Needs to Improve ratings in any one standard, 2 Needs to Improve and 1 Unsatisfactory ratings or 2 Unsatisfactory and 1 Needs to Improve rating in any one standard is an overall Needs to Improve.</i> |
| PAR Referral: | <i>3 or more Unsatisfactory ratings in any one standard (Standards 1-6)</i> |
| <input type="checkbox"/> | <i>3 or more Unsatisfactory ratings in any one standard is an overall Unsatisfactory</i> |

- Recommended for continued service Recommended for continued service, but improvement needed. Not recommended for continued service

Signature of Employee _____ Date _____

Signature of Evaluator _____ Date _____

This evaluation has been discussed with the employee. The teacher's signature acknowledges receipt of this document and does not necessarily indicate agreement with the report. I understand that I may, within ten (10) working days of my signature, make a written response to this evaluation.

Appendix I

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California
SELF-AND SUMMATIVE EVALUATION FOR NON-TEACHING CERTIFICATED PERSONNEL

| | | | |
|-------------------|-------------------|------|---|
| Name of Evaluatee | Name of Evaluator | Date | NA NOT APPLICABLE 1 DOES NOT MEET 2 NEEDS IMPROVEMENT 3 MEETS 4 EXCEEDS |
| School/Location | | | |
| Report for Period | | | |

I. DEVELOPING STAFF PERSONNEL

| | | | | | |
|---|----|---|---|---|---|
| A. Maintains good staff morale. | NA | 1 | 2 | 3 | 4 |
| B. Is approachable. | NA | 1 | 2 | 3 | 4 |
| C. Emphasizes the importance of team work. | NA | 1 | 2 | 3 | 4 |
| D. Maintains effective communication. | NA | 1 | 2 | 3 | 4 |
| E. Shows sensitivity as evidenced by understanding of others, empathy, and acceptance of others' point of view. | NA | 1 | 2 | 3 | 4 |

| | |
|----------------------------|----------------------------|
| EVALUATOR COMMENTS: | EVALUATEE COMMENTS: |
|----------------------------|----------------------------|

II. JOB PERFORMANCE

| | | | | | |
|---|----|---|---|---|---|
| A. Performs those duties as established for the respective positions. | NA | 1 | 2 | 3 | 4 |
| B. Communicates effectively in oral and written form. | NA | 1 | 2 | 3 | 4 |
| C. Exhibits creativity by innovation, flexibility, and initiative. | NA | 1 | 2 | 3 | 4 |
| D. Demonstrates knowledge of current research findings and trends. | NA | 1 | 2 | 3 | 4 |
| E. Assists staff to achieve goals which improve the program in area served. | NA | 1 | 2 | 3 | 4 |
| F. Provides a good working environment as evidenced by attention to staff needs and suggestions | NA | 1 | 2 | 3 | 4 |
| G. Supports learning opportunities for students and/or provides services for students | NA | 1 | 2 | 3 | 4 |

| | |
|----------------------------|----------------------------|
| EVALUATOR COMMENTS: | EVALUATEE COMMENTS: |
|----------------------------|----------------------------|

III. PROFESSIONAL RESPONSIBILITY

| | | | | | |
|--|----|---|---|---|---|
| A. Assumes responsibility for records, materials, and equipment. | NA | 1 | 2 | 3 | 4 |
| B. Seeks appropriate help when needed; accepts supervision in a positive manner. | NA | 1 | 2 | 3 | 4 |
| C. Works constructively with staff and students. | NA | 1 | 2 | 3 | 4 |
| Conducts workshops, demonstrations, and inservice trainings. | NA | 1 | 2 | 3 | 4 |
| Effectively assists in the development and implementation of behavior management. | NA | 1 | 2 | 3 | 4 |
| F. Displays knowledge of community resources and utilizes and refers when appropriate. | NA | 1 | 2 | 3 | 4 |
| G. Works and communicates effectively with parents and the community. | NA | 1 | 2 | 3 | 4 |
| H. Participates in professional growth activities. | NA | 1 | 2 | 3 | 4 |

EVALUATOR COMMENTS:

EVALUATEE COMMENTS:

IV. IMPLEMENTING SCHOOL POLICIES

| | | | | | |
|---|----|---|---|---|---|
| A. Carries out instructions properly. | NA | 1 | 2 | 3 | 4 |
| B. Is consistent in the administration of policies and rules. | NA | 1 | 2 | 3 | 4 |
| C. Adheres to Board policies as well as appropriate state regulations and laws. | NA | 1 | 2 | 3 | 4 |

EVALUATOR COMMENTS

EVALUATEE COMMENTS

Assistance Recommended:

EVALUATOR SIGNATURE

EVALUATEE SIGNATURE

NATURES: This report has been discussed with me and signing this report does not necessarily mean that I agree with all the ratings. Both the evaluator and the evaluatee shall date and sign the report. In case the evaluatee refuses to sign the report, the evaluator shall request a witness to sign as evidence that the conference has been held.

SUMMARY STATEMENT

Current employment status (check one)

Permanent

Probationary

Temporary

Temporary

EVALUATOR'S RECOMMENDATION

I. Recommended for continued employment

II. Recommended for continued employment with assistance and evaluation as outlined for the _____ school year.

III.

Performance is unsatisfactory – recommended for assistance and evaluation as outlined for the _____ school year.

Assistance recommended (use additional sheets if necessary)

IV. Performance is unsatisfactory

EVALUATOR SIGNATURE

EVALUATOR'S SIGNATURE

SIGNATURES: This report has been discussed with me and signing this report does not necessarily mean that I agree with all the ratings. Both the evaluator and the evaluatee shall sign the report. In case the evaluatee refuses to sign the report, the evaluator shall request a witness to sign as evidence that the conference has been held.

DATE:

Attachment to Summary Statement

Evaluatee: _____

Evaluator: _____

Date: _____

Appendix J

PASADENA UNIFIED SCHOOL DISTRICT

CLASSIFIED PERSONNEL PERFORMANCE REPORT

Name: _____ Position: _____ Site: _____

Check appropriate boxes: Probationary Employee Permanent Employee Unscheduled Evaluation Scheduled Evaluation Date: _____

PERFORMANCE DIMENSIONS

Check the phrases in each column that most nearly describe the employee's performance over the period covered by the evaluation.

I. QUALITY OF WORK consists of the neatness and correctness with which duties are performed.

A. NEATNESS

- Work is consistently presentable.
- Work is occasionally unacceptable or needs to be done again.
- Work is often unacceptable or needs to be done again.

B. CORRECTNESS

- Work is consistently correctly done.
- Work is of acceptable quality.
- Work contains numerous errors.

Comments: _____

II. JOB KNOWLEDGE consists of the job information, application of correct and efficient methods, and skills the employee has for satisfactory performance.

A. JOB INFORMATION

- All phases of job are completely understood.
- Most common phases of job are understood.
- Knowledge about key aspects of job is inadequate.

B. METHODS

- Consistently applies sound, effective and efficient methods in performance of work; work completed sooner than expected.
- Methods used are typically effective and efficient; work done in allotted time.
- Methods are ineffective.

C. SKILLS

- Possesses all needed skills at level of job requirements.
- Most skills satisfactory, some need improvement.
- One or more needed skills are absent or less than acceptable.

Comments: _____

III. ATTENDANCE AND PUNCTUALITY consists of being at work on time.

A. ATTENDANCE

- Attendance is perfect or nearly so.
- Attendance is satisfactory; work is not adversely affected by absences.
- Attendance was marked by one or two extensive absences during the period of evaluation. Reason: _____
- Absences are excessive: more than ten (10) instances of one or more days' absence on an annual basis during evaluation period; work suffered.

B. PUNCTUALITY

- Consistently at work by time work day starts.
- Occasionally tardy.
- Frequency of tardiness is cause for concern and can stand improvement.
- Frequently not at work on time; adversely affecting job performance.

Comments: _____

IV. WORK CHARACTERISTICS are individual behaviors and responses regarding the areas below.

A. INITIATIVE & RESOURCEFULNESS

- Independently identifies needs, and problems are solved: is self starter.
- Employee typically initiates required action and solves problems independently.
- Needs are overlooked or assistance is required.

C. ATTITUDE

- Positive feeling about work is presented to others consistently; willing to improve and suggest new ideas; enjoys other people; speaks well of work and school district.
- Positive attitude typically displayed; job dissatisfaction seldom apparent.
- Demonstrates an attitude of "get the job done and go home." Seldom comments on anything unless specifically asked. Will help others when asked.
- Finds fault with others and complains. Negative or hostile attitude; consistent dissatisfaction with or open dislike for job is apparent.

E. TEAMWORK

- Always gives and receives cooperation. Coordinates work well with co-workers and others. Is considerate and understanding.
- Does the required job and is generally cooperative. Is usually considerate and understanding of others.
- Usually cooperates with others but is sometimes inconsiderate and difficult to get along with. Complains frequently.
- Is frequently uncooperative and unpleasant. Does not work well with others. Is frequently inconsiderate or irritable.

B. ADAPTABILITY TO STRESS OR CHANGE

- Stress or change are consistently dealt with satisfactorily.
- Employee usually keeps his/her composure.
- Does not react well in a crisis situation. Stressful situations or change are met with other ineffective behavior.

D. PRIORITIZING

- Prioritizes so that most important things always get done; changing demands are typically met.
- Prioritizing occasionally neglected, resulting in important tasks not being completed.
- Ineffective prioritizing frequently results in tasks not being completed.

F. ABILITY TO BE FLEXIBLE

- Readily adapts to new procedures, duties and unusual happenings. Handles immediate situations smoothly.
- Usually responds well to new procedures, duties, and unusual happenings. Might show strain in a crisis.
- Resists and needs prodding to change procedures, duties or unusual situations. Is slow to adapt.

Comments: _____

V. **WORKING RELATIONSHIPS** are the courtesy and tact, discretion, and effective oral communication that an employee displays at work.

A. COURTESY AND TACT

- Courtesy and tact are consistently demonstrated to an exceptional degree.
- Courtesy and tact are usually displayed towards others.
- Some comments or actions offend others.
- Behavior often seen as tactless or discourteous; others often choose to "avoid" rather than deal with behavior.

B. DISCRETION

- There are no known violations of job related confidentiality, nor other inappropriate discussions of job matters.
- There are no serious violations of confidentiality.
- There is evidence that required confidentiality was not observed.

C. ORAL COMMUNICATION

- Communicates very effectively orally; attention to other speakers is apparent.
- Communicates effectively orally; usually seen as attentive.
- Talks too much or not enough to get the job done.

Comments: _____

VI. **DEPENDABILITY** is getting required work done with a minimum of supervision following oral and written instructions.

A. SUPERVISION REQUIRED

- Absolute minimum supervision is required.
- Very little supervision is required to ensure that work is completed.
- Supervision is often required in order to get assigned work done.

B. FOLLOWING ORAL & WRITTEN INSTRUCTIONS

- Instructions consistently followed; employee typically needs instructions only once.
- Instructions are followed with minimal repetition necessary, few errors.
- Instructions occasionally not followed and/or needs occasionally to be repeated.
- Instructions are frequently not followed and/or frequently need to be repeated.

C. TIME MANAGEMENT

- Always completes work required in the allotted time.
- Occasionally does not complete work required in the allotted time.
- Rarely completes work required in the allotted time.

Comments: _____

VII. **USE AND CARE OF EQUIPMENT** is the correct operation and maintenance of equipment expected of employee using it.

A. OPERATION AND MAINTENANCE

- Equipment is used with appropriate care and maintenance, resulting in superior work product and prolonged equipment life.
- Normal and reasonable good judgement is exercised; equipment is not abused.
- Assigned equipment is used carelessly, resulting in poorer work product and costly maintenance.

B. SKILL & USE OF MECHANICAL EQUIPMENT

- Uses equipment efficiently and effectively; is well coordinated.
- Uses equipment effectively, but not always efficiently. Performs work in a neat manner.
- Adequately handles equipment, but tends to be sloppy, unorganized or inefficient. On occasion(s) may mistreat equipment.
- Lacks coordination. Unable to operate equipment effectively and efficiently. Tends to be accident-prone.

Comments: _____

VIII. **SAFETY AND SANITATION** consists of safety practices and also includes proper sanitation procedures and personal hygiene.

A. SAFETY PRACTICES

- Safe working procedures are followed; potential hazards are handled effectively; has accident-free history.
- Generally follows safe working procedures; some minor accidents; occasionally takes potentially unsafe shortcuts.
- Does not follow safe working procedures; has frequent accidents; inappropriate actions are taken in emergency situation.

B. SANITATION

- Consistently uses approved sanitation procedures; spots unsanitary conditions and seeks to correct.
- Sanitation practices inconsistent; care needs to be taken to keep standards consistently satisfactory.

C. PERSONAL HYGIENE

- Is always neat, clean and well-groomed.
- Usually is clean and adequately groomed.
- Poor grooming habits.

Comments: _____

SUMMARY RATING

- Exceeds Standards*
- Meets Standards*
- Requires Improvement*
(Goals & improvement program attached)
- Unsatisfactory*

PROBATIONARY EMPLOYEES ONLY

- I DO recommend this employee be granted permanent status.
- I DO NOT recommend this employee be granted permanent status.

*All summary ratings shall have statements of fact(s).

I have received and read a copy of the foregoing report and have had an opportunity to discuss it with my supervisor. My signature below does not necessarily mean I agree with the evaluation. This evaluation will be placed in my personnel file.

Signature of Employee

Title

Date

Signature of Rater/Supervisor

Title

Date

Signature of Reviewer/Administrator

Title

Date

- I disagree with this evaluation and intend to respond in writing. I will submit a written statement within ten (10) days to be attached to this form.
- I request a review of this evaluation by the next-level administrator.

PASADENA UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL GOALS AND IMPROVEMENT PROGRAM

Name: _____ Position: _____ Site: _____

Check appropriate boxes: Probationary Employee Permanent Employee Unscheduled Evaluation Scheduled Evaluation Date: _____

I. Summary Rating Comments (Required):

II. Record progress achieved in attaining previously set goals or improvement programs.

III. Record specific work performance deficiencies or job behavior requiring improvement or correction.

IV. Record specific goals or improvement programs to be undertaken during the next evaluation period.

Signature of Employee

Title

Date

Signature of Rater/Supervisor

Title

Date

Appendix K

Pasadena Unified School District
Request to be absent from duty form
Management, Supervisory, Confidential Employees

Use this form to request to be absent from duty and to request to attend a conference.

Employee's Name _____

Job Title _____ Work Location _____

Length of absence:

| | | | | | |
|-------|------------|------------|-----|------------|------------|
| From: | Date _____ | Time _____ | To: | Date _____ | Time _____ |
| | | A.M. | | | A.M. |
| | | P.M. | | | P.M. |

Total time to be absent: _____ Hours _____ Days

Reason for Request:

- Medical Appointment Vacation Industrial Injury/Illness
- School Business other than Conference Attendance (Specify) _____
- Personal Necessity Leave _____
- Leave without Pay (Personal Leave) Jury Duty (attach court order)
- Bereavement Leave; specify relationship to deceased _____
- Judicial Leave (If as litigant, see Personal Necessity Leave)
- Floating Holiday (non-supervisory confidential only)

Conference Attendance Location of Conference _____

Rationale for Attendance (Attach informative information if available) _____

Anticipated Total Cost to District, if any _____ Overnight Stay Yes No

Approved Not Approved Supervisor's Signature _____

Approved Not Approved Assistant/Deputy Superintendent _____

Employee Signature Date Supervisor's Signature Date

Supervisor comments _____

Employee must complete the Employee Absence Claim Form upon return from Leave

Appendix L

EMPLOYEE ABSENCE CLAIM FORM

Pasadena Unified School District



Employee's Name: _____ Please type or print: _____ Social Security No. _____

Current Balance: Vacation _____ Sick Leave: _____ PNL used this year: _____ Days _____ Hours _____

Job Title: _____ Work Location: _____

LENGTH OF ABSENCE: FROM: _____

| | | |
|------|----|----|
| DATE | AM | PM |
|------|----|----|

| | | |
|----------|----|----|
| TO: DATE | AM | PM |
|----------|----|----|

| | | |
|-------------------|-------|------|
| TOTAL TIME ABSENT | HOURS | DAYS |
|-------------------|-------|------|

REASON FOR ABSENCE:

- Illness or Medical Appointment (Sick Leave) _____
- Personal Necessity Leave
Specify section of contract under which PNL is requested _____
- Industrial Injury/Illness Leave _____
- Leave without Pay (Personal Leave) _____
- Bereavement Leave
Specify relationship of deceased _____
- Specify destination for travel beyond _____ Miles: _____
- Vacation Leave _____
- Jury Duty Leave (attach court order) _____
- Judicial Leave (If as a litigant, use Personal Necessity Leave, above)
(If not as litigant, attach copy of subpoena) _____
- Floating Holiday, Other (specify) _____
- School Business (specify) _____

I HEREBY DECLARE THAT THE STATEMENTS ON THIS FORM ARE TRUE AND COMPLETE.

Employee's Signature _____

Date _____

APPROVED BY: _____

Supervisor's Signature _____

Date _____

Comments _____

Appendix M

Acceptable Use Agreement

Terms and Conditions for Computer Use, Network Access, and Internet Use

Pasadena Unified School District has access to the Internet, a world-wide computer network. The Internet is the most effective way we have found for introducing students to the global nature of information. It allows users to share information in a variety of ways with other individuals all over the world.

The Internet has come about because groups of individuals have chosen to network their computers in order to share information. A small minority have made objectionable materials available over the Internet. Pasadena Unified School District takes every precaution to restrict access to this material; however, an industrious user may discover it. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet.

Each user of the District's Computer Systems, local and wide area networks, and the internet agrees to the following conditions:

1. Never write or share your password!
2. All network communication must be polite, kind, and free from inappropriate language. As with other forms of communication, E-Mail may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons, or the transmission or use of E-Mail or other computer messages that are sexually explicit constitute harassment and may subject the individual to disciplinary action.
3. The transmission of copyrighted materials without the written permission of the author or creator through District E-Mail or other network resources in violation of U.S. copyright law is prohibited.
4. Access to the District's computers, networks, E-Mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. District Users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.
5. E-Mail and computer files are not guaranteed to be private. The District reserves the right to access E-Mail and files in order to engage in routine computer maintenance, to carry out internal investigations, to prepare responses to requests for public records, or to disclose messages, data or files to law enforcement authorities.
6. No attempt to tamper with other people's data or to gain unauthorized access to computer systems or accounts on the Internet is permitted. Unauthorized attempts to access another person's E-Mail or similar electronic communications or to use another's name, E-Mail or

computer address or workstation to send E-Mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

7. Modifications to District's computers (hardware or software) will not be made without approval of the system administrator. All software loaded to the District's computer systems will be properly licensed.

8. All users must understand that the District cannot guarantee privacy or confidentiality of electronic documents, and any messages that are confidential as a matter of law should not be communicated over E-Mail.

9. Messages sent as E-Mail should meet the same standards for distribution or display as if they were tangible documents or instruments. As with all records maintained by the District and to the extent required by law, files saved in the District's information system, including E-Mail, may be subject to release with a public record disclosure request.

10. District E-Mail or other network resources may not be used for commercial purposes or for personal financial gain. Personal addresses, phone numbers, and financial information shall not be included in network communication.

11. E-Mail shall be read and deleted regularly. File server space is limited.

12. If you are unsure, ask the system administrator.

13. Placement of copyrighted material on the Internet, E-Mail, or other system via a telephone line without the author's permission and reception of copyrighted material for other than personal use, without the author's permission.

14. Transmission or reception of material which plagiarizes another's work (defined as copying another's work without citing or crediting the author).

15. Transmission or reception of material that is threatening, obscene, disruptive, sexually explicit, protected as a trade secret, classified by an agency of the federal government, or that harasses or disparages others based upon race, national origin, sex, sexual orientation, age, disability, religion, or any materials promoting the use of drugs, alcohol or tobacco.

16. Transmission or reception of material which violates an individual's right to privacy including but not limited to disclosure of address, telephone number, and private or personal facts about the individual.

17. Participation in discussion or planning leading to the solicitations of others to engage in illegal or criminal activities.

18. Use of the District electronic system for commercial activities, (for example, buying, selling, and marketing of products and services.)

19. Deliberate unauthorized attempts to delete, change, or destroy data or files of another user or of other agencies, networks, or computers connected to the District system.

Acceptance:

1. I understand that computer, network and Internet use at Pasadena Unified School District is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason.
2. As a condition of my use of computer, network and Internet, I will abide by the Terms and Conditions for computer use at Pasadena Unified School District pursuant to Board Policy (BP) 4040, and by any future terms or conditions that may be developed. I understand disciplinary action will be taken if I am found abusing my computer privileges.

Additionally:

1. I understand that Pasadena Unified School District will provide Internet access, for educational purposes only, to students, teachers, administrators, and staff who have an acceptable use agreement on file through its network.
2. I will ensure that the school has a signed Acceptable Use Agreement for any student that I supervise on a District computer.
3. I understand that all students who use the District computers while under my supervision must abide by the Pasadena Unified School District policies and regulations regarding use of technology and the Internet.

Acceptable Use Agreement:

1. I will not leave students unattended while they are using the Internet under my supervision.
2. I will set an educationally relevant objective for each Internet activity that I supervise.
3. I will abide by copyright law.

Employee Signature: Date:

Printed Name:

PASADENA UNIFIED SCHOOL DISTRICT

Appendix N

All Personnel

BP 4119.11(a)
4219.11
4319.11

SEXUAL HARASSMENT

The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form.

Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4118 - Suspension/Disciplinary Action)

Any employee or applicant for employment who feels that he/she or another individual in the district is being sexually harassed should immediately contact his/her supervisor, principal, other district administrator or the Superintendent or designee in order to obtain procedures for reporting a complaint. Complaints of harassment can be filed in accordance with AR 4119.11 Sexual Harassment.

Any supervisor who receives a harassment complaint shall notify the Superintendent or designee, who shall ensure that the complaint is appropriately investigated.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

The Governing Board designates the Chief Personnel Officer or person with the equivalent title located at:

351 S. Hudson Avenue
Pasadena, CA 91109
626/568-4506

as coordinator for sexual harassment complaints. Additional remedies beyond district actions are available through civil law, mediation centers, legal assistance agencies, and private legal counsel.

SEXUAL HARASSMENT (continued)

BP 4119.11(b)
4219.11
4319.11

Legal Reference:

EDUCATION CODE

200-240 Prohibition of discrimination on the basis of sex, especially:

212.5 Sexual harassment, defined

212.6 Sexual harassment policy

230 Particular practices prohibited

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

UNITED STATES CODE, TITLE 42

2000d & 2000e et seq. Title VI & Title VII, Civil Rights Act of 1964 as amended

2000h-2 et seq. Title IX, 1972 Education Act Amendments

Meritor Savings Bank, FSB v. Vinson et al

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Appendix O

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All Personnel

AR 4161.8(a)
AR 4261.8(a)
AR 4361.8(a)

FAMILY CARE AND MEDICAL LEAVE

The district shall not refuse to hire and shall not discharge, fine, suspend, expel or discriminate against any employee because he/she exercises the right to family care leave or because he/she gives information or testimony related to his/her or another person's family care leave in an inquiry related to family leave rights. (29 U.S.C. 2615; Government Code 12945.2)

Definitions

"Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis as long as the child is under 18 years of age or an adult dependent child. (29 U.S.C. 2611; Government Code 12945.2)

"Parent" means a biological, foster or adoptive parent, a stepparent, a legal guardian, or another person who stood in loco parentis to the employee when the employee was a child. (29 U.S.C. 2611; Government Code 12945.2)

"Instructional employee" means an employee whose principal function is to teach; instructional employees include athletic coaches, driving instructors, special education assistants and signers for the hearing impaired. The term does not include teacher assistants or aides, counselors, psychologists, curriculum specialists or other primarily noninstructional employees. (29 C.F.R. 825.600)

"Serious health condition" means an illness, injury, impairment or physical or mental condition that involves either of the following: (29 U.S.C. 2611; Government Code 12945.2)

1. Inpatient care in a hospital, hospice or residential health care facility
2. Continuing treatment or continuing supervision by a health care provider

Eligibility

Any eligible employee who has served the district more than one continuous year shall be eligible to take unpaid family care and medical leave under the

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AR 4161.8(b)
AR 4261.8(b)
AR 4361.8(b)

FAMILY CARE AND MEDICAL LEAVE (continued)

provisions of state and federal law. Employees who worked 1,250 hours or more during the previous year are eligible for family care and medical leave. (29 U.S.C. 2611; Government code 12945.2; 29 C.F.R. 825.110; Code of Regulations, Title 2, Section 7297.0)

For eligibility purposes, full-time teachers are deemed to meet the 1,250 hour test. (29 C.F.R. 825.110)

Family care and medical leave may be used for the following reasons: (29 U.S.C. 2612; Government Code 12945.2)

1. Because of the birth of the employee's child, and in order to care for the child
2. Because of the placement of a child with the employee for foster care or in connection with the employee's adoption of the child
3. In order to care for the employee's child, parent or spouse with a serious health condition
4. Because of the employee's own serious health condition which makes the employee unable to perform the functions of his/her job, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions

Requests, Advance Notice and Certification

The employee shall give the district at least 30 days' written advance notice of his/her need for family care and medical leave. If the employee learns of the need for this leave fewer than 30 days in advance, he/she shall provide such notice as soon as practicable. (29 U.S.C. 2612; Government Code 12945.2)

If leave is needed for a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of district operations. This scheduling shall be subject to the health care provider's approval. (29 U.S.C. 2612; Government Code 12945.2)

AR 4161.8(c)
AR 4261.8(c)
AR 4361.8(c)

FAMILY CARE AND MEDICAL LEAVE (continued)

When requesting family care and medical leave because of a serious health condition, the request shall be supported by a certification from the health care provider of the person requiring care. This certification shall include the following: (29 U.S.C. 2613; Government Code 12945.2; Code of Regulations, Title 2, Section 7297.0)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for a child, spouse or parent who has a serious health condition, the health care provider's certification of both of the following:
 - a. Estimated amount of time the health care provider believes the employee needs to care for the child, parent or spouse
 - b. Statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the child, parent or spouse
4. If the employee is requesting leave because of his/her own serious health condition, the health care provider's certification that due to the serious health condition, the employee is unable to perform the functions of his/her job

The health care provider's certification need not identify the serious health condition involved. When the employee is requesting leave because of his/her own serious health condition, this information may be included at the employee's option. (Code of Regulations, Title 2, Section 7297.0)

If additional leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification as specified above. (29 U.S.C. 2613; Government Code 12945.2)

If the employee is requesting leave for intermittent treatment or is requesting leave on a reduced leave schedule for planned medical treatment, the certification must also state the medical necessity for the leave, the



AR 4161.8(d)
AR 4261.8(d)
AR 4361.8(d)

FAMILY CARE AND MEDICAL LEAVE (continued)

dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave. (29 U.S.C. 2613)

If the district has reason to doubt the validity of a certification that accompanies a request for leave, the district may challenge the certification and require the employee to obtain, at district expense, a second opinion from a district-approved health care practitioner. If the second opinion is contrary to the first, the district may require, again at district expense, that the employee obtain a third medical opinion from a third health care practitioner approved by both the employee and the district. (29 U.S.C. 2613; Government Code 12945.2)

Terms of Leave

Family care and medical leave shall not exceed 12 work weeks during any 12-month period. (29 U.S.C. 2612; Code of Regulations, Title 2, Section 7297.3)

This 12-month period shall coincide with the fiscal year.

Leave taken pursuant to the California Family Rights Act shall run concurrently with leave taken pursuant to the federal Family and Medical Leave Act (FMLA), except for any leave taken under the FMLA for disability on account of pregnancy, childbirth, or related medical conditions. In addition to family care and medical leave, an employee may be entitled to take pregnancy disability leave of up to four months. During the otherwise unpaid portion of pregnancy disability leave, the employee may use any accrued vacation, sick time or other paid leave. (Government Code 12945, 12945.2)

(cf. 4161/4261 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness and Injury Leave)

(cf. 4261.1 - Personal Illness and Injury Leave)

Leave taken for the birth or placement of a child must be concluded within one year of the birth or placement of the child.

If both parents of a child work for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a total of 12 weeks. (Government Code 12945.2)

AR 4161.8(e)
AR 4261.8(e)
AR 4361.8(e)

FAMILY CARE AND MEDICAL LEAVE (continued)

During the period of family care and medical leave, the district shall require the employee to use his/her accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the district. Accrued sick leave shall be used when the purpose of the family care and medical leave is one for which sick leave may be taken pursuant to collective bargaining agreements and/or Board policy. (Government Code 12945.2)

(cf. 4141/4241 - Collective Bargaining Agreement)

Instructional Employees: Leaves Near the End of the Term

The district may require an instructional employee to continue taking a requested leave until the end of the term in any of the following situations: (29 U.S.C. 2618)

1. If the instructional employee begins a leave of three or more weeks' duration more than five weeks before the end of a term and would subsequently return to work during the last three weeks of the term
2. If the instructional employee, for reasons other than his/her own serious health condition, begins a leave of more than two weeks' duration during the period that begins five weeks before the end of the term and would subsequently return to work during the last two weeks of the term
3. If the instructional employee, for reasons other than his/her own serious health condition, begins a leave of more than five days' duration during the period that begins three weeks before the end of the term

Maintenance of Benefits

During the period of family care and medical leave, the employee shall continue to be entitled to participate in the district's medical, dental and vision plan. (29 U.S.C. 2614; Government Code 12945.2)

If the employee fails to return from leave after the leave period has expired for a reason other than the continuation, recurrence or onset of a serious health condition or other circumstances beyond the employee's control, the

AR 4161.8(f)
AR 4261.8(f)
AR 4361.8(f)

FAMILY CARE AND MEDICAL LEAVE (continued)

employee may be required to reimburse any health premiums paid by the district during the period of leave. (Government Code 12945.2)

The employee shall also continue to be entitled to participate in life, disability and accident insurance plans, pension and retirement plans, supplemental unemployment benefit plans, and/or any other employee welfare benefit plan to the same extent and under the same conditions as apply to an unpaid leave taken for any other purpose. In the absence of these conditions, the employee shall continue to be entitled to participate in these plans and the district may, at its discretion, require the employee to pay the premium for periods not covered by accrued leave. (Government Code 12945.2)

Maintenance of Status

The employee shall retain his/her employee status with the district during the leave period, and the leave shall not constitute a break in service for purposes of longevity or seniority under any employee benefit plan or collective bargaining agreement. For purposes of layoff, recall, promotion, job assignment and seniority-related benefits such as vacation, the employee returning from family care and medical leave shall return with no less seniority than he/she had when the leave began. (29 U.S.C. 2614; Government Code 12945.2)

Reinstatement

Upon granting an employee's request for family care and medical leave, the district shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (29 U.S.C. 2614; Government Code 12945.2)

The district may refuse to reinstate an employee returning from leave to the same or a comparable position if all of the following apply: (29 U.S.C. 2614; Government Code 12945.2)

AR 4161.8(g)
AR 4261.8(g)
AR 4361.8(g)

FAMILY CARE AND MEDICAL LEAVE (continued)

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of those district employees who are employed within 75 miles of the employee's worksite
2. The refusal is necessary to prevent substantial and grievous economic injury to district operations
3. The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service

An employee who takes leave has no greater right to reinstatement than if he/she had been continuously employed during the leave period. If the district reduces its work force during the leave period and the employee is laid off for legitimate reasons at that time, he/she is not entitled to reinstatement, provided the district has no continuing obligations under a collective bargaining agreement or otherwise. (C.F.R. 825.216)

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

(cf. 4317.3 - Personnel Reduction)

Notifications

In accordance with law, the district shall notify employees of their right to request family care and medical leave. Separate notices about federal and state law related to family care and medical leave shall be posted in a conspicuous place. Information about employee rights and obligations related to such leaves shall also be included in employee handbooks. (29 U.S.C. 2619; Code of Regulations, Title 2, Section 7297.9)

At least the first time in each six-month period that an employee requests family care and medical leave, the Superintendent or designee shall provide written notice detailing specific expectations and obligations and explaining

any consequences of a failure to meet these obligations. The notice shall include: (29 C.F.R 825.301)

AR 4161.8(h)
AR 4261.8(h)
AR 4361.8(h)

FAMILY CARE AND MEDICAL LEAVE (continued)

1. Notice that the leave will be counted against the employee's annual family care and medical leave entitlement
2. Requirements for the employee to furnish medical certification of a serious health condition
3. The employee's right to substitute paid leave, conditions related to any substitution, and whether the district requires this substitution
4. Health benefit arrangements
5. If applicable, the employee's status as a "key employee" and information related to restoration of that status
6. The employee's right to restoration to the same or an equivalent job
7. The employee's potential liability for health benefits should the employee not return to service
8. The district's requirement that the employee, upon return, present medical certification to the effect that he/she is able to resume work

