

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Website

<http://www.sbceo.org>

Phone

8059644711



**Open Continuous Eligibility List
Paraeducator North**

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Areas Willing to Accept Employment
1	46646068	4/19/25	Eligible	N	Guadalupe, Lompoc, Los Alamos, Santa Maria, Orcutt
2	8895335	2/7/25	Eligible	N	Guadalupe, Lompoc, Santa Maria, Orcutt, Santa Ynez Valley
2	59982954	5/17/25	Eligible	Y	Santa Maria, Orcutt
3	58169111	1/24/25	Eligible	N	Lompoc, Santa Maria, Orcutt, Santa Ynez Valley
4	58970396	2/16/25	Declined Offer	N	Lompoc, SM, Orcutt, SYV, Montecito, Carp, SB
4	59774341	4/30/25	Eligible	N	Lompoc, Santa Maria, Orcutt
5	23739752	5/10/25	Eligible	N	Guadalupe, Los Alamos, Santa Maria, Orcutt
5	59848881	4/30/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt
6	60049543	5/10/25	Eligible	N	Santa Ynez Valley
7	48251769	12/26/25	Declined Interview	Y	Lompoc, Santa Ynez Valley
8	39405451	5/3/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt
8	52119872	5/9/25	Eligible	Y	Santa Maria, Orcutt
9	59918542	4/19/25	Eligible	Y	Santa Maria, Orcutt
10	54523765	1/28/25	Eligible	N	Lompoc, SYV
11	49850505	5/3/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt
12	55160051	5/10/25	Eligible	Y	Lompoc
13	49877403	1/24/25	Eligible	Y	Santa Maria, Orcutt

14	59231782	3/6/25	Eligible	Y	Santa Maria, Orcutt
15	60136398	5/17/25	Eligible	Y	Lompoc, Santa Maria, Orcutt
15	59767221	5/10/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt



**Open Continuous Eligibility List
Paraeducator South**

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Areas Willing to Accept Employment
1	50654351	1/26/25	Declined Offer	Y	Montecito, Carpenteria, Santa Barbara, Goleta
1	7724032	5/17/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta
2	27670047	5/11/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta
3	59320864	3/26/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta
4	58970396	2/16/25	Declined Offer	N	Montecito, Carpenteria, Santa Barbara, Goleta, Lompoc, Santa Maria, Orcutt, Santa Ynez Valley
5	59793557	5/1/25	Eligible	Y	Santa Barbara, Goleta
6	58309708	4/16/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta



Dual Certification Eligibility List
Payroll Supervisor

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	55598152	5/24/25	Eligible	Full-Time	1.0	40 hours/week
2	58537163	5/24/25	Eligible	Full-Time	1.0	40 hours/week
3	32534369	5/24/25	Eligible	Full-Time	1.0	40 hours/week
4	49673370	5/24/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 22

Number of applicants passed screening: 15

Number of performance/written exam attendees: 10

Number of oral exam attendees: 4



DIRECTOR, ENGAGEMENT AND SUPPORT - DRAFT

Reports to: Associate Superintendent, Human Resources

Division: Human Resources

Our ideal candidate

You are a dynamic and experienced human resources leader with a proven track record of driving organizational change and cultivating a positive, inclusive, and high-performance culture. A strategic thinker with excellent problem-solving skills, you understand the impact effective human resources strategies have on the organization. You are highly skilled in fostering strong partnerships with leaders and administrators and implementing initiatives that support employee engagement, retention, and organizational development. You have exceptional communication skills and the ability to translate complex policies and legal requirements into clear, actionable guidance. You are an effective trainer and facilitator, capable of delivering targeted professional development opportunities that empower employees to grow in their roles. You are committed to promoting workplace safety, supporting risk management efforts, and ensuring legal compliance across all areas of human resources. Above all, you are a forward-thinking, proactive, and compassionate leader who is passionate about creating a supportive, collaborative, and equitable work environment for all employees.

General description

Under administrative direction, lead a variety of human resources functions designed to enhance engagement and support of the SBCEO workforce and to support local school districts in achieving their workforce goals. These functions include systems and organizational change; district support and engagement; training and professional development; policy and procedure development; investigations and compliance; employee engagement, retention, and work environment; and risk management and safety.

Specific duties and responsibilities

- Using data and analytics, lead efforts to evaluate human resources processes and systems and to implement, and sustain systemic changes within the SBCEO to improve efficiency and effectiveness.
- Design and propose organizational change initiatives that promote a positive, inclusive, and high-performance culture.
- Partner with leadership to align human resources strategies with the SBCEO's long-term goals, creating streamlined systems for employee management, communication, performance evaluation, and database integration.
- Provide resources and consultation to district leaders and staff on human resources matters, supporting them with aligning district policies with state and federal regulations.
- Serve as a resource for districts in navigating employee engagement, conflict resolution, and performance management issues.
- Collaborate with district leaders and administrators to promote consistency in the implementation of policies, employee programs, and practices across the county.

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- Oversee the development and promotion of training initiatives for school district staff countywide, aimed at improving leadership capacity, fostering professional growth and succession planning, and promoting compliance with legal and regulatory requirements.
- Develop and lead training programs that focus on enhancing employee skills, developing leadership capacity, promoting diversity and inclusion, enhancing workplace safety, and complying with state and federal regulations.
- Oversee the assessment of training needs across programs and the development and delivery of tailored learning opportunities for staff at all levels.
- Develop and update human resources policies and procedures to reflect best practices, legal requirements, and evolving needs of the organization.
- Communicate employment and other related policies to employees and leadership, with an emphasis on consistent application and legal compliance.
- Monitor and evaluate the effectiveness of employment and other related policies, recommending adjustments and improvements as needed.
- Lead and/or oversee investigations into employee relations matters, including harassment, discrimination, complaints of misconduct, and safety concerns, ensuring all investigations are fair, thorough, and conducted in accordance with applicable laws and policies.
- May serve as the Title IX coordinator, overseeing compliance related to sexual harassment and discrimination, ensuring proper reporting, investigation, and resolution procedures are in place.
- Provide guidance to administrators on best practices for handling sensitive situations and managing employee conflicts.
- Provide leadership with coaching and resources to foster a positive and inclusive work environment throughout the organization, with a focus on improving employee engagement, satisfaction, and retention.
- Assess and monitor employee engagement through surveys, focus groups, and feedback loops, and use the data collected to recommend and implement targeted improvements.
- Collaborate with division leads and program managers to address working conditions and employee concerns, with the goal of making employees feel valued, supported, and respected.
- Design and manage employee recognition programs that celebrate achievements, promote morale, and reinforce SBCEO values.
- Oversee the development, implementation, and monitoring of risk management strategies, including workplace safety programs, safety training, workers' compensation, and emergency response protocols.
- Ensure compliance with OSHA and other safety regulations, and identify and mitigate risks to employee health and safety in the workplace.

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Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in legal studies, social sciences, humanities, or business, public, or education administration; or other related field. Possession of a master's degree in business, public, or education administration; legal studies; or other related field is preferred.

Experience: Five years of professional human resources experience, with at least two of those years in a leadership or management role, that included at least three of the following: (1) leading organizational change initiatives; (2) training and professional development; (3) employee engagement; and (4) investigations, legal compliance, and risk management.

Public agency human resources experience is preferred. Experience in human resources in a public TK-12 setting is desirable.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- principles and practices of human resource management
- principles and practices of risk management
- state and federal employment law
- California workers' compensation administration
- business systems analysis and implementation
- competitive bidding process
- principles and practices of process improvement
- strategic planning
- principles and practices of project management
- methods and practices of training and professional development
- principles and practices of employee engagement and wellness
- principles and practices of policy development
- methods and practices of conducting investigations
- data collection and management methods
- analytics and performance measures
- group facilitation methods and strategies
- contract law and administration
- principles and practices of supervision, performance evaluation, and performance management
- the progressive discipline process
- principles and practices of budget management

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- standard office productivity software
- written and oral communication strategies
- correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- learn County Education Office organization, operations, policies and objectives communicate effectively, both orally and in writing
- prepare a wide variety of written documents
- gather and analyze data, reach sound conclusions, and recommend reasonable courses of action
- interpret and apply laws, regulations, rules, and policies
- stay current on legislation, practices, systems, and trends affecting human resources
- initiate, plan, and execute projects
- make effective presentations to a wide range of audiences
- work independently and as part of a team
- maintain effective working relationships at all levels of the organization, HR colleagues in districts and other agencies, vendors, and others
- represent department and SBCEO effectively with internal and external contacts
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- build and sustain a high-performing team
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise resource planning system, and other systems used in Human Resources and SBCEO
- prepare and administer budgets.

Licenses and certificates

- Possession of a valid California driver's license and the use of a dependable vehicle are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

Working conditions

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment.

Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.



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Management salary range 28

Approved by the Personnel Commission:

December 19, 2024 (pending approval)

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.5 Disqualification of Applicants, Candidates and Eligibles

- A. An applicant, candidate or eligible may be refused examination, disqualified from an examination, or removed from an eligibility list for any of the following reasons:
1. Failure to meet the general qualifications of Rule No. 4441.4
 2. Making a false statement or omitting a statement as to any material fact on the application form.
 3. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict to a charge of a sex or controlled substance offence as defined in Education Code Sections 44010 or 44011.
 4. Conviction of any crime involving mistreatment of children.
 5. Deception or fraud in connection with an examination or to secure employment.
 6. Previous dismissal from the Santa Barbara County Education Office, unless the Superintendent of Personnel Commission gives a waiver to the individual in writing.
 7. Failure to pass the pre-employment physical examination required for the position.
 8. Failure to report for duty after an assignment has been offered and accepted.
 9. Failure to comply with required hiring procedures.
 10. Violation of the provisions of Education Code Section 45310 regarding authorized payment of salary or wage.
 11. Failure to respond to due notice for review of any of above bases for disqualification (due notice means by telephone, personal contact or United States mail)

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, 45260-45261 and 45310

Approved: October 20, 1975
Revised: August 26, 1982
August 31, 1992
Pending Approval: October 23, 2014

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.5 Disqualification of Applicants, Candidates, and Eligibles

- A. An applicant, candidate, or eligible may be refused examination, disqualified from an examination, ~~or removed from an eligibility list~~, or have a job offer withdrawn for any of the following reasons:
1. Failure to meet the general qualifications of Rule No. 4441.4
 2. Making a false statement or omitting ~~a statement as to~~ any material fact on ~~the any SBCEO employment application form~~.
 3. Conviction; ~~— either whether~~ by a plea of guilty or nolo contendere, a court decision, or a jury verdict ~~— to for a charge of a sex or controlled substance offense~~, as defined in Education Code Sections 44010 or 44011, or for a violent or serious felony, as defined in Education Code 45122.
 - ~~4. Conviction of any crime involving mistreatment of children.~~
 - ~~5.4.~~ Deception or fraud in connection with an examination or to secure employment.
 - ~~5.~~ Previous dismissal for cause from the Santa Barbara County Education Office, ~~unless the Superintendent of Personnel Commission gives a waiver to the individual in writing.~~
 - ~~6.~~ Ineligibility of the applicant, candidate, or eligible for rehire in accordance with SBCEO policy.
 - ~~6.7.~~ Poor performance or misconduct in another employment capacity (such as, but not limited to: certificated, substitute, or temporary through a staffing agency or non-public agency) or other affiliation with SBCEO.
 - ~~7.8.~~ Failure to pass the pre-employment physical examination required for the position, or inability to perform the essential functions of the position with or without reasonable accommodations.
 - ~~8.9.~~ Failure to report for duty after ~~an assignment~~ a position has been offered and accepted.
 - ~~10.~~ Failure to comply with required hiring procedures.
 - ~~9.11.~~ Status as a retired annuitant in the California State Teachers Retirement System or the California Public Employees' Retirement System, except as permitted by law.
 - ~~10.12.~~ Violation of the provisions of Education Code Section 45310 regarding authorized payment of salary or wage.
 - ~~11.13.~~ Failure to respond to due notice for review of any of the above bases-reasons for disqualification (due notice means by telephone, personal contact, or United States mail).

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, 45260-45261 and 45310

Approved: October 20, 1975

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August 31, 1992

~~Pending Approval: October 23, 2014~~

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4441.5 Disqualification of Applicants, Candidates, and Eligibles

- A. An applicant, candidate, or eligible may be refused examination, disqualified from an examination, removed from an eligibility list, or have a job offer withdrawn for any of the following reasons:
1. Failure to meet the general qualifications of Rule No. 4441.4
 2. Making a false statement or omitting any material fact on any SBCEO employment application.
 3. Conviction — whether by a plea of guilty or nolo contendere, a court decision, or a jury verdict — for a sex or controlled substance offense, as defined in Education Code Sections 44010 or 44011, or for a violent or serious felony, as defined in Education Code 45122.
 4. Deception or fraud in connection with an examination or to secure employment.
 5. Previous dismissal for cause from the Santa Barbara County Education Office.
 6. Ineligibility of the applicant, candidate, or eligible for rehire in accordance with SBCEO policy.
 7. Poor performance or misconduct in another employment capacity (such as, but not limited to: certificated, substitute, or temporary through a staffing agency or non-public agency) or other affiliation with SBCEO.
 8. Failure to pass the pre-employment physical examination required for the position, or inability to perform the essential functions of the position with or without reasonable accommodations.
 9. Failure to report for duty after a position has been offered and accepted.
 10. Failure to comply with required hiring procedures.
 11. Status as a retired annuitant in the California State Teachers Retirement System or the California Public Employees' Retirement System, except as permitted by law.
 12. Violation of the provisions of Education Code Section 45310 regarding authorized payment of salary or wage.
 13. Failure to respond to due notice for review of any of the above reasons for disqualification (due notice means by telephone, personal contact, or United States mail).

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, 45260-45261 and 45310

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4441.6 Disqualification and Appeal from Disqualification

- A. Applicants, candidates and eligibles who are disqualified for any of the reasons enumerated in Rule No. 4441.5 shall be notified in writing by the Director, Human Resources. The notification shall state:
 - 1. The reason(s) for disqualification.
 - 2. That, within seven calendar days, the individual may appeal to the Director, Human Resources for administrative review, and that failure to appeal for administrative review makes the disqualification final and conclusive.
- B. If there has been an administrative review, as provided above, and the disqualification is sustained, the individual shall be:
 - 1. Given a written notice outlining the reason(s) for sustaining the disqualification, and
 - 2. Informed of his/her right to make a written appeal of the disqualification and/or the period of disqualification, with seven calendar days, to the Personnel Commission. The appeal may be based on any of the following reasons:
 - a. Discrimination because of political or religious acts or affiliations or opinions, race, color, sex, marital status, national origin or ancestry.
 - b. Abuse or discretion.
 - c. Inconsistency of the reasons given for the disqualification with the facts.
- C. Upon receipt of an appeal, the Commission shall set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned, as determined by the Commission, and shall be final.
- D. If a disqualification is not sustained by the Director, Human Resources or the Personnel Commission, the Director, Human Resources shall immediately institute action to insure the rights of the applicant, candidate or eligible person listed on an eligibility list. However, appointments made in the interim shall not be disturbed unless they were fraudulently made.

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, and 45260-45261

Approved: October 20, 1975
Revised: August 26, 1982
August 31, 1992
Pending Approval: October 23, 2014

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4440 Application and Examination

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4441.6 ~~Disqualification Notice and Appeal from of Disqualification~~

- A. Applicants, candidates, and eligibles who are disqualified for any of the reasons enumerated in Rule No. 4441.5 shall be notified in writing by the Director, Human Resources. The notification shall state:
1. The reason(s) for disqualification.
 2. That, within seven calendar days, the individual may appeal to the Director, Human Resources for administrative review, and that failure to appeal for administrative review makes the disqualification final and conclusive.
- B. If there has been an administrative review, as provided above, and the disqualification is sustained, the individual shall be:
1. ~~Given-Provided~~ a written notice outlining the reason(s) for sustaining the disqualification, and
 2. Informed of ~~his/her/their~~ right to make a written appeal of the disqualification and/or the period of disqualification, with in seven calendar days, to the Personnel Commission. The appeal may be based on any of the following reasons:
 - a. Discrimination ~~because on the basis of~~ political or religious acts, ~~or~~ affiliations, or opinions; race; color; sex; marital status; national origin or ancestry; or any other characteristic protected by state or federal law.
 - b. Abuse ~~or of~~ discretion.
 - c. ~~Inconsistency-Factual dispute as to of~~ the reasons ~~given-provided~~ for the disqualification ~~with the facts.~~
- C. Upon receipt of an appeal, the Commission shall set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned, as determined by the Commission, and shall be final.
- D. If a disqualification is not sustained by the Director, Human Resources or the Personnel Commission, the Director, Human Resources shall immediately institute action to ~~insure~~ensure the rights of the applicant, candidate, or eligible ~~person listed on an eligibility list.~~ However, appointments made in the interim shall not be ~~disturbed-modified~~ unless they were fraudulently made.

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, and 45260-45261

Approved: October 20, 1975

Revised: August 26, 1982

August 31, 1992

~~Pending Approval: October 23, 2014~~

December 19, 2024 (pending approval)

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.6 Notice and Appeal of Disqualification

- A. Applicants, candidates, and eligibles who are disqualified for any of the reasons enumerated in Rule No. 4441.5 shall be notified in writing by the Director, Human Resources. The notification shall state:
1. The reason(s) for disqualification.
 2. That, within seven calendar days, the individual may appeal to the Director, Human Resources for administrative review, and that failure to appeal for administrative review makes the disqualification final and conclusive.
- B. If there has been an administrative review, as provided above, and the disqualification is sustained, the individual shall be:
1. Provided a written notice outlining the reason(s) for sustaining the disqualification, and
 2. Informed of their right to make a written appeal of the disqualification and/or the period of disqualification, within seven calendar days, to the Personnel Commission. The appeal may be based on any of the following reasons:
 - a. Discrimination on the basis of political or religious acts, affiliations, or opinions; race; color; sex; marital status; national origin or ancestry; or any other characteristic protected by state or federal law.
 - b. Abuse of discretion.
 - c. Factual dispute as to the reasons provided for the disqualification.
- C. Upon receipt of an appeal, the Commission shall set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned, as determined by the Commission, and shall be final.
- D. If a disqualification is not sustained by the Director, Human Resources or the Personnel Commission, the Director, Human Resources shall immediately institute action to ensure the rights of the applicant, candidate, or eligible. However, appointments made in the interim shall not be modified unless they were fraudulently made.

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, and 45260-45261

Approved: October 20, 1975
Revised: August 26, 1982
August 31, 1992
December 19, 2024 (pending approval)

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4400 The Merit System

4450 Employment Lists

4451 Eligibility Lists

4451.8 Removal of Names From Eligibility Lists

- A. The name of an eligible may be removed from an eligibility list by the Director of Classified Personnel, subject to appeal to the Personnel Commission, for any of the following reasons:
1. A request by the eligible to be removed;
 2. Failure to respond within five working days to an inquiry regarding availability for employment
 3. Failure to respond for an interview after certification;
 4. For cause as established by Personnel Commission Rule (See Personnel Commission Rule 4441.5, Disqualification of Applicants, Candidates and Eligibles)
 5. Termination of employment when on a promotional eligibility list
 6. Two waivers of certification during the life of the eligibility list in regard to employment in a permanent position; and
 7. Refusing an employment offer after having been properly certified as eligible for appointment.

Reference:

Education Code Section 45272 and 45300

Approved: October 20, 1975
Revised: March 24, 1983
April 22, 1993

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4400 The Merit System

4450 Employment Lists

4451 Eligibility Lists

4451.8 Removal of Names From Eligibility Lists

- A. The name of an eligible may be removed from an eligibility list by the Director, Human Resources of Classified Personnel, subject to appeal to the Personnel Commission, for any of the following reasons:
1. A request by the eligible to be removed;
 2. ~~Failure-Failing~~ to respond within five working days to an ~~inquiry regarding availability for employment~~ invitation to a hiring interview;
 3. ~~Failure to respond for an interview after certification~~ Declining an invitation to a hiring interview;
 4. For cause as established by Personnel Commission Rule (~~See-see~~ Personnel Commission Rule 4441.5, Disqualification of Applicants, Candidates, and Eligibles);
 5. Termination of employment when on a promotional eligibility list;
 6. ~~Two waivers of certification during the life of the eligibility list in regard to employment in a permanent position; and~~
 7. Refusing an employment offer of regular employment in the classification for which the individual is on the eligibility list after having been properly certified as eligible for appointment.

Reference:

Education Code Section 45272 and 45300

Approved: October 20, 1975
Revised: March 24, 1983
April 22, 1993
December 19, 2024 (pending approval)

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4450 Employment Lists

4451 Eligibility Lists

4451.8 Removal of Names From Eligibility Lists

A. The name of an eligible may be removed from an eligibility list by the Director, Human Resources, subject to appeal to the Personnel Commission, for any of the following reasons:

1. A request by the eligible to be removed;
2. Failing to respond within five working days to an invitation to a hiring interview;
3. Declining an invitation to a hiring interview;
4. For cause as established by Personnel Commission Rule (see Personnel Commission Rule 4441.5, Disqualification of Applicants, Candidates, and Eligibles);
5. Termination of employment when on a promotional eligibility list;
6. Refusing an offer of regular employment in the classification for which the individual is on the eligibility list.

Reference:

Education Code Section 45272 and 45300

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