SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING
May 28, 2026 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:30 p.m.

2. Roll Call

Members present:
Mike Ostini, Chair
Gary Pickavet, Vice Chair
Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

Carmen Jaramillo led the Pledge of Allegiance.

4. Changes to the Agenda

It was noted that the Associate Superintendent, Human Resources would not be present for the closed session due to a schedule conflict.

5. Introduction of Staff and Guests

Staff and guests present:
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Brandon Weber, Chief Technology Officer

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held April 23, 2026

MOVED: Carmen Jaramillo SECONDED: Gary Pickavet VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized media releases about:

i. Classified School Employees of the Year. SBCEO – including the Personnel Commission represented by Mike Ostini – hosted the four local honorees at the County Board of Education meeting on May 14. The recipients were humbled, thrilled, joyful, and teary-eyed all at once. The Director noted it was truly a pleasure to be able to honor these dedicated classified employees, especially after receiving no nominations last year.

ii. Battle of the Books (English-language edition, 25th anniversary). There were actually three events – two elementary battles and one junior high; 240 4th-8th grade students took part. Each event consisted of three rounds, during which competitors were quizzed on 28 different titles.

iii. Teacher of the Year. The honored educator for 2027 is Alejandra Navarro, who teaches in the dual language immersion program at El Camino Elementary in the Goleta Union School District.

iv. Batalla de los Libros. This was the 3rd annual Spanish-language edition of Battle of the Books. Santa Barbara County is home to 14 Dual Language Immersion schools and thousands of Spanish-speaking and emerging multilingual students.

v. Teacher Recognition Awards. The Rotary Club of Santa Barbara honored four educators from the Santa Barbara Unified School District with their annual Teacher Recognition Awards for 2025-26. The awards honor the excellence, leadership, and dedication of Santa Barbara-area teachers. Each recipient received a plaque and $1,000 to support classroom needs.

b. Legislative Update

The Director, Human Resources reported that school HR practitioners are closely monitoring the progress of Assembly Bill 65 (AB 65), known as the Pregnancy Leave for Educators Act, which is proposed for the current legislative session after stalling in last year's session. It would mandate up to 14 weeks of fully paid leave for public school and community college employees disabled by pregnancy, childbirth, or related medical conditions.

Key provisions of the current version of the bill:

- Applies to certificated, academic, and classified employees in public schools and community colleges. This is a major difference between last year's version of the bill and this year's – the previous version would have covered only certificated staff.
- Provides up to 14 weeks of fully paid leave, which can be used before and after childbirth.
- Mandates that employers maintain health benefits during the 14-week leave.
- Prohibits employers from requiring staff to use their own accrued sick leave or "differential pay" for pregnancy-related disability.

This law would have significant financial and staffing impacts for SBCEO and other school employers, especially with the limits on certificated substitute assignments.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated June 11, 2026

c. Position Announcements

i. Classified Human Resources Analyst (Dual – Santa Barbara)

ii. Early Care and Education Case Worker (Bilingual) – Open and Promotional, Santa Barbara

iii. Manager, Fiscal Services (Dual – Santa Barbara)

iv. Paraeducator (Dual – Santa Maria)

11. Action Items

a. Ratification of Eligibility Lists

i. Food Service Worker (Dual – Lompoc)

ii. Paraeducator (Dual – Various Locations)

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

b. Classification of Positions — None

c. Job Description

The Director, Human Resources recommended the approval of revisions to the job description for Manager, Information Technology Services. No change in salary range was proposed.

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

UNFINISHED BUSINESS

12. Approve 2026-27 Personnel Commission Meeting Schedule

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

13. Adoption of 2026-2027 Personnel Commission Budget

Mike Ostini called the public hearing to order at 1:02 p.m. The public hearing on the Personnel Commission budget for fiscal year 26-27 was conducted in accordance with the requirements of California Education Code Section 45253. The Director, Human Resources reviewed minor changes to the adopted budget that had been made since the April meeting when the Personnel Commission first reviewed the budget. No members of the public were present for the public hearing. The public hearing was closed at 1:05 p.m.

MOVED: Carmen Jaramillo SECONDED: Gary Pickavet VOTE: 3-0

NEW BUSINESS

14. Revision of Merit System Rules – Presented for First Reading

a. 4494.1 Workday and Workweek
b. 4494.4 Overtime

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo had no PC-related items to report.

Commissioner Pickavet reported that he was having a medical procedure in June, so it was possible he would miss the June meeting.

Commissioner Ostini reported that he attended the Classified School Employees of the Year ceremony on May 14.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources reported on the classified evaluation trainings she conducted in April with Tracie Cordero and Jill Stevens. There were two sessions (one north, one south), about 40 attendees in total, with robust participation in both sessions. She further reported that 89% of attendees who completed the evaluation form rated the training excellent or very good.

The Director also reported on the training she and Tracie Cordero provided to the Early Care and Education Alternative Payment Program staff on the subject of vacation and other leaves. She and Tracie took many questions, and it was a good opportunity to connect with staff and clarify various questions employees had.

The Director provided an update on the Classified Human Resources Analyst recruitment. HR received 33 applications and screened in 18. Of those, 11 completed the written examination, which were being scored.

The Director also informed the Commission that SBCEO in March had completed the purchase of a property at 2811 Airpark Drive, where most staff currently located at Farnel will move on a date estimated to be in the summer of 2027. FitzGerald Community School will continue to be housed at the Farnel Road office for the time being, because the new property is not zoned for a school.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION

The Commission went into closed session at 1:28 p.m. with the Director, Human Resources to discuss the process for the annual performance evaluation for the Director. Closed session ended at 1:32 p.m. The action taken by the Commission was to waive the Director's evaluation for 2025-26, in accordance with Personnel Commission Rule 4463.2.

ADJOURNMENT

There being no further business, there was a motion to adjourn.

MOVED: Carmen Jaramillo SECONDED: Gary Pickavet VOTE: 3-0

The meeting was adjourned at 1:33 p.m. The next regular meeting will be held on Thursday, June 25, 2026, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Mike Ostini
Chair, Personnel Commission

Santa Barbara County Education Office
Service & Leadership

Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

May 20, 2026 through June 18, 2026

Position #	Position Information
2820	Manager, Information Technology Services • Information Technology Services • South County 40.00 hours per week • 12.00 months
2821	Administrative Assistant • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months
2822	Early Care and Education Lead • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months
2823	Alternative Payment Program Supervisor • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

July 9, 2026

Appointments

Limited Term/Substitute

Davis, Gregory — June 5, 2026
Paraeducator • Special Education • Various Sites
• Hourly as needed

Lucas, Camille — June 22, 2026
Student Worker • Special Education • Cathedral Oaks
• Hourly as needed

Martin, Irvin — May 19, 2026
Paraeducator • Special Education • Various Sites
• Hourly as needed

Perez, Kenneth — May 22, 2026
Paraeducator • Special Education • Various Sites
• Hourly as needed

Roblez, Fernanda — May 21, 2026
Paraeducator • Special Education • Various Sites
• Hourly as needed

Vickrey, Julie — May 19, 2026
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald
• Hourly as needed

Probationary

Rios, Selena — May 26, 2026
Administrative Assistant • Communications • Cathedral Oaks
100% • 12 months

Vargas Silva, Yaquelin — June 8, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months

Walsh, Julianne — June 22, 2026
Administrative Assistant • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Whiteside, Eljurious — June 22, 2026
Administrative Assistant • Student and Community Services • Student and Community Services
100% • 12 months

Changes

Anniversary Increase

Braz Gonzalez, Lupita — June 1, 2026
Paraeducator • Special Education • Casmalia Preschool 1
87.5% • 10 months

Castillo, Erika — June 1, 2026
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap DHOH
75% • 10 months

Clark, Dionysius — June 1, 2026
Paraeducator • Special Education • Orientation and MobilitySpecialist
75% • 10 months

Coronado, Lissandra — June 1, 2026
Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald
87.5% • 10 months

Croft, LeWanda — June 1, 2026
Manager, Maintenance and Project Planning • Internal Services • Cathedral Oaks
100% • 12 months

Dal Bon, Darnyl — June 1, 2026
Administrative Assistant • Children and Family Resource Services • Health Linkages
100% • 12 months

Estrada, Jacqueline — June 1, 2026
Accounting Technician • Special Education • Cathedral Oaks
100% • 12 months

Fierro, Kaylyn — June 1, 2026
Accounting Technician • School Business Advisory Services • Cathedral Oaks
50% • 12 months

Figueroa, Nelson — June 1, 2026
Office Assistant • Early Care and Education • ECE - Santa Maria 2
100% • 12 months

Freedland, Anna — June 1, 2026
Executive Assistant to the County Superintendent (Confidential) - Exempt • Superintendent • Cathedral Oaks
100% • 12 months

Garcia Godinez, Omar — June 1, 2026
Vocational Assistant • Special Education • Vocational Services
75% • 10 months

Gonzalez, Eduardo — June 1, 2026
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

Hatter, Gabriel — June 1, 2026
Paraeducator • Special Education • Casmalia Preschool 2
87.5% • 10 months

Hernandez, Ana — June 1, 2026
Paraeducator • Special Education • Deaf/Hard-Of-Hearing Services
75% • 10 months

Hernandez, Emeterio — June 1, 2026
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 12 months

King Kondos, Victoria — June 1, 2026
Health Advocate • Children and Family Resource Services • Health Linkages
100% • 10 months

Nuno, Ellen — June 1, 2026
Paraeducator • Special Education • Cuyama High School
81.25% • 10 months

Owens, Vera — June 1, 2026
Administrative Assistant, Senior • Career Technical Education Program • CTE - South County
100% • 12 months

Ramirez De Santiago, Leticia — June 1, 2026
Early Care and Education Case Worker • Early Care and Education • Santa Maria 2
100% • 12 months

Ramirez, Martin — June 1, 2026
Paraeducator • Special Education • Cabrillo High School
81.25% • 10 months

Torres, Gloria — June 1, 2026
Paraeducator • Special Education • Martha Negus 2
81.25% • 10 months

Torres, Marianna — June 1, 2026
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months

Vargas, Beatriz — June 1, 2026
Paraeducator • Special Education • Zaca Preschool
43.75% • 10 months

Vazquez, Magaly — June 1, 2026
Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months

Differential - Add

Earle, Rosangel — April 15, 2026
Paraeducator • Special Education • Speech/Language Services McClelland 1
87.5% • 10 months
Specialized Health Care

Probation to Permanent

Agustin, Eunice — June 1, 2026
Paraeducator • Special Education • Cabrillo High School
81.25% • 10 months

Gonzales-Bouman, Adriana — June 1, 2026
Paraeducator • Special Education • Ralph Dunlap School DHOH
75% • 10 months

Kemper, Karina — June 1, 2026
Food Service Worker • Early Care and Education • Building Blocks Care and Education Center
75% • 10 months

Professional Growth

Chan, Tiana — June 1, 2026
Accounting Assistant • Internal Services • Fiscal Services - Budgeting
100% • 12 months
Professional Growth x 1

Reassignment

Smith, Julius — June 1, 2026
Custodian/Maintenance Worker • Internal Services • Operations North
100% • 12 months
From Operation - South County

Separation

Layoff

Alvarado-Luna, Gabriela — June 10, 2026
Paraeducator • Special Education • Tommie Kunst Junior High DHOH
50% • 10 months

Coronado, Lissandra — June 10, 2026
Teaching Assistant • Juvenile Court and Community Schools • Peter B.FitzGerald Community School
87.5% • 10 months

Davis, Misty — June 10, 2026
Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School
87.5% • 10 months

King Kondos, Victoria — June 5, 2026
Health Advocate • Children and Family Resource Services • Health Linkages
100% • 10 months

Wolfe, Lisa — June 30, 2026
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages
50% • 12 months

Resignation

Aguayo Gonzales, Jacqueline — April 30, 2026

Integrated Worker • Special Education • Special Education North

12.5% • 12 months

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Food Service Worker

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	67579054	6/15/26	Offered	Part-Time	0.75	30 hours/week
1	57770363	11/04/2026	Declined	Part-Time	0.75	30 hours/week
2	27148911	11/04/2026	Declined	Part-Time	0.75	30 hours/week
3	46787148	11/04/2026	Eligible	Part-Time	0.75	30 hours/week
4	66524192	11/04/2026	Eligible	Part-Time	0.75	30 hours/week

Number of applicants: 15
Number of applicants passed screening: 15
Number of performance/written exam attendees: 9
Number of oral exam attendees: 2

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Open Continuous Eligibility List
School Occupational Therapist

Rank	Person ID	Eligible Expiration Date	Status
1	67250161	12/9/26	Eligible
1	47559375	9/23/26	Eligible

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

NETWORK ENGINEER - DRAFT

Reports to: Information Technology Services Management
Division: Administrative Services

Our ideal candidate
You are a detail-oriented information technology professional with exceptional technical skill in the design, implementation, and maintenance of a LAN/WAN infrastructure. You bring expertise in supporting complex, multi-site environments and excel at ensuring secure access for all users, which include not only employees but also students in programs such as Juvenile Court and Community Schools, Special Education, and Early Care and Education. You are proactive, collaborative, and deeply committed to maintaining the confidentiality, integrity, and availability of network resources, while meeting all applicable legal and regulatory requirements.

General description
Under general direction, design, configure, monitor, and maintain SBCEO's local and wide area network infrastructure to ensure security, reliability, and high performance; provide technical expertise to support instructional and operational programs, including school-based programs with specialized security and privacy requirements; implement best practices for networking, security, and compliance; and provide recommendations to management on network access and usage policies that meet the unique needs of SBCEO programs.

Specific duties and responsibilities
- Design, implement, and maintain secure and efficient LAN/WAN infrastructure, including wired, wireless, and virtual networks; design, implement, and support enterprise VoIP solutions, leveraging Quality of Service (QoS), VLAN segmentation, and network optimization to deliver high-performance voice services.
- Monitor network performance, identify bottlenecks or vulnerabilities, and proactively resolve issues to ensure high availability and reliability.
- Implement and maintain firewalls, switches, routers, VPNs, and other network devices to support secure connectivity across multiple sites.
- Configure and maintain secure network access for staff working at different sites and using a variety of devices.
- Support the networking needs of instructional programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education, ensuring compliance with applicable laws and policies protecting student information and regulating access as needed.
- Administer, maintain, and troubleshoot IP-based video surveillance systems, including camera deployment, network connectivity, storage management, and performance optimization to ensure reliable security monitoring and recording.
- Develop, implement, and document network security strategies and practices to protect SBCEO's systems and data from unauthorized access or breaches.
- Collaborate with Information Technology Services team members and program administrators to assess current and future network needs in support of both operational and educational objectives.

NETWORK ENGINEER - DRAFT

- Provide technical expertise in the evaluation, selection, and deployment of network hardware, software, and services.
- Maintain up-to-date documentation of network architecture, configurations, security protocols, and disaster recovery plans.
- Stay current with industry trends, emerging technologies, and changes in laws or regulations impacting network security and student data privacy.
- Train and support ITS staff and end-users on appropriate use of network resources and security best practices.
- Ensure that networks support bandwidth, latency, and security needs for Artificial Intelligence-enhanced cloud tools and automated systems.
- Collaborate on smart device rollouts and school-level connectivity for emerging technology pilots.
- May provide support and resources to local school districts and schools within Santa Barbara County, as assigned.
- Perform other related duties as assigned.

Requirements
A typical way to qualify for this classification would be:

Education: Bachelor's degree in information technology, computer science, educational technology, or related field.

Experience: Three years of experience in network engineering in a multi-site environment.

Public sector and/or education experience is preferred.

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

Knowledge of:
- Principles and best practices of LAN/WAN design, configuration, monitoring, and maintenance.
- Network protocols, standards, and technologies (e.g., TCP/IP, DHCP, DNS, VLAN, VPN).
- Principles and techniques of network and data security, including firewalls, intrusion prevention, and encryption.
- Network hardware, software, and tools for monitoring and diagnostics.
- Disaster recovery, business continuity, and documentation best practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standard office productivity software applications and modern office practices and equipment.
- Telephone and email etiquette.

NETWORK ENGINEER - DRAFT

Ability to:

- Troubleshoot and resolve complex network problems in a timely and efficient manner.
- Learn and apply laws, policies, and procedures relating to network security and student privacy (e.g., FERPA, CIPA).
- Learn specialized user and data protection needs of instructional programs and design systems accordingly.
- Communicate effectively orally and in writing.
- Communicate technical information clearly to non-technical users.
- Produce a variety of written materials, including network documentation, security protocols, disaster recovery plans, and draft policies.
- Collaborate effectively with ITS staff, administrators, and program staff to meet organizational needs.
- Work independently and as part of a team.
- Establish and maintain effective and professional working relationships with others.
- Exercise tact, patience, and courtesy in interactions with others.
- Interpret, explain and apply rules, regulations and policies.
- Analyze situations accurately and adopt an effective course of action.
- Identify opportunities and implement strategies for continuous improvement.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.

Licenses and certificates
Possession of job-related certifications, such as Cisco Certified Network Associate (CCNA), CompTIA Network+, or similar is preferred.

Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions
Work is performed primarily in an office environment, with travel to school and office sites throughout Santa Barbara County. May require working outside of regular office hours to perform maintenance or resolve urgent network issues. Requires the ability to lift and install objects weighing up to 15 lbs. Duties may require occasional crawling, kneeling, or stooping, or working in cramped spaces such as wiring closets.

Series
Information Technology

Salary range 94

NETWORK ENGINEER - DRAFT

Approved by the Personnel Commission: August 28, 2025
Revised: June 25, 2026 (pending approval)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.1 Workday and Workweek

A. The workday shall normally be no more than eight hours and the workweek shall normally be no more than 40 hours for a non-management classified employee. The workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more.

B. The County Superintendent or designee may extend a regular workday or workweek when such overtime is necessary to carry out the business of the County Education Office.

C. The County Superintendent or designee may establish a workday of less than eight hours per day and a workweek of less than 40 hours for some or all of SBCEO's classified positions.

D. The County Superintendent or designee may establish work schedules longer than eight hours per day, pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

Reference:
Education Code Section 45127, 45131-45133 and 45260-45261

Date Approved: January 12, 1976
Date(s) Revised: May 26, 1994
October 26, 2017
September 28, 2023

PERSONNEL – Series 4000

4400 ~~THE MERIT SYSTEM~~The Merit System

4490 ~~WAGE AND SALARY PROVISIONS~~Wage and Salary Provisions

4494 ~~WORK PERIODS AND OVERTIME~~Work Periods and Overtime

4494.1 Workday and Workweek

A. The workday shall normally be no more than eight hours and the workweek shall normally be no more than 40 hours for a non-management classified employee. The workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more. The SBCEO workweek is defined as starting at 12:01 a.m. on Sunday and ending at midnight on the succeeding Saturday.

B. The County Superintendent or designee may extend a regular workday or workweek when such overtime is necessary to carry out the business of the County Education Office.

C. The County Superintendent or designee may establish a workday of ~~less~~ fewer than eight hours per day and a workweek of ~~less~~ fewer than 40 hours for some or all of SBCEO's classified positions.

D. The County Superintendent or designee may establish work schedules longer than eight hours per day, pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

Reference:
Education Code Section 45127, 45131-45133 and 45260-45261

Date Approved: January 12, 1976
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AGENDA ITEM 12a - proposed revisions, changes saved

PERSONNEL – Series 4000

4400 The Merit System

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B. The County Superintendent or designee may extend a regular workday or workweek when such overtime is necessary to carry out the business of the County Education Office.

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4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.4 Overtime

A. Overtime is defined as hours worked in any of the following circumstances:

1. in excess of eight hours in a workday
2. in excess of 40 hours in a workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

Overtime work and the method of compensation must be authorized in advance by the employee's supervisor and approved by the appropriate associate superintendent. The overtime hours worked, the method of compensation, and the required approvals must be recorded on the prescribed SBCEO form.

B. An employee who performs authorized overtime work shall receive compensation at the rate of one and one-half (1.5) times the employee's regular rate of pay, including any differential compensation to which the employee is entitled in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.

Payment shall be in cash unless compensatory time off is requested and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked.

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

C. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence shall be considered as time worked by the employee. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

D. If a combination of assignments meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

E. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:
Education Code Sections 45127-45133 and 45260-45261

Date Approved:	January 12, 1976
Date(s) Revised:	May 26, 1994
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4400 ~~THE MERIT SYSTEM~~The Merit System

4490 ~~WAGE AND SALARY PROVISIONS~~Wage and Salary Provisions

4494 ~~WORK PERIODS AND OVERTIME~~Work Periods and Overtime

4494.4 Overtime

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2. in excess of 40 hours in a workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

Overtime work and the method of compensation must be authorized in advance by the employee's supervisor and approved by the appropriate associate superintendent. The overtime hours worked, the method of compensation, and the required approvals must be recorded on the prescribed SBCEO form.

B. For purposes of calculating overtime compensation and compensatory time, the SBCEO workweek is defined as starting at 12:01 a.m. on Sunday and ending at midnight on the succeeding Saturday.

C. An employee who performs authorized overtime work shall receive compensation at the rate of one and one-half (1.5) times the employee's regular rate of pay, including any differential compensation to which the employee is entitled in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.

Payment shall be in cash unless compensatory time off is requested and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked.

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

~~C~~D. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence shall be considered as time worked by the employee. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

~~D~~E. If a combination of assignments meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

~~E~~F. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:
Education Code Sections 45127-45133 and 45260-45261

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October 26, 2017
September 28, 2023
June 25, 2026 (pending approval)

4400 The Merit System

4490 Wage and Salary Provisions

4494 Work Periods and Overtime

4494.4 Overtime

A. Overtime is defined as hours worked in any of the following circumstances:

1. in excess of eight hours in a workday
2. in excess of 40 hours in a workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

Overtime work and the method of compensation must be authorized in advance by the employee's supervisor and approved by the appropriate associate superintendent. The overtime hours worked, the method of compensation, and the required approvals must be recorded on the prescribed SBCEO form.

B. For purposes of calculating overtime compensation and compensatory time, the SBCEO workweek is defined as starting at 12:01 a.m. on Sunday and ending at midnight on the succeeding Saturday.

C. An employee who performs authorized overtime work shall receive compensation at the rate of one and one-half (1.5) times the employee's regular rate of pay, including any differential compensation to which the employee is entitled in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.

Payment shall be in cash unless compensatory time off is requested and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked.

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

D. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence shall be considered as time worked by the employee. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

E. If a combination of assignments meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

F. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.4 Bereavement Leave

A. All regular employees in the classified service shall be entitled to a leave of absence, as necessary, not to exceed three days or five days if travel of 350 miles or more or out-of-state travel is required, on account of the death of any member of the employee's immediate family. No deduction shall be made from the salary of the employer nor shall such leave be deducted from other granted leaves by the County Superintendent or these rules.

B. Member of the "immediate family" shall mean the mother, father, stepmother, stepfather, grandmother, grandfather, or a grandchild of the employee or of the spouse or domestic partner of the employee; and the spouse or domestic partner, son, son-in-law, daughter, daughter-in-law, stepchild, brother, sister, brother-in-law, or sister-in-law, of the employee or any relative living in the immediate household of the employee.

C. Additional bereavement leave may be paid as provided under Personal Necessity Leave, Rule No. 4464.5.

D. The employee shall be required to sign, on a prescribed from, a statement that such absence was due to a bereavement leave as defined above.

Reference:
Education Code Sections 45101 and 45207

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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.4 Bereavement Leave

A. All regular employees in the classified service shall be granted leave with pay if they experience the death of a family member, as defined in paragraph B of this Rule. Employees are eligible ~~entitled to a leave of absence, as necessary, not to exceed~~for up to three days of paid bereavement leave. ~~or five days i~~If travel of 350 miles or more (or out-of- state travel of any distance) is required, ~~on account of the death of any member of the employee's immediate family~~the employee is eligible for up to five total days of paid bereavement leave. No deduction shall be made from the salary of the employee~~r~~ nor shall such leave be deducted from other ~~granted~~ leaves granted by the County Superintendent or these rules. Bereavement leave is not part of the employee's annual leave grant and shall not be accumulated from year to year.

B. Member of the ~~"immediate~~ family~~"~~ shall mean the employee's spouse or registered domestic partner; a child, parent, grandparent, grandchild, or sibling of the employee or of the employee's spouse or registered domestic partner; or any other relative living in the immediate household of the employee.

A child is defined as a biological, adopted, or foster child, stepchild, or legal ward of the employee or of the employee's spouse or registered domestic partner; or a person to whom the employee stands in loco parentis – all definitions applicable regardless of age or dependency status.

A parent is defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or employee's spouse or registered domestic partner; or a person who stood in loco parentis when the employee was a minor child.

~~B. the mother, father, stepmother, stepfather, grandmother, grandfather, or a grandchild of the employee or of the spouse or domestic partner of the employee; and the spouse or domestic partner, son, son-in-law, daughter, daughter-in-law, stepchild, brother, sister, brother-in-law, or sister-in-law, of the employee or any relative living in the immediate household of the employee.~~

C. Personnel Necessity leave may be used for additional days' absence that exceed these provisions. ~~Additional bereavement leave may be paid~~ as provided under Personal Necessity Leave, Rule No. 4464.5.

D. If no additional paid leave is available, the employee may request unpaid leave.

~~D. The employee shall be required to sign, on a prescribed from, a statement that such absence was due to a bereavement leave as defined above.~~

Reference:
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4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.4 Bereavement Leave

A. All regular employees in the classified service shall be granted leave with pay if they experience the death of a family member, as defined in paragraph B of this Rule. Employees are eligible for up to three days of paid bereavement leave. If travel of 350 miles or more (or out-of-state travel of any distance) is required, the employee is eligible for up to five total days of paid bereavement leave. No deduction shall be made from the salary of the employee nor shall such leave be deducted from other leaves granted by the County Superintendent or these rules. Bereavement leave is not part of the employee's annual leave grant and shall not be accumulated from year to year.

B. Member of the family shall mean the employee's spouse or registered domestic partner; a child, parent, grandparent, grandchild, or sibling of the employee or of the employee's spouse or registered domestic partner; or any other relative living in the immediate household of the employee.

A child is defined as a biological, adopted, or foster child, stepchild, or legal ward of the employee or of the employee's spouse or registered domestic partner; or a person to whom the employee stands in loco parentis – all definitions applicable regardless of age or dependency status.

A parent is defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or employee's spouse or registered domestic partner; or a person who stood in loco parentis when the employee was a minor child.

C. Personnel Necessity leave may be used for additional days' absence that exceed these provisions, as provided under Personal Necessity Leave, Rule No. 4464.5.

D. If no additional paid leave is available, the employee may request unpaid leave.

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