

**Covina-Valley Unified School District**  
**Personnel Commission**  
**Regular Meeting**  
**Agenda**

Hanes Professional Development Center  
220 W. Puente St.  
Covina, CA 91723  
4:45 p.m.

September 8, 2026

The Personnel Commission welcomes residents of the community to attend its meetings. Members of the public have the opportunity to address the Personnel Commission at each meeting. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject. If you wish to address the Personnel Commission, please complete the "Request to Speak" card and hand it to the clerk prior to the start of the meeting.

The Personnel Commission does not censor public comment, which may include criticisms about a specific employee, nor does the Commission require that such discussion not take place in public. The Commission encourages members of the community to make their public comments in a courteous and respectful manner so as to facilitate the resolution of disputes involving matters under the Commission's jurisdiction.

**Reasonable Accommodations for Individuals with a Disability**

Any individual with a disability who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the office of the Director, Personnel Services, 519 E. Badillo St., Covina, California 91723; (626) 974-7000; Fax (626) 974-7073.

Meeting called to order by the presiding officer\_\_\_\_\_at\_\_\_\_\_p.m.

Flag Salute

Roll Call:

Sonia Frasquillo, President

\_\_\_\_\_

Nicholas Sanchez, Vice President

\_\_\_\_\_

Elizabeth Reyes-Aceytuno, Member

\_\_\_\_\_

Michele Doll, Assistant Superintendent, Personnel Services

\_\_\_\_\_

Brock Jacobsen, Director, Personnel Services

\_\_\_\_\_

## I - Preliminary

1. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

2. **Approval of Minutes.** Minutes of the regular meeting of June 9, 2026, are submitted for approval. **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

3. **Approval of Minutes.** Minutes of the regular meeting of August 11, 2026, are submitted for approval. **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

## II - Public Comments

At this time members of the public may address the Personnel Commission. State law prohibits the Commission from acting on any issue not included on the agenda. Due to time limits imposed for public comment, the Commissioners do not answer questions or respond to statements made during the public comment.

4. **Public Comments on Non-Agenda Items.** Any person wishing to speak to any items **not** on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

5. **Public Comments on Agenda Items.** Any person wishing to speak to any item **on** the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

## III - Director/Commission Member Comments

6. **Director's Report.** At this time, the Director may address activities, correspondence, or operations and may acknowledge or recognize specific programs, activities, or personnel. **Info**

7. **Commission Members' Comments.** At this time, Commission Members may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

## IV – Conference Item

8. **First Reading of Personnel Commission Rules and Regulations.** The Personnel Commission will conduct a first reading of proposed revisions to the Personnel Commission Rules and Regulations, specifically: **Info**

- Article 6 - Establishing Eligibility Lists
- Article 7 - Appointments

The review is intended to provide Commissioners an opportunity to discuss the proposed language, offer feedback, and identify any recommended modifications before consideration for adoption at a future meeting. (Ref. A)

9. **CSEA-Appointed Personnel Commissioner Seat.** The current CSEA-appointed Personnel Commissioner term expires on November 30, 2026. CSEA will provide the name of its appointed commissioner to the District before September 15, 2026. Once received, the commissioner's name will be brought forward as a conference item to both the Personnel Commission and the Board of Education. (Ref. B) **Info**

## V – Action Items

10. **Final Reading of Personnel Commission Rules and Regulations.** The Personnel Commission will conduct a final reading of proposed revisions to the Personnel Commission Rules and Regulations, specifically: **Action**

- Article 4 - Application for Employment
- Article 5 - Recruitment and Examinations

This final reading provides the Personnel Commission with an opportunity to review the proposed revisions, discuss the language, offer feedback, and identify any recommended modifications before considering adoption at a future meeting. (Ref. C)

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

11. **Restricted Classified Positions.** In accordance with California Education Code Section 45259, the Governing Board may designate specific positions as Restricted. Initial appointment to such positions in any class is restricted strictly to persons who meet the criteria for a mental, physical, or developmental disability. **Action**

In accordance with Education Code provisions detailing the merit system:

Applicants are exempt from the open competitive examination and standard ranking process (Ed Code 45272/45273).

Employees in this role do not acquire permanent status (tenure) or earn seniority credit within the general classified service.

Employees are not eligible for promotional tracks into regular classified roles until they complete the transition criteria under Education Code Section 45105(c) (including serving a minimum of six months and passing a subsequent qualifying examination).

Vacancies in Restricted classifications shall be filled by appointing an eligible candidate to the classification with the Restricted designation appended (e.g., School Helper – Restricted), and such appointment shall be limited to the Restricted position until the employee meets the transition criteria described above. (Ref.D)

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

12. **2026 Annual California School Personnel Commission Association Conference.** Recommendation that the Personnel Commissioners, along with two representatives from the **Action**

California School Employees Association (CSEA) and two representatives from the District attend the annual California School Personnel Commissioners Association (CSPCA) Conference, scheduled for March 14-16, 2027, in Long Beach, CA. (Ref. E)

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

#### **VI – Closed Session**

13. **Public Employee Discipline/Dismissal/Release** (Gov. Code 54957)

**Discussion**

#### **VII - Adjournment**

14. **Adjournment.** \_\_\_\_\_ p.m.

**Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

### **Personnel Commission Rules and Regulations**

The Personnel Commission Rules and Regulations are established pursuant to the authority granted to Personnel Commissions under California Education Code § 45260. This section authorizes the Commission to prescribe, amend, and interpret rules necessary to ensure the efficiency of the classified service and the selection and retention of employees based on merit and fitness.

- Article 6 - Application for Employment: is being presented for a first reading.
- Article 7 - Recruitment and Examinations: is being presented for a first reading

## **Chapter 6 – Establishing Eligibility Lists**

### **6.1 Establishment of Eligibility Lists**

After the completion of the examination process, the names of the candidates who were successful in completing the examination process shall be arranged in the order of examination score. The completed list constitutes an eligibility list for that class.

Code Sections: 45260, 45261, 45272, 88080, 88081 and 88091

### **6.2 Contents of Eligibility Lists**

An eligibility list shall contain the following information: type of eligibility list - open, promotional, open and promotional with the promotional list taking precedence, or merged promotional and open competitive; the names of all eligibles in final rank order of total examination scores; the adjusted scores of each part of the examination and the weighted total score; the expiration date of each person's eligibility; the signature of the Director of Personnel or designee attesting to the accuracy of the information on the eligibility list; the date the list was ratified or approved by the Personnel Commission.

Code Sections: 45260, 45261, 45272, 88080, 88081 and 88091

### **6.3 Certification by Personnel Commission**

All eligibility lists shall be certified by the Personnel Commission at the first reasonable opportunity. The Director of Personnel may submit eligibility lists for approval by the Personnel Commission subsequent to certification from the list. Appointments may be made from available eligibles pending final decision on the protest and/or appeal and shall not be changed even though the outcome is in the appellant's favor, unless the Personnel Commission has ordered it otherwise.

Code Sections: 45260, 45261, 88080 and 88081

### **6.4 Appointments to Position – Order**

Appointments to positions shall be made in the following order: Reemployment lists, Transfer lists, reinstatement lists, Promotional Eligibility lists, Promotional and Open Competitive lists, Merged Promotional and Open Competitive lists, and Open Competitive lists.

Types of lists include:

- A. Reemployment: A list of employees who have been laid off from permanent positions because of lack of work, lack of funds, voluntarily demotion in lieu of layoff, loss of their positions because of abolishment or reclassification of positions, exhaustion of illness or accident leave, or return from military duty under conditions set forth in these rules. These eligibles shall take precedence over all other persons eligible for appointment.
- B. Transfer: Employees who have requested appointment to a vacant position in the same or related classification.
- C. Reinstatement: Former employees who have requested reinstatement to a vacant position in a class in which they held permanent status. To be eligible for reinstatement, former employees shall make a written request to the District's Human Resources Office within 39 months from the last day of employment status.
- D. Promotional: A list of eligibles resulting from an examination limited to qualified permanent employees only.
- E. Promotional and Open Competitive: Separate promotional and open competitive lists of eligibles resulting from a single examination, with the promotional list taking precedence.
- F. Merged Promotional and Open Competitive: One list of eligibles resulting from a single examination.
- G. Open Competitive: A list of eligibles resulting from an examination open to all qualified applicants.

Code Sections: 45260, 45261, 88080 and 88081

## **6.5 Duration of Eligibility Lists**

An eligibility list shall be in effect for a period of six months unless exhausted, and may be extended for up to an additional six months by approval of the Personnel Commission. When fewer than three (3) ranks of available eligibles remain on an eligibility list, the Director of Personnel -Personnel Commission may authorize the creation of a new list to be merged with the existing list.

Code Sections: 45260, 45261, 45300, 88080, 88081 and 88119

#### 6.5.1 Merger of Eligibility Lists

If a new examination for a class is given during the first year of the life of an existing list, the examination shall be sufficiently similar to the previous examination to ensure the comparability of the scores of eligibles. The new list shall then be merged with the existing list with eligibles ranked in the order of examination score, plus additional points where applicable. Promotional lists shall be merged only with promotional lists.

6.5.2 When lists are merged under this Rule, the earlier list shall be terminated six months after its establishment and those eligibles' names shall be removed from the consolidated list, except when the earlier list is extended.

6.5.3 All candidates on an eligibility list which is terminated may retake the examination if a period of ninety (90) days has elapsed since the candidate last took the examination. Notification is not required when an eligibility list expires.

Code Sections: 45260, 45261, 45291, 45300, 88080, 88081 and 88110

## 6.6 Reemployment Lists

A reemployment list shall take precedence over all other employment lists in filling vacant positions. The reemployment list shall contain the names of all regular classified employees who have been laid off or demoted from any position because of lack of work or lack of funds, abolishment or reclassification of position, exhaustion of illness or accident leave or return from military duty as set forth herein.

#### 6.6.1 Military Duty

An employee who requires a leave of absence for military duty and those who are ordered, pursuant to the laws of the United States, to serve in any civilian war

effort or war industry, shall have their names placed over all other names on the reemployment list in the class which they leave.

#### 6.6.2 39-Month Re-employment

The life of the reemployment list shall be thirty-nine (39) months. Employees returning from military leave shall be eligible for reemployment for a period not to exceed six (6) months after discharge.

#### 6.6.3 39-Month Re-employment Plus Additional 24-Months

Employees who take long-term term limited-term assignments, voluntary demotions, or voluntary reductions in assigned time in lieu of layoff shall retain eligibility for reemployment for an additional period of twenty-four (24) months, provided the same tests of fitness under which they qualified for appointment still apply, as determined by the Personnel Commission.

Code Sections: 45298 and 88117

Military and Veterans Codes: 395.1 and 395.3

#### 6.6.4 Termination of Eligibility Lists

An eligibility list is automatically terminated six months from the date of its approval unless extended by the Personnel Commission, except that list established under these rules:

- a. An eligibility list is automatically terminated when no eligibles remain on the list.
- b. An eligibility list may be terminated by the Director of Personnel /Personnel Commission prior to its expiration when no eligible candidates are available for appointment to a specific permanent position in a class. The exception to this Rule will apply if a promotional list has less than three names remaining on the list, but an open eligibility list exists. In this case, the Director of Personnel will continue to certify three ranks by merging the remaining promotional employees onto the open lists, adding any veteran's and seniority points allowed under these Rules, and then rounding the score to the nearest whole percentage point.

Code Sections: 45300 and 88119

#### 6.6.5 Eligibility after Appointment

An eligibility list shall be used for full-time, part-time, regular and limited-term assignments in the class. An eligible who accepts a part-time assignment shall continue to be eligible for full-time employment, and an eligible who accepts limited-term assignments shall continue to be eligible for regular employment.

Code Sections: 45260, 45261, 45286, 45300, 88080, 88081, 45105 and 88119

#### 6.6.6 Waiver of Certification

An eligible may notify the Personnel Commission Office in person or in writing that they are unavailable for certification to specific locations or shifts and to part-time or full-time positions and to limited-term or permanent positions. Eligibles may revise or withdraw their unavailability.

6.6.7 Eligibles who have made themselves unavailable shall not be certified.

6.6.8 An available eligible may waive certification without penalty.

Code Sections: 45260, 45261, 88080 and 88081

#### 6.6.9 Removal of Names from Eligibility Lists

The name of an eligible may be removed from an eligibility list by the Director of Personnel for any of the following reasons:

- a. Failure to respond within five (5) working days from the date of an electronic mailing of an inquiry regarding availability for employment.
- b. Any of the causes listed in these rules.
- c. Failure to respond for a scheduled interview after certification.
- d. Termination of employment (Promotional Eligibility List only).
- e. Refusing an employment offer after having been properly certified as eligible and available for the appointment.
- f. A written request by the eligible for removal.
- g. Failure by the applicant to keep his/her email address, address, and telephone number information current with the Personnel Commission.

Code Sections: 45260, 45261, 88080 and 88081

#### 6.6.10 Notification to Eligible of Renewal from List

Personnel Commission shall notify the eligible of the action and the reasons therefore and shall provide the person with the opportunity to appeal the decision to the Personnel Commission within five (5) working days of notification. The decision of the Personnel Commission shall be final.

Code Sections: 45260, 45261, 88080 and 88081

## **6.7 Certification from Employment Lists**

### **6.7.1 Appointing Authority**

The appointing authority shall be the Board of Education and its designated managers, except that the Personnel Commission shall be the appointing authority in the case of employees assigned to the Personnel Commission.

### **6.7.2 Order of Precedence in Filling Vacancies**

Certification for filling vacancies in the Classified Service shall be made in the following order:

- a. Reemployment List: Persons previously laid off because of lack of work, lack of funds, abolishment or reclassification of position, or exhaustion of medical leave or return from military duty under conditions set forth in these rules shall be assigned to vacant positions in order of seniority.
- b. Voluntary Demotion/Lateral Transfer/Reinstatement: All qualified persons requesting an increase or decrease in hours, voluntary demotion, lateral transfer or reinstatement shall be considered to fill vacant positions.
- c. Promotional and/or Open Eligibility List: When the vacancy is not filled through the procedures listed in a or b above, the top three (3) ranks of available eligibles shall be certified.

Code Sections: 45272 and 88091

### **6.7.3 Rule of Three Ranks**

The appointing authority or its representative will receive the first three (3) ranks of eligibles who are willing to accept the position being filled.

Eligibles are placed on the eligibility list in rank order according to their score on the examination process. The final scores of candidates shall be rounded to the nearest whole percent. All eligibles with the same percentage score shall be placed in the same rank.

For classes approved for continuous testing, certification shall be made at the time the Director of Personnel can first reasonably certify three ranks of eligibles to the appointing authority.

Code Sections: 45260, 45261, 45272, 88080, 88081 and 88091

#### 6.7.4 Certification and Appointment from Eligibility

The Director of Personnel shall determine the availability of eligibles and shall certify the names of all eligibles who are ready and willing to accept appointment to a position to be filled. Certification shall be in accordance with these rules.

- a. The appointing authority or a representative of the appointee shall, within five (5) working days of the interview, make a selection from the persons presented and shall notify the Director of Personnel who shall see that the necessary employment procedures are carried out.
- b. If a candidate who was declared eligible for appointment to a position fails to keep an interview appointment or declines the appointment, the appointing authority may fill the vacancy from the remaining eligibles or may request certification of eligibles in accordance with these rules.
- c. In the event that there is more than one authorized position in the class to be filled, the Director of Personnel may certify additional ranks of eligibles to allow approximately two more ranks than the number required to fill the number of vacancies.

Code Sections: 45260, 45261, 45272, 45277, 88080, 88081 and 88096

#### 6.7.5 Procedure When Fewer than Three Ranks Remain

When fewer than three (3) ranks of eligibles are available for certification, the available eligibles may be certified. However, the appointing authority may choose not to appoint any of them and may request additional eligibles.

Code Sections: 45260, 45261, 45272, 88080, 88081 and 88091

#### 6.7.6 Certification of Additional Eligibles

If an eligible that has been certified refuses appointment or fails to respond for an interview, the Director of Personnel shall:

- a. Certify additional eligibles as required.
- b. Remove the names of eligibles who failed to report for interviews or who refused appointment from the eligibility list.
- c. Investigate the matter at his/her discretion to determine that any appointment refusal is in fact voluntary.
- d. Request authorization from the Personnel Commission to refuse further certification should the investigation determine that refusal of appointment by an eligible is in fact not voluntary.

Code Sections: 45260, 45261, 45272, 88080, 88081 and 88091

#### 6.7.7 Withholding Names from Certification

The name of an eligible may be withheld from certification by the Director of Personnel when the eligible expresses unwillingness or inability to accept appointment. Such examples include the following:

- a. Failure to respond within five (5) working days following the mailing of written inquiry regarding availability.
- b. Cannot be reached in time for appointment when immediate temporary employment is required.
- c. Failure to present the license, registration, certificate or any other credential required.
- d. Any reason listed in this chapter.

Code Sections: 45260, 45261, 45272, 45277, 88080, 88081, 88091 and 88096

#### 6.7.8 Failure to Make Appointment

Should the appointing authority fail to make a selection from the top three ranks of eligibles as certified by the Director of Personnel, the Director of Personnel shall direct that the position be vacated (if there is a temporary person assigned to fill the vacancy), and remain vacant until such time as the eligibility list for that class expires.

Code Sections: 45260, 45261, 45272, 88080, 88081 and 88091

#### 6.7.9 Duties (or responsibilities) of Eligibles

It shall be the responsibility of every eligible to respond promptly after receiving notice of certification. The eligible will be expected to respond within five (5) working days from the date of notification. Failure to respond within the above-stated time may result in removal from the eligibility list.

Eligibles are responsible for keeping the Personnel Office informed as to current contact information such as home address, telephone number, and email address so that they can be reached to schedule employment interviews. Failure to keep the Personnel Office informed could result in the eligible being bypassed on the eligibility list as unreachable. Failure to respond pursuant to these rules will result in removal from the eligibility list.

- a. The date of the offer of appointment shall be the date on which the eligible is notified by the Director of Personnel of selection.
- b. Notification may be made by telephone, registered or certified mail.
- c. It is the duty of the appointee to complete all pre-employment requirements, such as TB Testing, physical (if required) and providing proof of employability to the Personnel Office in accordance with the Immigration and Naturalization Service Laws.
- d. When an appointment is to a limited-term or substitute position, the eligible must be available on the date specified by the appointing authority.

Code Sections: 45260, 45261, 45272, 88080, 88081 and 88091

#### 6.7.10 Selective Certification

If a position within a classification requires a special skill, license, or language requirement, pursuant to these rules, the Director of Personnel shall determine which eligibles possess the required skill, license, or language and shall certify the names of the first three (3) ranks of eligibles who meet the special requirements. If there are insufficient eligibles who meet the special requirements and who are ready and willing to accept the position, a provisional appointment

may be made, pending completion of a recruitment and examination process to fill the position.

A provisional appointment may accumulate to a total of 90 working days. A 90-calendar day interval shall elapse before a person is again eligible to serve in any full-time provisional assignment. In no case may a person be employed in full-time provisional assignments for a total of more than 126 working days in any fiscal year.

Code Sections: 45260, 45261, 45272, 45277, 88080, 88081, 88091 and 88096

#### 6.7.11 Confidentiality of Test Scores

Test scores shall be considered confidential information and release of such information shall be limited to:

- a. The posting eligibility lists showing the relative ranking of each candidate without showing the specific percentage scores.
- b. Information relating to eligibles who have been certified may be released to the appointing authority.
- c. Information pertaining to an eligible's own scores and current position on the list shall be released to the eligible or his/her representative.
- d. Such other persons as specifically ordered by the Personnel Commission.

Code Sections: 45260, 45261, 45272, 45274, 88080, 88081, 88091 and 88093

#### 6.7.12 Expiration of Valid Test Scores

Test scores shall be considered valid for up to 6 months

## **Chapter 7 - Appointments**

### **7.1 Certification**

When filling a classified position, the appointing authority shall notify the Director of Personnel, giving the class title, hours, location of employment, date of anticipated need, and any other pertinent information.

#### **7.1.1 Order of Precedence in Filling Vacancies**

The Director of Personnel, or a designated staff member, shall first determine if there is a reemployment list for that class, in accordance with Chapter 6 (Establishing Eligibility Lists), Section 6.4 (Types and Order of Eligibility Lists).

If there are no employees in that class who wish an increase of hours, the Director of Personnel, or a designated staff member, shall refer to the appropriate eligibility list to determine the availability of eligibles and shall certify names for interview to the appointing authority. Certification from the eligibility list shall be the first three ranks of eligibles who are ready and willing to accept the position being filled.

Along with names from the eligibility list, the names of any employees in that classification who wish to change location will be certified to the appointing authority. In addition, names of employees in a higher related class who want to take a voluntary demotion to the lower classification.

#### **7.1.2 Certification of Ranks When There is More Than One Vacancy to be Filled**

If there is more than one position to be filled from an eligibility list at the same time, the Personnel Office will certify an additional rank for each additional position to be filled. Example: There are two vacancies for Secretary. The Personnel Office will certify the top four ranks of eligibles

from the Secretary Eligibility List to the appointing authority. If there were three vacancies, five ranks would be certified.

#### 7.1.3 Procedure When Fewer Than Three Ranks Remain on an Eligibility List

When fewer than three ranks of eligibles are available for certification the available eligibles may be certified. However, the appointing authority may choose not to appoint any of them and may request additional eligibles. A provisional appointment may be made to temporarily fill the vacancy during the recruitment and testing process.

#### 7.1.4 Waivers of Certification

An eligible may waive certification to specific locations, shifts, part-time or full-time positions and to limited-term or permanent positions by filing a statement of waiver in the Personnel Office or by verbally notifying the Personnel Office when they are notified of placement on the eligibility list. An eligible may also waive certification when they are called for an interview. An eligible may revise or withdraw the waiver of certification at any time during the life of the eligibility list.

- a. An eligible may waive certification twice without penalty. When an eligible waives certification for the third time, the eligible will be informed that his/her name will be removed from the eligibility list. Waivers relating to part-time or limited-term appointments shall not be counted for the purpose of this rule.

#### 7.1.5 Withholding Names From Certification

The name of an eligible may be withheld from certification for any of the following reasons:

- a. When the eligible expresses unwillingness or inability to be interviewed for a position. See Section A-5 (Waivers of Certification) of this rule.

- b. When the eligible cannot be contacted at a home, business or message phone number that has been filed in the Personnel Office.
- c. If the eligible is a member of the immediate family of a supervisor or administrator in the direct line of supervision to the vacant position. The immediate family shall include the father, mother, grandparent, grandchild of the supervisor or his/her spouse; also included is the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or any person permanently residing in the household of the supervisor. Immediate family shall also include a person for whom the supervisor is the court-appointed legal guardian.
- d. Any of the applicable causes listed in Chapter 4 (Application for Employment), Section 4.2 (Disqualification of Applicants and Candidates), Chapter 6 (Establishing Eligibility Lists), Section 6.6 (Termination of Eligibility Lists), or Chapter 19 (Discipline).

The Director of Personnel may restore a name to the eligibility list for the purpose of certification if the reason for withholding the name has been corrected.

#### 7.1.6 Certification When There Are Less Than Three Applicants

If less than three (one or two) qualified applicants apply for an advertised vacancy, the examination procedures may be waived and the names of the qualified applicants will be placed alphabetically on an unranked eligibility list which shall expire when the current vacancy is filled or a new list is established. The eligibility list shall be presented to the Personnel Commission for ratification.

If there are three or more qualified applicants for an advertised vacancy, and during the examination process the number of competitors passing or taking an examination falls to less than three, the names of the remaining competitors will be placed alphabetically on an unranked eligibility list which shall expire when the current vacancy is filled or a new eligibility list is established. The eligibility list shall be presented to the Personnel Commission for ratification.

The appointing authority may select from the unranked eligibility list or may request that the Personnel Office continue recruiting for the position until three ranks can be certified from the eligibility list.

#### 7.1.7 Certification of Additional Eligibles

If an eligible has been certified to the appointing authority and fails to show up for a scheduled interview, the appointing authority may fill the vacancy from the remaining eligibles or if the appointing authority has seen less than three ranks from the eligibility list, he/she may request that the Classified Personnel Office certify additional eligibles from the eligibility list in order to provide three ranks from which to select.

#### 7.1.8 Duties of Eligibles

- a. Eligibles are required to keep the Personnel Office informed as to current home address and telephone numbers where they can be reached to schedule employment interviews. Failure to keep the Classified Personnel Office informed could result in the eligible being bypassed on the eligibility list as unreachable.
- b. When the Personnel Office attempts to contact an eligible by phone regarding certification for an employment interview and they are unable to speak to the eligible, but a message is left, the eligible has the duty to return the call no later than the end of the next regular business day. If the Personnel Office has not heard from the eligible by the end of the next business day, the next eligible on the list will be called.
- c. After an eligible has been certified to the appointing authority and an employment interview has been scheduled, the eligible has the duty to notify the Personnel Office if they are unable to keep the appointment at the appointed time. Failure to appear for an interview without notification will result in removal from the eligibility list.

*Code Sections: 45260, 45261, 45272, 45277 and 1091.5*

## **7.2 Appointment**

The appointing authority shall interview eligibles who have been certified from appropriate employment or eligibility lists. If an eligible is from a reemployment list or is the most senior employee from a transfer (increase of hours) list, the eligible shall be appointed to the vacant position. When the eligibles have been certified from eligibility lists, a selection shall be required when the appointing authority has interviewed three ranks of eligibles for a given vacancy.

### **7.2.1 Discrimination Prohibited**

No eligible certified for appointment shall be discriminated against because of his/her political or religious opinions or affiliations, race, color, national origin or ancestry, sex, marital status, employee organization membership or non-membership and legal activities related thereto, or physical or mental disability. No questions shall be asked relating to these matters during the selection interview.

### **7.2.2 Reference Checking**

The appointing authority is responsible for checking references on the eligibles that have been interviewed. The Personnel Office may assist the appointing authority if requested.

### **7.2.3 Selection**

The appointing authority shall make a selection from the eligibles interviewed and, within three working days after the interviews, notify the Director of Personnel, or a designated staff member, who shall see that the offer of employment is made to the person selected, and if the person accepts the offer, that the necessary employment procedures are carried out.

### **7.2.4 Offer of Employment**

Upon selection, each prospective employee shall be given an offer of employment by the Personnel Office. The offer shall include the position, location, hours, and the salary at time of hire.

The prospective employee shall be allowed 24 hours to accept or reject an offer of appointment to a permanent position and shall be allowed two weeks to report for duty or one month in the case of management classes. Should the prospective employee be unable or unwilling to report for duty within the required period, he/she may be considered to have refused appointment, and the appointing authority may then request certification of another eligible rank.

- a. The date of the offer of employment shall be the date on which the eligible is notified by the Personnel Office of his/her selection.
- b. Notification may be made by telephone or email.
- c. The appointing authority, at his/her discretion, may allow a longer period for the employee to report for duty than is specified above (two weeks, or one month in the case of management classes).
- d. If the appointment is to a temporary or limited-term position, the eligible must be available on the date specified by the appointing authority.
- e. Appointment to the position shall be subject to approval or ratification by the Board of Education and the Personnel Commission (if the position is assigned to the Personnel Commission).

#### 7.2.5 Employment of Relatives

No person shall be employed in any position that is in the direct line of supervision under a supervisor or administrator who is a member of that person's immediate family. (See Section A-7d of this rule for the definition of immediate family).

- a. No employee shall be transferred, assigned to, or remain at a work location in any probationary or permanent position that is in the direct line of supervision under a supervisor or

administrator who is a member of the employee's immediate family.

#### 7.2.6 Duties of Appointee

- a. It shall be the duty of an appointee to a position to keep the Classified Personnel Office informed as to current home address and telephone numbers where they can be reached prior to reporting for duty.
- b. If the Personnel Office attempts to reach the appointee by telephone and leaves a message, it is the duty of the appointee to return the call no later than the end of the next regular business day.
- c. If anything arises that would prevent the appointee from reporting to the Personnel Office for a New Employee Orientation on the date arranged or reporting for duty on the date and time agreed to, it is the appointee's duty to notify the Personnel Office immediately to make alternate arrangements.
- d. It is the duty of the appointee to complete all pre-employment requirements, such as TB Testing, physical (if required) and providing proof of employability to the Personnel Office in accordance with the Immigration and Naturalization Service Laws.

*Code Sections: 45160, 45161, 45272, 45293 and 1091.5*

### **7.3 Emergency Appointments**

If it should become necessary in a time of emergency to fill positions in the classified service to prevent the stoppage of public business, and persons on eligibility lists are not immediately available, the Board of Education, through the Superintendent and the Director of Personnel, may make emergency appointments, for a period not to exceed 15 working days.

When such emergency appointments are made, it shall be the responsibility of the Superintendent to notify the Director of Personnel in writing of the date of appointment, the nature of the duties to be performed, and stating the reason for the need for the emergency appointment.

*Code Sections: 45260, 45261 and 45290*

## **7.4 Substitute and Limited-Term Appointments**

### **7.4.1 Positions Defined**

#### **a. Limited-term**

Positions established to perform duties that are not expected to exceed six months shall be designated limited-term positions.

#### **b. Substitute**

Positions established to temporarily replace absent employees shall be designated substitute positions. A substitute assignment may not exceed the duration of the absence of a regular employee.

### **7.4.2 Procedure for Establishment of a Limited-Term Position**

When a limited-term position is to be established, the appointing authority shall contact the Director of Personnel in writing of the hours, duties to be performed, requested starting date and length of the assignment. Establishment of limited-term positions shall be subject to approval or ratification by the Board of Education.

- a. If the limited-term position does not fall within an existing classification, the Director of Personnel shall classify the position subject to ratification by the Personnel Commission.

### **7.4.3 Procedure for Establishment of a Substitute Position**

The Director of Personnel, or a designated staff member, will work with the supervisor of the employee who is or will be absent to determine if a substitute will be employed for the employee. Among the factors to be

considered will be available funding for a substitute, the type of leave the employee is taking and, if sick leave is to be used, the amount of sick leave the employee has.

#### 7.4.4 Qualifications for Substitute and Limited-Term Appointment

Substitute and limited-term appointees must meet the qualifications for the classification as stated in the class specification.

Substitute and limited-term appointments shall be made from eligibility lists or substitute, or limited-term employment lists.

If an eligible is appointed from an eligibility list to a substitute or limited-term position, the individual shall continue to be eligible for permanent positions that might come open during his/her temporary assignment. Rejection of a substitute or limited-term assignment will have no effect on the eligibility of any person on an eligibility list.

When an eligibility list expires, individuals on it who have expressed an interest in continuing substitute or limited-term assignments will be transferred to the substitute and limited-term employment list.

The Director of Personnel, or a designated staff member, will certify applicants to substitute and limited-term employment lists from among employees, former employees, and applicants for positions.

Substitute and limited-term employment lists have no expiration date. Individuals will be retained on the employment lists on the basis of merit and record of service. Names will be added or removed as necessary at the discretion of the District.

#### 7.4.5 Compensation for Limited-Term and Substitute Assignments

##### a. A Regular Employee in a limited-term or Substitute Assignment

When a regular employee is given a limited-term or substitute assignment in a higher class for all or part of his/her regular assignment, the rate of pay in the higher class will be at the step for that class which is next above his/her regular rate and

will provide at least a 2.5% salary increase, but not more than the highest rate applicable to that class.

If a regular part-time employee is given an additional part-time limited-term or substitute assignment in a lower class, the rate of pay in the lower class shall be the step on the salary schedule for that class which is closest, but not more than the employee's rate of pay in his/her regular assignment. The rate of pay in the limited-term or substitute assignment cannot be more than the highest rate applicable to that class.

b. All Other Substitute/limited-term Employees

All other individuals hired for a substitute or limited-term assignment shall be placed on the first step of the salary range for the class.

#### 7.4.6 Status of Substitute and Limited-Term Employees

To be eligible for appointment to a regular position, the substitute or limited-term appointee must qualify by competitive examination for a place on the eligibility list and must be in a rank that is being certified to the appointing authority.

#### 7.4.7 Rights and Benefits of Regular Employees During Substitute/Limited-Term Assignments

Regular employees who are serving in substitute or limited-term assignments while retaining regular status in another class, shall continue to earn and be granted all rights and benefits of a regular employee with the exception that, should the substitute or limited-term assignment be undertaken during probation, no credit toward completion of probation shall accrue from service in the limited-term or substitute position. The full probationary period must be completed when the employee returns to his/her regular assignment.

#### 7.4.8 Rights and Benefits of All Others During Substitute/Limited-Term Assignments

Time served in a substitute or limited-term assignment shall not be counted as credit toward permanency or completion of the probationary period for the class in which the substitute or limited-term appointment is made.

#### 7.4.9 Termination of a Substitute or Limited-Term Employee

A substitute or limited-term employee may be terminated at the end of an assigned shift at the discretion of the appointing authority. The appointing authority shall immediately notify the Personnel Office when a limited-term or substitute employee is being terminated.

A substitute or limited-term employee may be dismissed for cause at any time. If the appointing authority wishes to terminate the employee, the Director of Personnel shall be notified of the reason. The Director of Personnel will meet with the employee to conduct the dismissal in order to conform to proper personnel procedures.

If the substitute or limited-term employee was dismissed for cause, the Director of Personnel may remove that person's name from all substitute, limited-term or provisional employment lists and may also remove his/her name from any eligibility list in accordance with Chapter 6 (Establishing Eligibility Lists), Section 6.6 (Termination of Eligibility Lists).

*Code Sections: 45260, 45261 and 45286*

### **7.5 Employment of Retirees Receiving PERS in Substitute or Limited-Term Assignments**

Any person receiving a retirement allowance from the Public Employees' Retirement System (PERS) may be employed in a substitute or limited-term assignment for up to 960 hours, or 120 days, per calendar year. The retired person must be informed that employment is restricted to 960 hours, or 120 days, in a calendar year and continuance in employment is at the discretion of the District. The employee is responsible for monitoring the 960 hours, or 120 days, and may be subject to a decreased retirement allowance from PERS if the hours or days are exceeded.

A retired employee employed under this Rule is not subject to reinstatement to PERS, nor does the compensation period provide for retirement allowance adjustment.

*Code Sections: 45134, 45135, 45260, 45261 and 21150*

### **CSEA-Appointed Personnel Commissioner Seat**

The current CSEA-appointed Personnel Commissioner term expires on November 30, 2026. CSEA is expected to provide the District with the name of its appointed Commissioner by September 15, 2026, at which time the appointment will be brought forward as a conference item to both the Personnel Commission and Board of Education. Pursuant to Education Code Section 45246(c), the Governing Board must formally appoint the nominee no later than 30 days prior to the vacancy date, with the appointment becoming effective December 1, 2026. This item is presented for informational purposes regarding the anticipated appointment process and timeline.

## **Personnel Commission Rules and Regulations – Final Readings**

Reference materials are provided for the Personnel Commission's review of proposed revisions to the following articles before future consideration for adoption.

- Article 4 - Application for Employment
- Article 5 - Recruitment and Examinations

## **Chapter 4 – Application for Employment**

### **4.1 Application**

#### **4.1.1 Filing of Applications**

All applications for employment shall be made on the official forms furnished by the Personnel Department, either online or on paper. Every item shall be answered in full, and the application shall be signed by the applicant and filed in the Personnel Department on or before the time and date specified in the official vacancy notice. Exceptions may be made by the Director of Personnel or Personnel Commission when it is in the best interest of the District and in fairness to the applicant.

- a. Applicants taking more than one examination must file a separate and complete application for each examination unless otherwise directed.
- b. The application form shall require that each applicant indicate whether or not he/she has been convicted of a crime. If an applicant states that he/she has been convicted of a crime, then such applicant shall be required to provide the Personnel Commission with detailed information pertaining to all convictions on a separate form. An applicant may be disqualified based on a conviction as set forth in Rule 4.2.1 to the extent permitted by law.
- c. Applications and examination papers are confidential and become the property of the Personnel Department and shall not be returned to the applicant.

#### **4.1.2 General Qualifications of Applicants**

All applicants must be permanent residents of or must otherwise prove their right to work in the United States, and possess all other requirements that are specified in the qualifications established for the class.

- a. Every qualified applicant shall have an opportunity to seek, obtain, and hold permanent employment without discrimination because of race, religious creed, color, national origin, ancestry, disability, medical condition (as defined in Code Section

12926), employee organization membership or non-membership and legal activities related thereto, marital status, sex, age, sexual orientation, or gender identity.

- b. Residency within the District shall not be a condition for filing applications or offering employment.
- c. No maximum age limit shall be set as a condition for initial or continued employment in the District.
- d. Applicants with disabilities protected under the law shall be given equal employment opportunity.
- e. Every applicant must, in all respects, be mentally and physically competent to perform the essential functions of the position for which applied.

## **4.2 Disqualification of Applicants and Candidates**

### **4.2.1 Causes for Disqualification**

An applicant or candidate may be refused initial admittance to an examination or disqualified from further competition, and an eligible applicant or candidate may be refused certification or appointment, for any of the following reasons:

- a. Failure to meet the general qualifications as described in these rules.
- b. Advocacy of the overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
- c. Conviction, either by a plea or verdict of guilty or nolo contendere, a court decision of a sex or narcotics offense as defined in Code Sections 44010 or 44011.
- d. A history of drug addiction without acceptable evidence of rehabilitation to the extent consistent with federal and state laws.
- e. Any conviction, other than a sex or narcotics conviction as defined in Code Sections 44010 and 44011, may disqualify an applicant if the criminal conviction(s) is sufficiently serious to require disqualification from employment. The following factors shall be considered in determining whether an applicant's criminal conviction(s) shall disqualify the applicant:
  - 1. Nature, seriousness, and circumstances of the offense(s)

2. Recency of the convictions
  3. Number of convictions
  4. Relationship of the offense(s) to the position for which applicant has applied
  5. Age of the applicant when convicted
- f. A determination that the applicant is a sexual psychopath.
  - g. Making a false statement or intentionally omitting a significant statement of a material fact requested on the application form.
  - h. Practicing any deception or fraud in connection with an examination or to secure employment. Obtaining or attempting to obtain either directly or indirectly, privileged information regarding test questions or examination content.
  - i. Dismissal from previous employment for cause if the cause would have subjected the applicant to dismissal by the District under these Rules.
  - j. Previous dismissal from the District.
  - k. A record of unsatisfactory service within the District as evidenced by a disciplinary action, a work improvement notice, unsatisfactory job performance notice, or a resignation in lieu of dismissal.
  - l. Dishonorable discharge from the Armed Forces of the United States.
  - m. Refusal to furnish testimony, other than self-incriminating, at a hearing or investigation before the Personnel Commission (or the Board of Education)
  - n. Unsatisfactory health conditions which clearly indicate that the applicant or candidate would be unable to perform the essential functions of the job with or without reasonable accommodation or would endanger his/her health and safety or the health and safety of others to the extent permitted under federal and state laws.
  - o. Attempting to or making contact with any member of the Board or the **Personnel** Commission with the intent of attempting to favorably influence the recruitment, examination, and/or selection process in any way. Exempted from this restriction would be any formal appeal of the recruitment/examination/selection process to the **Personnel**

Commission as a whole by any candidate through the established appeal process.

- p. Failure, after due notice, to report for review of any of the above causes for disqualification.
- q. Failure to report for duty after an assignment has been offered and accepted.
- r. Failure to pass the pre-employment drug/alcohol testing for safety-sensitive positions. (BP 4112.41)
- s. Other causes deemed sufficient by the Personnel Commission ~~(Commission)~~.

#### 4.2.2 Appeal from Disqualification

Any applicant, candidate, and/or eligible disqualified based on Rule 4.2 shall be notified in writing, indicating the reasons for disqualification and advising the individual that he/she has four (4) working days from receipt of notification to appeal the decision to the Director of Personnel.

- a. Anyone who has appealed a disqualification shall conditionally be permitted to take the examination pending final decision.
- b. Upon receipt of an appeal, the Director of Personnel shall conduct an investigation. If the decision is in favor of the applicant, the applicant shall be notified and given rights as though the disqualification had not occurred. If the decision is to deny the appeal, the applicant may appeal to the Personnel Commission ~~(Commission)~~ within five (5) working days after being notified.
- c. Upon receipt of an appeal, the **Personnel** Commission shall conduct a hearing and shall receive evidence and render a decision within fourteen (14) calendar days. If the **Personnel** Commission's decision is in favor of the applicant, the applicant shall be given rights as though the rejection had not occurred. The decision of the **Personnel** Commission is final and binding on all parties.
- d. Appointments may be made from available eligibles pending final decision on the appeal (unless ordered otherwise by the **Personnel** Commission) and shall not be changed even though the outcome is in the appellant's favor, unless such appointments were fraudulently made.

#### 4.2.3 Submitting Proof of Veteran's Credit

Any applicant who claims veteran's credit must submit DD Form 214 at the time the employment application is submitted. Failure to submit DD Form 214 at the time of application shall result in no veteran's credits being considered or added to any passing score.

#### 4.2.4 Applicant's Names Not to be Made Public

The names of applicants or unsuccessful candidates in any of the District's selection processes shall not be made public.

### 4.3 Equal Opportunity Employment

#### 4.3.1 General Statement

The Personnel Commission recognizes that the District should make employment decisions that provide equal employment opportunities for all.

#### 4.3.2 Equal Opportunity Employment/Merit System

The **Personnel** Commission will: ensure that all classified personnel actions are conducted without regard to race, color, age, religious creed, sex, sexual orientation, sexual identity, national origin, Vietnam Era or disabled veteran status, marital status, ancestry, medical condition, physical handicap or disability; ensure employment and promotion decisions are made in a manner to further the principles of equal employment opportunity and Merit System principles.

#### 4.3.3 Position Qualifications

The **Personnel** Commission will establish essential position qualifications that can be validated as job-oriented and, as such, do not exclude qualified candidates; encourage recruitment procedures directed toward the fulfillment of equal opportunity; and ensure that examinations are valid.

Code Sections: 12921, 12926, 12940, 44010, 44011, 45111, 45122, 45123, 45124, 45134, 45260, 45261, 45272, 45274, 45294, 45295, 45296, 45303, 45309, 88080, 88081, 88091, 88093, 88113, 88114, 88115, 88122, **and** 88128.

## **Chapter 5 – Recruitment and Examinations**

### **5.1 Opening Announcement Procedures**

The Personnel Commission shall direct and administer the holding of examinations for the purpose of filling vacancies or creating lists for the Classified Service.

No examination announcement may be made and no part of any examination may be held for a new position until the Board of Education has properly designated the position duties and the **Personnel** Commission has completed the position classification, including the establishment of minimum qualifications. (Note: A newly created position is one that does not have a previously separate existence.)

Whenever it is necessary to fill existing or anticipated vacancies and an appropriate eligibility list does not exist (as determined by the **Personnel** Commission), the **Personnel** Commission shall announce each examination on the appropriate vacancy announcement form, which shall be distributed to all employee work sites and community locations for at least ten (10) working days. It shall be the responsibility of each site administrator or department head to ensure that all vacancy announcements are posted in an area where all employees shall have access to them. The Director of Personnel shall determine the appropriateness and may place advertisements in newspapers, trade and business journals, or other media. The Director of Personnel shall ensure that community agencies and organizations dealing with women, minorities, and the physically challenged are notified of each examination.

When a vacancy occurs in an established position, a Personnel Requisition shall be completed.

### **5.2 Opening Announcement Contents**

The vacancy announcement shall contain the following: the title of the class; information concerning the purpose of the examination; a description of the scope of duties and responsibilities of the class; the qualifications and requirements of the class; the salary, benefits, and other compensation; the closing date for filing applications; and such other information as will assist interested persons in fully understanding the nature of the employment and procedures necessary to participate in the examination.

### **5.3 Notification of Required/Desired Skills**

When a position is posted for recruitment and special skills are either desired or required, that information shall be noted on the recruitment announcement.

#### **5.3.1 Required Special Skills**

When a position requires special shorthand or transcription skills, demonstration of the possession of said skill shall be a minimum qualification for the successful completion of the testing process. Having been successful in the testing process, the candidate shall have noted on the resulting eligibility list that he/she possesses the skill and shall be certified for available positions, which require the skill above other eligibles with higher scores who have not indicated through the testing process that they possess the skill.

#### **5.3.2 Desirable Skills**

When a position is identified as desiring a special skill, such as the ability to speak, read, and write a second language or to utilize shorthand or transcription skills, demonstration of the possession of said skill shall not be a minimum qualification for the successful completion of the testing process. Candidates who have been successful in the testing process shall have noted on the resulting eligibility list that they possess the skill but shall not be certified for available positions, which list the skill as desirable above other eligibles with higher scores who have not indicated through the testing process that they possess the skill.

*Code Sections: 45109, 45260, 45261, 45272, 45278; 88080, 88081, 88091 and 88097*

### **5.4 Examination Procedures**

#### **5.4.1 Types of Recruitments**

The Personnel Commission shall determine the standards of proficiency to be required for each examination and determine whether the examination shall be:

a. **Open Competitive**

Entry-level classifications with the Classified Service of the District shall always have an open competitive examination.

*Education Code: 45284*

b. **Promotional**

Where it has been determined by the Director of Personnel that an adequate field of competition exists within the District and examinations can reasonably be expected to result in at least three (3) qualified ranks of eligibles, the field of competition may be limited to promotional applicants. As a guideline, six (6) qualified applicants will be considered an adequate field of competition.

Promotional examinations shall be restricted to probationary and permanent employees of the District and former employees on a valid reemployment list who meet the qualifications of the class.

Applicants for promotional examination must meet the established minimum qualifications for the class.

*Code Sections: 45260, 45261, 45272, 45281; 88080, 88081, 88091 and 88101*

c. Promotional and Open Competitive Examinations

Where it has been determined by the Personnel Commission that an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Personnel Administrator may advertise the examination among employees and the general public.

Applicants shall be considered as a group in determining passing scores on the examination.

This examination procedure shall result in a promotional and an open eligibility list. The promotional eligibility list shall take precedence when certifying eligibles. When the promotional eligibility list does not contain sufficient ranks of eligibles (defined as having fewer than three (3) eligible and available ranks), certification of additional ranks shall then be made from the open list.

*Code Sections: 45260, 45261, 45272, 45281, 45284; 88080, 88081, 88091, 88101 and 88108*

d. Merged (Dual Certification)

An examination may be held under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive candidates merged on one eligibility list.

*Code Sections: 45284, 88108*

e. Continuous

The **Personnel** Commission may designate examinations for specified classes as continuous examinations. Applications shall be accepted every working day and examinations shall be given as the need arises. If a qualifications appraisal interview is required, the interview panel shall consist of at least two persons who may be employees of the District or the **Personnel** Commission, as designated by the Director of Personnel.

*Code Sections: 45292, 88111*

#### 5.4.2 Types of Examinations

Examinations shall consist of at least two independent parts unless determined otherwise by the Personnel Commission. The parts shall be contained within the following: written examination; practical demonstration of skill; oral Interview panel examinations; other tests of fitness determined by the Personnel Commission

*Code Sections: 45260, 45273; 88081 and 88092*

##### a. Written Exam Procedures

Applicants in any written test must take the test on the prescribed date unless prior approval of the Director of Personnel has been obtained. Alternate test dates/times shall only be approved in cases of emergency or severe hardship, as determined by the Director of Personnel.

Copies of the questions in a test shall not be made by applicants or other unauthorized persons.

Where written tests are required, they shall be so managed that none of the test papers will disclose the name of any competitor until all papers of all applicants in a given examination have been marked and rated. The only exception to this rule shall be if the **Personnel** Commission maintains a computerized and automated test scoring system that will automatically and accurately score the exams of all applicants, and which has built-in safeguards to ensure that an individual examination score cannot be falsely altered.

An applicant in any examination who places an identifying mark upon his/her test paper (other than the identifying mark prescribed at the time of examination) or makes an attempt to disclose to others the identity of his/her papers prior to the completion of the examination may be disqualified.

Admission to an examination shall be by a valid examination invitation or by inclusion in a listing of qualified applicants for those examinations where applications have been submitted and evaluated prior to the

examination. No candidate may be admitted to any examination without this authorization. In addition, each candidate must provide ~~personal~~ **valid government-issued** identification (with picture ~~I.D.~~) at time of examination admittance in order to take the test.

*Education Codes: 45260, 45261, 45273; 88080, 88081, **and** 88092*

b. Oral Panel Examinations

If an examination requires the use of a Qualifications Appraisal Interview Panel, the Director of Personnel shall assure that the following rules are followed:

1. The panel shall consist of at least two (2) persons who shall be technically qualified in the specified occupational areas under examination.
2. An employee of the District or of the **Personnel** Commission may serve on an interview panel if that employee is not at the first or second level of supervision over a vacant position in the class for which the examination is being held.
3. The interview panel shall evaluate general fitness for employment in the class and the candidates' technical knowledge and skills.
4. Members of the Board of Education or Personnel Commission shall not serve on interview panels.
5. Interviews shall be electronically recorded and filed in the **Personnel** ~~Commission Office Department~~.
6. Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.
7. In no case will an oral or performance examination board be provided with confidential references on candidates who are competing in examinations.
8. In interview panel examinations, ratings accorded competitors shall be expressed in percentages with seventy percent (70%) being the minimum qualifying rating. Ratings shall be made independently by each interviewer either before or after discussion with other interviewers. Ratings shall be made on forms prescribed by the Director of Personnel, which shall be signed by the interviewer and be delivered to the Director of Personnel or his/her representative. When a competitor is disqualified by a member of the Qualifications Appraisal Interview Board, the interviewer shall make a record of the reason(s) on the rating sheet.

9. The ratings of the several members of the Qualifications Appraisal Interview Board shall be averaged to determine each candidate's final rating. If the majority of the rating panel gives a candidate a score of at least seventy percent (70%), but the final averaged score is below seventy percent (70%), the candidate shall be given a final rating of seventy percent (70%). If the majority of the rating panel gives a candidate a score below seventy percent (70%), but the final averaged score is above seventy percent (70%), the candidate shall be disqualified, regardless of the fact that his/her average rating may be seventy percent (70%) or more. If the panel consists of only two (2) raters, the final score shall be the average of the two (2) raters.

*Education Codes: 45260, 45273; 88080 and 88092*

c. Evaluation of Training and Experience

If a part of the examination is an evaluation of the applicants' training and experience, the evaluation shall be individually and independently conducted by at least two (2) members of a committee other than the interview panel. The scores of all applicants shall be listed in rank order. The Director of Personnel shall determine and weigh the passing scores of the training and experience evaluation.

*Code Sections: 45260 and 45276; 88080 and 88096*

## **5.5 Examination Scoring Procedures**

### **5.5.1 Establishment of Minimum Scores**

Candidates will be required to attain a designated minimum rating in each part or in combined parts of the selection process to qualify for participation in the next succeeding part.

*Code Sections: 45260, 45261, 45272, 45273; 88080, 88081 and 88091*

### **5.5.2 Weighted Scores**

All examination parts shall be prepared under the direction of the Director of Personnel, who shall determine passing scores and assign relative percentage weights to each part. The procedure for setting percentage weights shall be impartial.

## **5.6 Examination Scoring Procedures**

### **5.6.1 Establishment of Minimum Scores**

Candidates will be required to attain a designated minimum rating in each part or in combined parts of the selection process to qualify for participation in the next succeeding part.

*Code Sections: 45260, 45261, 45272, 45273, 88080, 88081 and 88091*

#### 5.6.2 Weighted Scores

All examination parts shall be prepared under the direction of the Director of Personnel who shall determine passing scores and assign relative percentage weights to each part. The procedure for setting percentage weights shall be impartial.

*Codes Sections: 45260, 45261; 88080, **and** 88081*

#### 5.6.3 Notice of Final Score

Each candidate who qualifies shall be notified by the Personnel Commission's staff within fifteen (15) working days after completion of the examination of his/her standing on the eligibility list. Candidates who do not qualify shall be notified within fifteen (15) working days after completion of the examination.

*Code Sections: 45260 and 45261; 88080 and 88081*

### 5.7 Examination Records

#### 5.7.1 Records Retention

Examination records, including test answer sheets, tape recordings of interviews and the rating sheets of each member of an oral interview panel, shall be retained by the Personnel Commission for a period of three (3) years.

#### 5.7.2 Confidentiality of Records

All papers submitted by candidates in the course of an examination process are the property of the Personnel Commission and shall be confidential. Records, such as identifiable ratings of oral panel members and confidential references of previous employers, shall not be available for review.

#### 5.7.3 Review Procedures

Remaining examination records, such as papers, **tapes recordings**, and scores of the candidate or eligible shall be available for review only by the candidate or eligible or his/her representative. The candidate or eligible or his/her representative may not review the records of another person. Except under conditions of a formal protest, examinations shall not be available for

review. No candidate or representative may remove or copy information from the examination materials.

*Code Sections: 45260, 45261, 45274; 88080, 88081, and 88093*

## **5.8 Examination Appeals Procedures**

Remaining examination records, such as papers, ~~tapes~~, recordings and scores of the candidate or eligible shall be available for review only by the candidate or eligible or his/her representative. The candidate or eligible or his/her representative may not review the records of another person. Except under conditions of a formal protest, examinations shall not be available for review. No candidate or representative may remove or copy information from the examination materials.

*Code Sections: 45260, 45261 45274; 88080, 88081 and 88093*

## **5.9 Examination Appeals Procedures**

### **5.9.1 Examination Protest**

Protest forms shall be available at all examination processes. These forms shall be for the purpose of protesting the inclusion or content of any examination question and/or section. Failure to file a protest timely shall constitute a waiver of the right to appeal that part of the selection process.

Protest forms must be filed within twenty-four (24) hours of the ending of the examination. The Director of Personnel shall review and act upon all protests. If the protest results in any change, the test papers of all applicants shall be reviewed and re-rated.

### **5.9.2 Appeal to Commission**

The Director of Personnel shall inform the candidate who has submitted the protest of his/her decision. That decision shall be in writing and served in person or by certified mail (Return Receipt Requested) to the applicant. This requirement will be deemed to have been met if the Director of Personnel's decision is sent certified mail to the last known home address on file in the Personnel ~~Department Commission Office~~. Failure of the applicant to retrieve delivered mail, or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notification, or the staying of the timeliness outlined in these rules. The responsibility for keeping the District informed of a home address is the requirement of the applicant. For purposes of this rule, if a notice is mailed, the second working day following the postmark date of the notice shall be considered to be the official date of receipt. Should the Director of Personnel rule against the

protest, that decision may be appealed to the **Personnel** Commission. However, the filing of such an appeal shall not stop or otherwise delay the selection (examination) process unless so ordered by the **Personnel** Commission.

Appeals to the Personnel Commission shall be submitted in writing to the Personnel Office within three (3) working days of receipt of the decision of the Director of Personnel.

The Personnel Commission shall hold a hearing to hear the appeal of the applicant. The decision of the **Personnel** Commission shall be in writing and served on the applicant using the procedures as outlined in your prescribed procedures. The decision of the **Personnel** Commission shall be final and binding on all parties.

*Code Sections: 45260, 45261, 45274; 88080, 88081, and 88093*

#### **5.10 Violation of these Examination Rules/Laws**

Whenever the Personnel Commission, after a public hearing, finds that any appointment has been made in violation of the Education Code provisions of the merit system, or these rules as they apply to examination procedures, the Commission may order that no salary warrant shall thereafter be drawn to the employee so appointed, for services rendered after the date of said order. Any violation of the merit system sections of the Education Code or the rules of the Personnel Commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.

*Code Sections: 45260, 45261, 45310, 45311, 45312, 45313, 45317, 88080, 88081, 88129, 88130, 88131, 88132, and 88136*

### **Restricted Classified Positions**

In accordance with California Education Code Section 45259, the District may designate certain classified positions as Restricted for eligible individuals with mental, physical, or developmental disabilities. Appointments to these positions follow a modified merit-system process and do not provide permanent status or seniority within the general classified service. Employees may transition to the regular classified service upon meeting the requirements outlined in Education Code Section 45105(c).

### **2026 Annual California School Personnel Commission Association Conference**

The Personnel Commissioners, along with two representatives from CSEA and two representatives from the District, are recommended to attend the annual California School Personnel Commission Association Conference, which will be held March 14 - March 16, 2027, in Long Beach, CA. The cost per registrant is \$799, with a total for all recommended registrants of \$5,593, exclusive of hotel accommodations, per diem, and travel expenses, to be paid from the Personnel Commission budget.

# 2027 CSPCA CONFERENCE

## *Turning the Tides: Strength Through Partnership in Merit*

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Join merit system professionals from across California to connect, collaborate, and share innovative strategies that strengthen our organizations, empower our workforce, and support student success.



***March 14, 2027 to March 16, 2027***

**Long Beach, CA**  
*Hyatt Regency*  
**200 S. Pine Avenue**

**CSPCA Member Pricing: \$799**  
**Non-CSPCA Member Pricing: \$899**  
**Room Rates: \$210 plus tax per night**

**Registration: [www.eventcreate.com/e/2027cspcalongbeachconference](http://www.eventcreate.com/e/2027cspcalongbeachconference)**