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.

November 10, 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 October 13, 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.

3. **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**

4. **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

5. **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**

6. **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

7. **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 10 - Hours of Employment and Overtime
- Article 11 - Transfers

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)

V – Action Items

8. **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 8 - Employment Requirements
- Article 9 - Employment Status

This final reading provides the Personnel Commission with an opportunity to review the proposed revisions, discuss the language, and provide any final feedback before considering adoption. (Ref. B)

Motion by _____, Seconded by _____, Vote _____

9. **Revised Job Description.** Recommendation is made that the position of Senior Bus Driver/ Instructor/Dispatcher be placed on Range 164, $5,417.52 - $6,578.05 per month of the Classified salary schedule. (Ref. C) **Action**

Motion by _____, Seconded by _____, Vote _____

VI – Closed Session

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

VII - Adjournment

11. **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 10 - Hours of Employment and Overtime: is being presented for a first reading.
- Article 11 - Transfers: is being presented for a first reading

(Ref. A)

Chapter 10 – Hours of Employment and Overtime

10.1 Work Schedules

10.1.1 Workweek

The workweek of classified employees shall consist of five (5) consecutive days of eight (8) hours per day or forty (40) hours per week. These Rules shall not be construed to restrict the extension of a regular workday or workweek when such is necessary to carry on the business of the District. Unless exempted by the Board and approved by the Personnel Commission, the extension of the workday shall be on an overtime basis. Extensions of the workweek shall be on an overtime basis.

a. The District may establish a workday of less than eight (8) hours per day and a workweek of less than forty (40) hours for some or all of its classified positions.

b. The District may establish a nine (9) hour per day, eighty (80) -hour biweekly work schedule for some positions or classes of positions, based upon the needs of the District and/or the desires of its classified employees.

c. The District may establish a ten (10) hour per day, forty (40) hour, four (4) consecutive day workweek for some positions or classes of positions, based upon the need of the District and/or the desires of its classified employees.

The length of the workday shall be designated by the District for each classified assignment in accordance with the provisions set forth in these Rules. Each classified employee shall be assigned a fixed, regular, and ascertainable minimum number of assigned hours per day (with fixed, regular starting and ending times), days per week, and months per year.

Code Sections: 45127 and 45132

10.1.2 Adjustment of Assigned Time

Any classified employee who works an average of thirty (30) minutes or more per day in excess of the employee's regular part-time assignment (defined for this Rule as less than eight hours per day) for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period. If there are other part-time (as defined in this Rule) classified employees in the same class at the work site of the employee, the position shall be declared vacant and filled in accordance with these Rules.

a. If an employee's average paid time for a part-time assignment (defined for this rule as less than eight hours per day), excluding overtime, exceeds the employee's minimum assigned time by 50 minutes or more per working day in any quarter (three consecutive month period), the hours paid per day for compensatory leaves of absence and holidays in the succeeding quarter shall be equivalent to the average paid per working day in the preceding quarter, excluding overtime.

Code Sections: 45137

10.1.3 Decreases in Assigned Time

A District-initiated decrease in the assigned hours per day, hours per week, days per year, or months per year of an existing regular position shall be considered a layoff for lack of work or lack of funds. All District-initiated decreases in assigned time shall be performed in accordance with the layoff procedures in these Rules.

Code Sections: 45308

10.1.4 Benefits for Position less than 8 hours/12 months

All employees assigned less than eight (8) hours per day and/or less than twelve (12) months per year who work 20 hours or more per week shall be entitled to sick leave and all other benefits conferred by law on classified employees. These employees shall be entitled to all leaves and benefits granted by these rules, the law, or the Board of Education. These benefits shall be provided on at least a prorated basis.

Code Sections: 45136

10.1.5 Meal Periods

All employees who are scheduled to work five (5) or more consecutive hours per day shall be assigned an unpaid, uninterrupted meal period of not less than thirty (30) minutes to a maximum of one (1) hour. The meal period shall be assigned at or near the midpoint of each work shift. This provision does not apply to employees working less than five hours, or assigned to a split shift.

Code Sections: 45180

10.1.6 Rest Periods

Each employee shall be allowed a fifteen (15) minute rest period during any four (4) hour working period, which is not interrupted by a meal period or similar break. Rest periods cannot be accumulated, nor can they be taken at the end or beginning of a four-hour working period.

Code Sections: 45260 and 45261

10.1.7 Additional Hours for Regular Employees

When additional hours are assigned to a regular employee, the assignment shall be offered to the employee in the same class as equitably as possible pursuant to the collective bargaining agreement.

Code Sections: 45260 and 45261

10.2 Overtime and Related Matters

10.2.1 Overtime

All overtime hours as defined in this rule shall be compensated at the rate of pay equal to time and one-half (1-1/2) the regular rate of pay of the employee for all hours worked in an overtime status. Overtime is defined to include any time worked in excess of eight (8) hours in any one day or on any one shift, (unless exempted as set forth in 10.1.1) or in excess of forty (40) hours in any calendar week, whether such hours are worked prior to the commencement of a regularly assigned starting time or subsequent to the assigned quitting time.

a. For employees who are assigned to work an average of four (4) hours per day during the regular work week, all hours worked beyond the workweek of five (5) consecutive days shall be compensated at the overtime rate commencing on the sixth and seventh day of work. For employees who are assigned to work an average of less than four (4) hours per day during the regular workweek, all hours worked beyond eight (8) hours on the sixth day shall be compensated at the overtime rate, and all hours worked on the seventh day shall be compensated at the overtime rate.

b. All hours worked by an employee on any holiday designated by these rules, the law, or the Board of Education shall be compensated at the overtime rate of pay in addition to regular pay received for that day.

c. For purposes of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence shall be considered as time worked by the employee.

Code Sections: 45128, 45131, and 45203

10.2.2 Assignment of Overtime

Overtime work shall be equitably assigned among all qualified classified employees who are in the same class, the same organizational unit, and the same work location. In assigning overtime, the supervisor may consider:

a. Special skills and/or training required for an employee to perform the specific work and;

b. The availability of regular part-time classified employees to perform the required work.

Code Sections: 45260 and 45261

10.2.3 Call-back Time

Whenever an employee is called back to duty or required to return to duty by his/her supervisor or designee after the conclusion of the

normal work shift, and after the employee has left the work location, the employee shall receive a minimum of two (2) hours pay or pay for the hours worked at the appropriate salary rate, whichever is greater.

Code Sections: 45260 and 45261

10.2.4 Call-in Time

Whenever an employee is called to work by his/her supervisor or designee on a day which is not a regularly scheduled work day, the employee shall receive a minimum of two (2) hours pay or pay for the hours worked at the appropriate salary rate, whichever is greater.

Code Sections: 45260 and 45261

10.2.5 Exemption from Overtime

Positions or classes of positions designated supervisory, administrative, or executive by the Personnel Commission, may be exempted from the overtime provisions of these Rules. To be exempted from overtime, positions or classes of positions must clearly and reasonably be management positions. The classes of established positions listed below are clearly and reasonably management positions. The duties, flexibility of hours, salary, benefit structure, and authority of these classes are of such a nature that they should be set apart from positions subject to overtime and will not be unreasonably discriminated against as a result of this exemption. Notwithstanding this rule, if an exempt employee is required to work on any District paid holiday, the employee shall be paid, in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) times the employee's regular rate of pay.

10.2.6 Exempt Positions

Examples include directors, supervisors, and managers.

Code Sections: 45130

Chapter 11 – Transfers

11.1 Transfer

11.1.1 Definitions

a. Vacancy: For purposes of this Rule, a vacancy shall occur when a new position is created or an incumbent of a position terminates employment with the District.

b. Transfer: A transfer is a relocation of an employee without examination to the same class in a different department or job site or to a related classification within the same salary range.

11.1.2 Voluntary Transfer

Transfer requests may be granted at any time, subject to the availability of positions and the qualifications of the applicant. Employees who have requested a transfer shall be considered along with the top three candidates on the eligibility list. Employees shall be entitled to interviews that occur in their eligible classification during the fiscal year.

a. Denial of a Transfer: An employee denied transfer may request, in writing, and shall be granted a meeting with the administrator who made the decision to deny the transfer. Following such meeting(s), an employee may request and shall receive written rationale for the denial of the transfer request. A copy of the written response shall become part of the employee's personnel file.

11.1.3 Involuntary Transfer

The Superintendent or designee, subject to the approval of the Board of Education, retains the right in accordance with these Rules to transfer staff at any time such assignment is in the best interest of the District. The employee shall be provided an official copy of the transfer notice within seven (7) working days.

11.1.4 Lateral Transfer

An employee may request a voluntary transfer or be administratively assigned from his/her position to another position in a related class. The determination of whether classes are sufficiently related to permit transfer between them shall be made by the Director of Personnel. The following factors shall be considered in determining whether classes are sufficiently related: 1) duties, 2) minimum qualifications, and 3) examination content. The extent to which two classes are comparable may depend on additional factors deemed appropriate by the Personnel Commission.

11.1.5 Period for Lateral Transfer

A permanent employee who transfers to a position from a class in which the employee has not previously completed a probationary period shall be considered probationary in the new class for the standard probationary period outlined in the employment status chapter of these Rules. At any time during this probationary period, the employee may be returned (transferred) to his/her former class without the right of appeal.

11.1.6 No Adverse Effect from Transfers

A transfer shall not change the employee's range and step placement on the salary schedule, salary increment date, accumulated leave and vacation credit, or otherwise adversely affect the employee's rights as provided in these Rules.

11.1.7 Seniority Credit

Transfers shall have no adverse impact upon the employee's seniority. When transfers are between positions in the same class, the employee shall retain his/her full seniority in that class.

11.1.8 Posting of Vacancy Notices

Vacancy notices shall only be required to be distributed if there is no current and valid eligibility list in existence. In such instances, the vacancy notice will be posted pursuant to the procedures outlined in the Recruitment and Examination Chapter.

11.1.9 Submission for Transfer Request

An employee may request a transfer to a vacant position by submitting a transfer request on the approved form to the Personnel Department at any time. Transfer requests are valid for the current fiscal year only and must be renewed annually if desired.

11.1.10 Appeal Rights

An employee may utilize the Personnel Commission complaint procedure if the employee believes that the procedure for transfer has not been followed in accordance with these Rules. The complaint procedure shall not be available to challenge the District's right to transfer or deny a transfer in accordance with these Rules.

11.2 Demotions

11.2.1 Voluntary Demotion

A permanent employee may request a voluntary demotion to a vacant position in a class with a lower salary rate, provided that the employee has previously achieved permanent status in that class or the request for demotion is to a related class in the same job series as defined by the Personnel Commission. Demotion requests shall be in accordance with Section 11.1.9.

a. Salary placement for employees who demote to a class with a lower maximum salary rate shall be in accordance with these Rules.

11.2.2 Involuntary Demotion

An involuntary demotion is a disciplinary action and, as such, is subject to the disciplinary procedures in these Rules and Regulations.

a. A permanent employee who has been promoted or reclassified to a higher class, or transferred to a new class, may be involuntarily returned to his/her former class during the probationary period without cause and without right of appeal.

b. Salary placement for employees who are involuntarily returned shall be to their former range and appropriate step.

11.3 Restorations

11.3.1 Restoration of Former Employee

A former permanent employee who resigns in good standing may be reinstated to a vacant position in his/her former class and status within thirty-nine (39) months of the last date of his/her paid service. Resignation in good standing shall be determined by the Personnel Commission. In addition, the former employee may be reemployed to a vacant position in a lower-related class if qualified, as determined and approved by the Personnel Commission, or in a limited-term status in the same or lower class. Such employment actions are at the discretion of the appointing authority.

11.3.2 Restoration of Current Employee to Former Class

An employee who has taken a voluntary demotion may be restored to a vacant position in his/her former class or to a vacant position in a related lower class as determined and approved by the Personnel Commission within thirty-nine (39) months after demotion. Except for demotion(s) taken in lieu of layoff, which are covered by the layoff provisions of these Rules, restoration is discretionary with the appointing authority.

11.3.3 Effects of Reinstatement

Reinstatement or reemployment of a current or former employee as a permanent employee shall have the following effects:

a. A current employee being reinstated to a former higher class would be placed at the salary range of the higher class and then to the step required in these Rules if the employee was receiving a promotion.

b. A former employee would be restored to the former step in the salary range for the class, or if reemployed in a lower-related class, to the rate closest to that of the step to which he/she would be assigned in the former employee were reinstated to his/her former class.

c. The former employee would receive restoration of accumulated sick leave and seniority as of the date of separation.

d. The former employee would receive restoration of his/her former anniversary date deducting time away from the District and without step-advancement credit for the off- duty period.

e. The former employee would receive restoration of any prior longevity steps granted prior to resigning, without longevity step-advancement credit for the off-duty period.

Code Sections: 45260, 45261, and 45309

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 8 - Employment Requirements
- Article 9 - Employment Status

(Ref. B)

Chapter 8 – Employment Requirements

8.1 Physical Examinations

8.1.1 T.B. Examinations:

A new employee shall present evidence that he/she has submitted to an examination within the past sixty (60) days to determine that he/she is free of active tuberculosis, by a physician or surgeon licensed under Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code. This examination shall consist of an approved intradermal tuberculin test, which, if positive, shall be followed by an X-ray of the lungs. The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray film is subsequently interpreted by a physician and surgeon licensed under Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code. If a new employee is transferring employment from one school or school district (including private and parochial schools) to this district, the sixty (60) days requirement above will be waived if the new employee can produce a certificate as provided for in Section 3450 of the California Health and Safety Code which shows that the employee was examined within the past four years and was found to be free of communicable tuberculosis. This requirement can also be met if it is verified by the school previously employing the new employee that it has such a certificate on file, and a copy of such certificate is forwarded to the Personnel Office. For new employees, evidence of compliance with the requirements of this section must be on file in the Personnel Office prior to the first day in paid status.

a. Subsequent to employment, employees who are skin test negative shall be required to undergo the foregoing examination at least once every four (4) years, or more often if directed by the Board of Education, upon the recommendation of the local health officer, for so long as the employee remains skin test negative. Once an employee has a documented positive skin test,which has been followed by an X-ray, the foregoing examination is no longer required, and a referral shall be made within thirty (30) days of completion of the examination to the local health officer to determine the need for follow-up care.
b. The Director of Personnel may exempt, for a period not to exceed sixty (60) days following termination of the pregnancy, a pregnant employee from the requirement that a positive intradermal tuberculin test be followed by an X-ray of the lungs.

c. Pre-employment tuberculin test costs are paid for or reimbursed by the District. ~~The District shall reimburse or cause to provide the exam at its own cost for all continuing employees.~~
d. The Personnel Commission reserves the right to designate a particular clinic or hospital where the test will be administered.

Code Sections: 45122, 45160, and 49406
Health and Safety Code: 3450
Administrative Code, Title 5, Section 5505

8.1.2 Medical Examinations

Individuals appointed to a position in the Classified Service, or as a substitute, limited-term, temporary, or exempt employee, may be required to pass a job-related physical examination prior to initial appointment. Promotion-eligible employees who have been offered employment in a classification possessing different physical requirements may also be required to undergo a medical examination as determined by the Personnel Commission. The examination will be administered after the initial offer of employment but prior to actual finalization of the appointment. The examination shall be administered by a physician chosen by the District. The determination of the kind and extent of the examination shall be determined by the Personnel Commission. ~~Costs associated with this physical shall be borne by the District.~~

a. A physician designated by the Board of Education shall determine the ability of the applicant, candidate, or eligible to perform the prescribed duties of the class in which he/she shall be employed, and shall notify the Director of Personnel of the medical findings.
b. If the physician proposes to disqualify the individual, the doctor shall provide the Director of Personnel with a statement describing the specific condition and the limitations that have resulted in the individual's disqualification.
c. In consultation with the physician, the Director of Personnel shall make a determination if reasonable accommodation can be made for the individual. If the determination is that reasonable accommodation can be made, the appointment shall be made. If the determination is that reasonable accommodation is not possible, the individual will be so notified by the Director of Personnel and informed of appeal rights to the Personnel Commission.

Code Sections: 45122 and 45160

8.1.3 Return to Work and Unscheduled Exams

An employee may be required to undergo a physical examination at any time there is deemed to be reasonable cause by the District Administration, subject to review by the Director of Personnel.

a. Every employee returning from illness/injury leave of absence will be required to submit to a medical evaluation to verify sufficient recovery to return to the employee's regularly assigned duties, without restrictions.

Code Sections: 45122 and 45160

8.1.4 School Bus Driver Medical Examinations

In addition to any other examination that may be required by these rules, Bus Drivers must have a valid medical card as required by state law. The District shall arrange for and reimburse the costs of the Bus Drivers' examination for District employees. Under Federal law, Bus Drivers must also test negative in a pre-employment drug screen as well as in subsequent random drug screens during their employment.

Code Sections: 45122 and 45160

8.1.5 Appeal to the Personnel Commission

Any rejection for medical reasons of an eligible or of an employee who has been on leave of absence may be appealed to the Personnel Commission.

a. The appeal process shall be conducted pursuant to these Rules.
b. The Personnel Commission may employ outside medical experts to give a medical advisory opinion.
c. The Personnel Commission, based on evidence submitted and the advice of medical experts to the Personnel Commission, shall determine whether or not the denial of appointment or return from leave shall be sustained. The decision of the Personnel Commission shall be final and binding on all parties.

Code Sections: 45122 and 45160

8.2 Criminal Records

8.2.1 Fingerprinting

Every new employee shall submit to a criminal records check in accordance with prescribed procedures or shall forfeit eligibility for employment. The Personnel Office will notify each such employee where and when to report for fingerprinting. Fingerprinting and clearance of criminal records must be completed before the first day of employment.

Code Sections: 45125

8.2.2 Review of Criminal Records

All criminal record reports are to be treated as confidential. Any employee charged with receiving and/or reviewing them who divulges information contained therein to an unauthorized person is subject to disciplinary action.

a. The criminal records report from the California Department of Justice and/or the Federal Bureau of Investigation will be reviewed together with the person's application. If there is a criminal record which was undisclosed and not reviewed prior to employment, the Director of Personnel may order the withdrawal of the offer of employment to the candidate.
b. If the offer of employment to the candidate is to be withdrawn because of information disclosed on the criminal records report, the candidate shall be removed from all eligibility lists.
c. The Director of Personnel shall notify the candidate of the action taken and the reasons therefore, and shall provide the person with an opportunity to appeal the decision in writing within five (5) calendar days of notification. The Director of Personnel shall meet with the candidate and render a final decision. If the candidate wishes to appeal the decision of the Director of Personnel, they may file an appeal. If an appeal is filed, the Personnel Commission shall conduct an appeal hearing using the procedures outlined in these Rules. The decision of the Personnel Commission shall be final and binding on all parties.

Code Sections: 45125, 45260, 45261, 88080, and 88081

8.3 Other Income Requirements

8.3.1 Income Tax Withholding Form

New employees shall submit the W-4 form for both State and Federal taxes to the Personnel Office at the time of employment.

Code Sections: 45260, 45261, 88080, and 88081

8.3.2 Retirement Application

New employees who qualify for membership shall submit a completed retirement application form for the Public Employees Retirement System (PERS) to the Personnel Office at the time of employment. This rule shall apply only to those employees entitled to retirement benefits.

Code Sections: 45260, 45261, 88080, and 88081

8.3.3 Social Security Number

New employees shall submit their social security numbers to the Personnel Office at the time of employment.

Code Sections: 45260, 45261, 88080, and 88081

8.3.4 Loyalty Oath

All new employees must sign a loyalty oath as required by Article XX, Section 3 of the California State Constitution and the Education Code. The loyalty oath shall be administered in the Personnel Office at the time of initial employment. Refusal to sign the loyalty oath shall cause the initial employment offer to be withdrawn.

Code Sections: 7000-7006 and 45160
California State Constitution, Article XX, Section 3

8.3.5 Verification of Right to Work Status

All individuals are required to provide proof of their right to work in the United States and for the District. An Individual's right to work is a minimum qualification for employment with the District. The Personnel Commission directs its Director of Personnel to ensure that all employees hired are legally entitled under Federal law to work for the District.

a. No individual shall be allowed to be placed in paid status without having on file with the Personnel Office sufficient documentation as required by Federal law as to that individual's right to work for the District.
b. No proof will be required until after an initial offer of employment has been made by the Personnel Office. Every individual will be required to provide verification as required in this rule.
c. An individual unable to provide verification of his/her right to work in this country and for the District pursuant to this rule shall have his/her name removed from the eligibility list(s), and shall not be placed on the payroll of the District.

8.3.6 Requirement to Notify District of any Status Change

Employees shall notify the Personnel Office whenever their status changes, such as a new address, a new telephone number, marital status (for health and welfare benefits), an increase or decrease in the number of dependents (health and welfare benefits and tax purposes), name of person(s) to notify in case of emergency, etc.

Code Sections: 45260, 45261, 88080, and 88081

8.3.7 Filing of Required Licenses or Certificates

Some classifications may require the employee to possess certain licenses and/or certificates. Every new employee must file copies of all licenses and/or certificates required as a condition of employment with the Personnel Office. As these licenses and/or certificates are renewed, copies of them must also be filed in the Personnel Office within ten (10) working days of receipt by the employee.

Code Sections: 45260, 45261, 88080, and 88081

8.3.8 Required Training or In-servicing of Employees

Any classified employee who is required by the District to attend training/in-service sessions or otherwise engage in training of any kind in order to continue employment shall receive his/her regular rate of pay (or overtime rate of pay if required by these rules) and be reimbursed for registration fees and supplies authorized and purchased for the training.

Code Sections: 45260, 45261, 88080, and 88081

Chapter 9 – Employment Status

9.1 Certification of Employee Assignments

The Director of Personnel shall certify that all persons appointed to a position in the classified service are appointed in accordance with these Rules and Regulations.

9.1.1 Payroll Certification

The Director of Personnel shall audit all changes of status for classified employees. All timesheets, payroll repots, or other financial or employment documents shall be made available to the Director of Personnel upon request. In the event that assignments are not in accord with the Rules and Regulations of the Personnel Commission, the Director of Personnel shall immediately notify the District of any irregularities and attempt to resolve the problem.

9.1.2 Noncompliance

If is found that any person named thereon has been employed in violation of any provision of the Merit System Education Codes or these Rules and Regulations, notice of such violation shall be reported to the District and the Personnel Commission. Whenever the Personnel Commission, after a public hearing, finds that any appointment has been made in violation of Rules and Regulations of the Personnel Commission as they apply to examination procedures, the Personnel Commission may order that no salary warrant thereafter be drawn to the employee so appointed for services rendered after said order. Any violation of this article or the Rules and Regulations of the Personnel Commission as they apply to examination procedures shall constitute grounds for dismissal of the employee or employees guilty of such violations.

9.1.3 Assignment Data

Upon initial employment and upon each change in classification thereafter, each classified employee shall be furnished:

a. The employee's job description.

b. Notice of salary, including pay period and the hourly, daily, monthly, annual, and overtime and differential rate of pay, whichever are applicable.

c. Work location, duty hours, prescribed work week, and work year.

d. The terms and conditions of the probationary period, including performance evaluation procedures.

e. One copy shall be retained by the employee and the other copy shall be signed and dated by the employee and retainted by Personnel.

9.1.4 Change of Assignment

The District shall have the right to assign and reassign daily hours of work and shifts to meet the operational needs of the District. When such a change is made, for more than five working days, the employee's supervisor shall notify the employee and the Director of Personnel, Personnel Commission in writing stating the effective date of the change.

9.2 Probationary Status

9.2.1 Initial Probationary Period

Each new employee appointed from an eligibility list shall serve an initial probationary period of six months or 130 days, whichever is longer, of paid service in one classification in the classified service excluding days absent while on leave; these new employees shall be evaluated prior to the end of the second and fifth month of service, or be consistent with related collective bargaining contract.

For positions designated by the Personnel Commission as executive, administrative, or supervisory, the probationary period shall be one year or 260 days, whichever is longer, of paid regular service in one classification in the classified service, excluding days absent while on leave; these new employees shall be evaluated prior to the end of the third, eighth and eleventh months of service.

Credit toward completion of probation shall be granted only for service in a regular position in a class after appointment from an eligibility list.

9.2.2 Completion of Initial Probation

Each probationary classified employee shall be evaluated during the probationary period as required by the Personnel Commission and in accordance with the collective bargaining contract. A probationary classified employee who is to be dismissed shall be given written notice of termination from probationary status prior to the date on which the probationary period ends. A probationary employee may be suspended and dismissed at any time without cause and without a right of appeal.

9.2.3 Probation for Promotional Employees

A permanent classified employee who has been promoted, or laterally transferred to a related class shall serve a new probationary period in the class before attaining permanency in that class. If the employee does not pass probation during such new probationary period, the employee shall be returned to a position in his/her former class, which is equivalent to the one held prior to the change in classification.

The person to be so returned shall be notified in person and/or in writing of the impending action and the reasons for it.

9.3 Permanency

9.3.1 Permanent Status

Upon successful completion of the prescribed initial probationary period outlined in these rules, a classified employee shall be deemed to be a part of the permanent classified service.

9.3.2 Rights/Benefits/Burdens of Permanent Employees

Every permanent classified employee shall be entitled to all rights, benefits, and burdens conferred by law, the Personnel Commission's Rules and Regulations, or by action of the Board of Education for classified employees in the same or like classification. A permanent classified employee may only be removed for cause or as a result of layoff because of a lack of work or lack of funds.

Code Sections: 45169, 45260, 45261, 45270, 45279, 45301, 45302, 45305, 45310, 45311, 88080, 88081, 88089, 88098, 88120, 88121, 88124, 88129, and 88130

Revised Job Description
Senior Bus Driver/Dispatcher

Under the direction of the Director of Maintenance, Operations, Facilities and Transportation to perform lead duties in support of the District's transportation function, including but not limited to: delivery of ongoing behind the wheel training and on-the-road driving proficiency to all bus drivers; regularly scheduling of all bus routes, special excursions and field trips, and overall coverage required to meet the transportation operation scheduling demands; evaluates, resolves and/or recommends solutions to incidents, complaints, and/or accidents; and operate a school bus, transport students and performs daily safety inspection of bus equipment.

(Ref. C)

COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

Personnel Commission Approval: June 8, 2021
Board Approval: June 21, 2021

Senior Bus Driver/Instructor/Dispatcher

Definition

Under the direction of the Director of Maintenance, Operations, Facilities and Transportation to perform lead duties in support of the District's transportation function, including but not limited to: delivery of ongoing behind the wheel training and on-the-road driving proficiency to all bus drivers; regularly scheduling of all bus routes, special excursions and field trips, and overall coverage required to meet the transportation operation scheduling demands; evaluates, resolves and/or recommends solutions to incidents, complaints, and/or accidents; and operate a school bus, transport students and performs daily safety inspection of bus equipment.

Essential Duties and Responsibilities

- Coordination and delivery of ongoing behind-the-wheel training and on-the-road driving skill proficiency of current and substitute bus drivers;
- Perform and maintain related records of on-the-road driving skill proficiency tests for District school bus drivers, substitute and new applicants;
- Evaluate bus stops and routes;
- Conduct behind-the-wheel driver observations and behind-the-wheel proficiency check rides;
- Maintain behind-the-wheel training, testing, and evaluation records and prepare reports and documentation required by state and/or federal law;
- Conduct safe riding practices and bus evacuation training to students and staff at District schools as assigned;
- Schedule and coordinate first aid classes for drivers;
- Schedule and coordinate transportation for home-to-school students, special education students, field trips, and athletic and sporting events;
- Arrange transportation for new students, notify school sites and any other necessary parties of pick-up and drop-off times and locations;
- Develop and assign any extra hourly assignments, routes, trips; maintain all records and documents; and post weekly in adherence with the classified bargaining agreement;
- Evaluate traffic condition, time-of-day, pupil load, bus stops, loading zones, class schedule to develop efficient bus routes and operations, and route sheets for bus drivers;
- Prepare and maintain route files, maps and records for District programs;
- Dispatch school buses and drivers to ensure effective use of personnel and resources;
- Become familiar with and maintain current knowledge of applicable laws, rules, regulations including California Vehicle Code, California Education Code, and established District policies and procedures;
- Assist in reviewing and interpreting accident reports;
- Assist in purchasing and obtaining parts and supplies for vehicle maintenance shop;

- Operate various office equipment including two-way radio, a computer and relevant software in order to input data and generate report;
- Process daily time sheets, mileage, time and load records and other related documents;
- Assist in route bidding process after establishing District routes;
- Drive a school bus as needed to cover routes and special events;
- Other ~~relatable~~ related duties as assigned.

Required Qualifications

- Valid California Class A or B commercial driver's license with passenger endorsement (air brakes);
- Valid California Special School Bus Driver's Certificate ~~with zero restrictions~~;
- California State-Certified School Bus Driver Instructor Certificate;
- ~~State Instructor's or Delegated Behind-The Wheel Certificate;~~
- Valid Medical Exam Certificate as required by district policy or legal statute;
- No chargeable accidents in any vehicle within the last three years.

Preferred Qualifications

- Bilingual preferred

Conditions of Employment

Behind-the-wheel training delivered under this classification shall be provided by a California State-Certified School Bus Driver Instructor certified by the California Department of Education, consistent with Education Code sections 40080 through 40090.

The District shall sponsor the incumbent for the California Department of Education School Bus Driver Instructor Certification Course. The incumbent shall obtain the California State-Certified School Bus Driver Instructor Certificate within twelve (12) months of the District's written notice that a course seat has been secured, and shall thereafter serve as a District's certifying instructor of record.

The District shall bear all costs of the required certification, including application and tuition fees, travel, lodging, and meals, and shall compensate the incumbent at the applicable rate of pay for all hours spent in required training, in accordance with the Fair Labor Standards Act and the collective bargaining agreement.

The time period stated above shall be extended for any period during which the required course, course seat, or certification is not available, the District has not secured a course seat, or completion is delayed for reasons outside the incumbent's control. Any extension shall be confirmed by the District in writing.

Failure to obtain or maintain the required certification within the applicable period will result in dismissal, in accordance with the rules of the Personnel Commission, applicable provisions of the Education Code, and the collective bargaining agreement.

Employees serving in this classification on the effective date of this revision shall be subject to the requirements of this section only as provided in a transition agreement between the District and the California School Employees Association

Training and Experience

- Any combination equivalent to graduation from high school;
- Five years' experience as a Bus Driver;
- Experience in Bus Driver Training/Dispatching;
- Successful completion of all training in the latest edition of the Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course.

Knowledge of:

- Applicable State and Education Code sections and traffic laws;
- Safe driving methods and techniques;
- Various mechanical characteristics of buses;
- In-field monitoring of fleet operations;
- Principles of instruction and training;
- Interpersonal skills using tact, patience, and courtesy;
- Oral and written communication skills;
- Health and safety regulations.

Ability to:

- Train others in safe and efficient behind-the-wheel operation of a school bus;
- Understand and follow oral and written instructions;
- Maintain records and prepare reports;
- Observe health and safety regulations;
- Work independently with little direction;
- Observe legal and defensive driving practices;
- Interpret, apply and explain applicable laws, rules and regulations;
- Establish and maintain cooperative and effective working relationships with others.

Physical Requirements

Employees must be physically able to perform essential duties of a position with or without reasonable accommodation and without hazard to themselves or others.

- Sit in a vehicle for long periods of time without a break;
- Repetitively use fingers, wrists, and hands while twisting or applying pressure;
- Ascend/descend ladders and stairs;
- Maintain balance;
- Push, pull, stoop, kneel, crawl, and bend repeatedly;
- Simultaneously use both arms, legs, and hands;
- Reach overhead, above the shoulders, and horizontally;
- Hear normal voice conversation and speak clearly;
- Have depth perception and color vision, distinguish shades, see small details and long distances;
- Lift, carry, and push objects weighing up to 40 pounds.

Salary

This position will be paid on the appropriate step of the Classified Salary schedule:

- Range V164
- 12 Months