



## AGENDA

### REGULAR MEETING

September 9, 2025 @ 3:30 p.m.

**District Office, Board Room**

\*This meeting will be digitally recorded\*

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda. All speakers are limited to five (5) minutes.

**PERSONNEL COMMISSIONERS:** Mr. Paul Andresen, Ms. Susan Baltazar, and Ms. Audrey Cherep

### **I. General Functions:**

**A. Call to Order: Regular Meeting of the Personnel Commission, September 9, 2025.**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on September 9, 2025**

Moved:  
Seconded:  
Vote:  
Moved:  
Seconded:  
Vote:

**E. Approval of Minutes for Regular Meeting on August 21, 2025** *Exhibit A*

**F. Report from the Director of Classified Personnel:**

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

1. General Comments

**G. Personnel Commissioner Comments/Reports:** This is the time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

*If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.*

**I. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below.

1. AFSCME Report
2. CSEA Report
3. Middle Managers Association Report
4. Board of Trustees/Superintendent Report
5. Asst. Superintendent of Human Resources Report

**J. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

**II. Consent Calendar:** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

*Moved:  
Seconded:  
Vote:*

**A. Approval of Classified Personnel Eligibility List(s):**

<b><u>List Establishment</u></b>	<b><u># Eligibles</u></b>	
Athletic Trainer	03	<i>Exhibit B</i>
Grounds Maintenance Worker	46	<i>Exhibit B</i>
Maintenance Locksmith	05	<i>Exhibit B</i>
Maintenance Plumber	17	<i>Exhibit B</i>

**List Abolishment**      **# Eligibles**

None

**List Extension**      **# Eligibles**  
(PC Rule §6.1.3.: *Duration of Eligibility Lists*)

Custodian	54	<i>Exhibit C</i>
Sr. Administrative Assistant - Program Support	18	<i>Exhibit C</i>
Sr. Administrative Assistant - School Support	18	<i>Exhibit C</i>
Sr. Administrative Assistant - Program Support (Bilingual)	15	<i>Exhibit C</i>

**III. Action/Discussion Items/or Other Information:**

**A. Discussion Item(s):** These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

1. Announcement of intended Joint Appointee to the Personnel Commission

2. Personnel Commission Rules Revisions- First Reading

*Exhibit D*

*Moved:  
Seconded:  
Vote:*

**B. Action Item(s):** These items are presented for ACTION at this time.

None

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Active Recruitment Status Update

*Exhibit E*

2. Advanced Step Placement Status Report

*Exhibit F*

3. Items Submitted for Board Approval – August

*Exhibit G*

**IV. Next Regular Personnel Commission Meeting:**

Tuesday, October 14, 2025 at 3:30 p.m. – *Board Room*

**V. Closed Session:**

❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

To consider matters pursuant to government code 54957:  
*Public Employee Performance Evaluation*

- *Executive Director of Classified Personnel*

**A.** Approval to adjourn to Closed Session at: \_\_\_\_\_

*Moved:  
Seconded:  
Vote:*

**B.** Regular Meeting reconvened at: \_\_\_\_\_

**C.** Report of any action taken during closed session

**VI. Adjournment:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

**A. Approval of meeting adjournment at: \_\_\_\_\_**

*Moved:  
Seconded:  
Vote:*

Submitted by: \_\_\_\_\_

Brandon Tietze  
Secretary to the Personnel Commission  
Executive Director, Classified

**ANAHEIM UNION HIGH SCHOOL DISTRICT****PERSONNEL COMMISSION**

District Office Board Room

501 N. Crescent Way, Anaheim, CA 92803

**MINUTES****REGULAR MEETING****August 21, 2025 @ 3:30 p.m.****District Office, Board Room**

Electronically Recorded

**Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction, but not scheduled on this meeting's agenda, may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda. All speakers are limited to five (5) minutes.

**PERSONNEL COMMISSIONERS:** Mr. Paul Andresen, Ms. Susan Baltazar, Ms. Audrey Cherep

**I. General Functions:**

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 3:35 p.m.**
- B. Roll Call: Commissioners Andresen and Cherep were present.**
- C. Pledge of Allegiance: Commissioner Cherep led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: August 21, 2025**

**It was moved and seconded to approve the agenda as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen		✓		✓			
Audrey Cherep	✓			✓			
Susan Baltazar							✓

- E. Motion to Approve Minutes: July 16, 2025**

**It was moved and seconded to approve the minutes as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen	✓			✓			
Audrey Cherep		✓		✓			
Susan Baltazar							✓

**F. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding recruitments and the related work being done in Human Resources – Classified.*
- *Mr. Tietze noted that he has now worked for AUHSD for ten years and discussed his experience in the District thus far. He thanked the Personnel Commission for their continued support, as well as the Human Resources staff, District leadership, and union leadership for their work and collaboration throughout the years. He stated that he is proud of the work accomplished in Human Resources during his tenure, and that he is grateful to the coworkers who have helped him along the way.*
- *Mr. Tietze announced that his performance evaluation would be postponed until the October meeting due to Commissioner Baltazar's absence.*
- *Mr. Tietze noted that Commissioner Baltazar's term as the Joint Appointee to the Personnel Commission would be ending in December, and that the Joint Appointee nominee for the next term should be announced at the September meeting. He encouraged Commissioners Andresen and Cherep to discuss their proposed nominee(s) and be prepared to announce their selection at the next meeting.*

**G. Personnel Commissioner Comments/Reports:** This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- *Personnel Commission Chairperson, Paul Andresen, thanked Mr. Tietze for his report and the work that he does, and noted that he is looking forward to conducting Mr. Tietze's performance evaluation at the next meeting.*

**H. Communications:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

1. AFSCME Report

None

2. Assistant Superintendent of Human Resources Report

None

3. Board of Trustees/Superintendent Report

None

4. CSEA Report

None

5. Middle Managers Association Report

None

**I. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

None

**II. Consent Calendar:** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

**A. Approval of Classified Personnel Eligibility List(s):**

<u>List Establishment</u>	<u># Eligibles</u>
Bus Driver	07
Food Services Assistant 1	20
Food Services Assistant 3	06
Grounds Maintenance Worker	45
Substitute Bus Driver	03
Substitute Campus Safety Aide	37
Technology Services Technician 1	20
Warehouse Worker - Central Services	10
<u>List Abolishment</u>	<u># Eligibles</u>
Athletic Trainer	04
<u>List Extension</u> (PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i> )	<u># Eligibles</u>
Athletic Facilities Worker 1	09
Instructional Assistant - Deaf/Hard of Hearing	07
Substitute Custodian	57

**III. Action/Discussion Items/or Other Information:**

**A. Discussion Item(s):** These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

None

**B. Action Item(s):** These items are presented for ACTION at this time.

1. Revised Classification(s):

Recommendation: *Approve*

- a. Approval of the revised classification of Health Services Technician within the Student Services job family.
- b. Approval of the revised classification of Licensed Vocational Nurse within the Student Services job family.

**It was moved and seconded to approve all Action Items as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen		✓					
Audrey Cherep	✓			✓			
Susan Baltazar				✓			✓

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Active Recruitment Status Update
2. Advanced Step Placement Status Report
3. Items Submitted for Board Approval – July

**IV. Next Regular Personnel Commission Meeting:**

Tuesday, September 9, 2025, at 3:30 p.m. – *District Office Board Room*

**V. Closed Session:**

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

None

**VI.****Adjournment:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned

**It was moved and seconded to adjourn the Personnel Commission meeting. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen		✓				
Audrey Cherep	✓		✓			
Susan Baltazar			✓			✓

**TIME ADJOURNED: 3:59 p.m.**

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Paul Andresen  
Chairperson, Personnel Commission  
Anaheim Union High School District

*If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (714)999-3549.*

**UNLIMITED YOU**

**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801  
(714) 999-2576 Fax: (714) 220-4502  
**HUMAN RESOURCES, CLASSIFIED**

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**ELIGIBILITY LIST NO. 2025(2)-AT-MD**

**POSITION: ATHLETIC TRAINER**  
**RECRUITMENT TYPE: OPEN**  
**CERTIFICATION TYPE: OPEN**

**DATE ADVERTISED: 07/22/25 – 08/12/25**

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**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants: **08**

**03**

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

**03**

  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/22/25  
DATE

CERTIFICATION DATE: 09/09/2025  
EXPIRATION DATE: 03/09/2026  
EXTENDED EXPIRATION DATE:

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ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2025-010-MD

POSITION: Grounds Maintenance Worker

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN/PROMOTIONAL

DATE ADVERTISED: 06/13/2025 – 07/06/2025

**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants: 218

114

**MULTIPLE CHOICE EXAM 07/17/2025, 100% WEIGHT**

Number of applicants invited: 114

Number of applicants who participated: 49

Number of applicants who passed: 46

<b>TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:</b>	<b>38</b>
<b>TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:</b>	<b>08</b>

  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/28/25  
DATE

CERTIFICATION DATE: 08/21/2025  
EXPIRATION DATE: 02/21/2026  
EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**ELIGIBILITY LIST NO. 2025-M11-MD**

**POSITION:** Maintenance Locksmith

**RECRUITMENT TYPE:** OPEN

**CERTIFICATION TYPE:** OPEN

**DATE ADVERTISED:** 07/18/2025 – 08/10/2025

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**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:

14

06

**TRAINING & EXPERIENCE (T&E) EVALUATION 08/18/2025, 100% WEIGHT**

Number of applicants who participated:

05

Number of applicants who passed:

05

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

**05**

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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/28/25

DATE

CERTIFICATION DATE: 09/09/2025  
EXPIRATION DATE: 03/09/2026  
EXTENDED EXPIRATION DATE:

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PERSONNEL COMMISSION**

**ELIGIBILITY LIST NO. 2025-M13-MD**

**POSITION:** Maintenance Plumber

**RECRUITMENT TYPE:** OPEN

**CERTIFICATION TYPE:** OPEN

**DATE ADVERTISED:** 07/08/2025 – 07/29/2025

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**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:	71
	41

**MULTIPLE CHOICE EXAM 08/14/2025, 100% WEIGHT**

Number of applicants invited:	41
Number of applicants who participated:	21
Number of applicants who passed:	17

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

**17**

  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/28/25  
DATE

CERTIFICATION DATE: 09/09/2025  
EXPIRATION DATE: 03/09/2026  
EXTENDED EXPIRATION DATE:

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**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801  
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HUMAN RESOURCES, CLASSIFIED

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**ELIGIBILITY LIST NO. 2024-004-MD**

**POSITION:** Custodian  
**RECRUITMENT TYPE:** OPEN  
**CERTIFICATION TYPE:** OPEN

**DATE ADVERTISED:** 06/13/2024 – 07/08/2024

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<b>NUMBER OF APPLICATIONS RECEIVED:</b>	279
<b>NUMBER OF QUALIFIED APPLICANTS:</b>	89

<b>MULTIPLE CHOICE EXAM: 7/14/2024, 100% WEIGHT</b>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	77
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	54

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	54
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

9/4/25  
DATE

CERTIFICATION DATE: 09/03/2024  
EXPIRATION DATE: 03/03/2025  
EXTENDED EXPIRATION DATE: 03/03/2026



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ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2025-S22(AII)-DM]

POSITION: SENIOR ADMINISTRATIVE ASSISTANT (PROGRAM SUPPORT)  
 RECRUITMENT TYPE: PROMOTIONAL  
 CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 01/16/25-02/06/25

**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:	53
	27

**MULTIPLE CHOICE EXAM [03/09/25], 0% WEIGHT**

Number of applicants invited:	27
Number of applicants who participated:	22
Number of applicants who passed:	20

**STRUCTURED INTERVIEW [03/09/25], 100% WEIGHT**

Number of applicants invited:	27
Number of applicants who participated:	21
Number of applicants who passed:	18

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>18</b>
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

9/5/25

DATE

CERTIFICATION DATE: 04/08/25  
 EXPIRATION DATE: 10/08/25  
 EXTENDED EXPIRATION DATE: 04/08/26

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 501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801  
 (714) 999-2576 Fax: (714) 220-4502  
 HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2025-S22(AII)-DM]

POSITION: SENIOR ADMINISTRATIVE ASSISTANT (SCHOOL SUPPORT)  
 RECRUITMENT TYPE: PROMOTIONAL  
 CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 01/16/25-02/06/25

**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:	53
	27

**MULTIPLE CHOICE EXAM [03/09/25], 0% WEIGHT**

Number of applicants invited:	27
Number of applicants who participated:	22
Number of applicants who passed:	20

**STRUCTURED INTERVIEW [03/09/25], 100% WEIGHT**

Number of applicants invited:	27
Number of applicants who participated:	21
Number of applicants who passed:	18

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>18</b>
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

9/15/25  
 DATE

CERTIFICATION DATE: 04/08/25  
 EXPIRATION DATE: 10/08/25  
 EXTENDED EXPIRATION DATE: 04/08/26

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ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2025-S22(AII)-DM]

POSITION: SENIOR ADMINISTRATIVE ASSISTANT (PROGRAM SUPPORT BILINGUAL)  
 RECRUITMENT TYPE: PROMOTIONAL  
 CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 01/16/25-02/06/25

**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants: 53

**MULTIPLE CHOICE EXAM [03/09/25], 0% WEIGHT**

Number of applicants invited: 27

Number of applicants who participated: 22

Number of applicants who passed: 20

**STRUCTURED INTERVIEW [03/09/25], 100% WEIGHT**

Number of applicants invited: 27

Number of applicants who participated: 21

Number of applicants who passed: 18

**BILINGUAL EXAM [03/09/25], 0% WEIGHT**

Number of applicants invited: 15

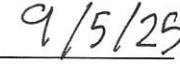
Number of applicants who participated: 15

Number of applicants who passed: 15

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

**15**

  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

  
 DATE

CERTIFICATION DATE: 04/08/25  
 EXPIRATION DATE: 10/08/25  
 EXTENDED EXPIRATION DATE: 04/08/26

UNLIMITED YOU



## ANAHEIM UNION HIGH SCHOOL DISTRICT

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

## ELIGIBILITY LIST NO. [2025-S22(AII)-DM]

POSITION: SENIOR ADMINISTRATIVE ASSISTANT (SCHOOL SUPPORT BILINGUAL)

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 01/16/25-02/06/25

**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants: 53

27

**MULTIPLE CHOICE EXAM [03/09/25], 0% WEIGHT**

Number of applicants invited: 27

Number of applicants who participated: 22

Number of applicants who passed: 20

**STRUCTURED INTERVIEW [03/09/25], 100% WEIGHT**

Number of applicants invited: 27

Number of applicants who participated: 21

Number of applicants who passed: 18

**BILINGUAL EXAM [03/09/25], 0% WEIGHT**

Number of applicants invited: 15

Number of applicants who participated: 15

Number of applicants who passed: 15

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****15**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

DATE

CERTIFICATION DATE: 04/08/25

EXPIRATION DATE: 10/08/25

EXTENDED EXPIRATION DATE: 04/08/26

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Tuesday, September 9<sup>th</sup>, 2025**

**SUBJECT: Personnel Commission Rules Revisions - First Reading**

**BACKGROUND INFORMATION:**

The Executive Director of Classified Personnel is recommending revisions to the Personnel Commission Rules for the primary purpose of clarifying language related to salary step placement and step anniversary date under different personnel actions, such as transfer, demotion, promotion, demotion, reinstatement, and reemployment. Moreover, the Personnel Commissioners have previously requested for the Director to begin the process of updating and revising the Rules in general as part of regular and ongoing maintenance to ensure the Rules are clear and current. Notably, all revisions serve to either clarify, protect, or expand employee rights and protections.

**METHODOLOGY:**

In revising the Rules, staff conducted the following activities:

- Reviewed similar rules in other merit system school districts.
- Reviewed changes to the law and legal guidance pertaining to the PC Rules.
- Considered previous input received from staff, managers, union leaders, and Commissioners about HR concepts in need of updating or clarification.

**DISCUSSION:**

The proposed revisions affect a broad range of sections within the Rules. Due to the large amount of track changes in the attached PC Rule Revisions (with track changes) exhibit, an additional document (without track changes) is also included to more clearly show what the proposed final revisions look like when fully implemented. Though the edits may appear to be extensive, most are intended to simply clarify existing language in a way that can be easier to understand for all, and easier to interpret for HR and payroll purposes.

The revisions are being presented on this agenda for a first reading in order to provide an opportunity for the Commissioners and others to provide feedback to the Executive Director at the PC meeting. Based on the feedback received, further revisions will be drafted and brought back for a second reading and possible approval at a future PC meeting. Although changes to the PC Rules are not officially negotiated, it is the goal of the Executive Director to implement revisions that are supported by union and District leaders.

**Summary of Proposed Revisions based on Section**

- 1.2 Definitions
  - Select definitions updated to better distinguish key HR concepts.
- 3.4.1 Seniority on Upward Reclassification
  - Clarification added to distinguish individual (single employee) reclassification from whole group (all employees) being reclassified in terms of seniority adjustment.
- 9.3.3 Subsequent Probation for Permanent Employees
  - Clarification added to define the effects and appeal process for promotional employees who fail to complete probation.
- 11.2.1 Voluntary Demotions
  - Revisions made to distinguish the terms assignment and classification from "position."
- 11.2.4 Restoration
  - Clarification added to define the effects of fully realized reemployment status, and remove or relocate language that doesn't pertain to full reemployment.
- 16.2.1 Definition of Sick Leave
  - Language added based on expanded legal standards.

- 16.2.2.F Number of Sick Leave Days Earned
  - Language added to clarify sick leave allocation for temporary employees based on updated legal standards.
- 16.2.7 Notification of Absence
  - Clarification added to allow sick leave requests to be submitted either verbally or by using a request form.
- 17.2.4 Salary Step Advancement
  - Language added to better clarify when step advancement and step anniversary date occurs in relation to how much of the work year an employee is in paid status.
- 17.2.8.A Salary Placement on Demotion for Employees Who Have Passed Probation in their Current Assignment
  - Language added to define the salary placement and step anniversary date for employees who demote from a position in which they've passed probation.
- 17.2.8.B Salary Placement on Demotion for Employees Who Have Not Passed Probation in their Current Assignment
  - Language added to define the salary placement and step anniversary date for employees who demote from a position in which they've not passed probation.
- 17.2.9 Salary Placement When Transferred
  - Language added to clarify salary step placement and step anniversary date for employees who are transferred.
- 17.2.10 Salary Placement During Lateral Reassignment
  - Language added to clarify salary step placement and step anniversary date for employees who accept a lateral reassignment into a position that is not an eligible transfer destination.
- 17.2.11 Salary Placement When Reemployed or Reinstated
  - Language added to better clarify salary step placement and step anniversary date for employees who are reemployed or reinstated into a position in which they have or have not previously passed probation.
- 20.1.7 Notice of Layoff
  - Revisions made to increase the amount of notice required for employees being notified of a layoff, based on updated legal standards.

**RECOMMENDATION:**

It is recommended that the Personnel Commission discuss the proposed modifications and provide feedback for the Director to consider before bringing the updated revisions back to a future PC meeting for a second reading and final approval.

## PC Rule Revisions – 1<sup>st</sup> READING (with track changes)

### 1.2 Definitions

- APPOINTMENT: The official act of the appointing authority in approving the employment of a person in a specific ~~position~~assignment.
- ASSIGNMENT: ~~A full-time or part-time period of paid work, which identifies the job title, work location, working hours per week, and working months per year. Placement of an appointee into a position. Also refers to the position in which the employee is appointed including hours and months assigned.~~
- CLASSIFICATION: ~~The defined duties, knowledge, skills, abilities, qualifications, physical demands, and salary placement that is approved by the Personnel Commission, described by the classification specification, and identified by the job title. A group of positions whose duties and responsibilities are sufficiently similar so that the same descriptive title may be used to designate each position; substantially the same requirements of education, experience, knowledge, and ability are demanded of incumbents; substantially the same tests of merit and fitness may be used to select qualified candidates; the same schedule of compensation may be applied with equity.~~
- CLASSIFICATION PROCESS/TO CLASSIFY: ~~The systematic process of analyzing and assigning specific duties, knowledge, skills, abilities, qualifications, physical demands, and salary placement in order to The process of sorting positions by kinds of work into job categories and then ranking them according to level of difficulty and responsibility. Further, classify means to allocate positions to appropriate classes to determine reasonable relationships within families and to prepare a written classification specifications, sort within a job family, and place on a salary schedule.~~
- CLASSIFICATION SPECIFICATION: An official source document that: 1) describes the duties/tasks, the responsibility levels, the employee evaluation variables and performance standards, and the organizational and supervisory relationships that ~~are~~ represent ~~ative of assignments~~ the positions assigned to in the classification, and which distinguish the classification from other classes~~classifications~~; 2) delineates the proficiencies that an appointee must possess at time of hiring and that are representative of the full-working-level for the class.
- DEMOTION: ~~A change in assignment~~The reassignment of an employee from an ~~assignment position~~ in one classification to an ~~assignment position~~ in another classification which is allocated to a lower maximum salary rate or status. Demotion could occur due to a layoff, disciplinary action, or because of a voluntary written request.
- DISTRICT SENIORITY: Total length of service in all classifications while employed in a probationary or permanent capacity excluding unpaid work days.
- LONGEVITY: Amount of total paid service credit an employee has in all permanent assignments held at the District, including all paid days and weekends occurring between assigned work weeks, and excluding unpaid days.
- ORIGINAL HIRE DATE: Date of employee's first paid workday in any capacity.
- PAID STATUS: Designation for the time when an active employee is not on an unpaid leave of absence.
- POSITION: ~~A group of duties and responsibilities assigned by competent authority which requires either the full or part time employment of one person on a permanent or limited term basis. A position can only be established by action of the Board of Trustees or by the Personnel Commission for a member of its own staff.~~
- POSITION SENIORITY: ~~Status secured by~~ I Total length of paid service in a classification while employed in a probationary or permanent capacity excluding unpaid work days not taken as

~~part of a qualifying leave under the Family and Medical Leave Act. ification for determining the order of layoff when positions within a classification are eliminated. In addition, seniority is used to calculate the extra points for employees taking promotional examinations.~~

- **REALLOCATION:** Movement of an entire classification from one salary schedule range or hourly rate to another salary schedule range or hourly rate.
- **REASSIGNMENT:** The placement of a current employee into a new classification.
- **REEMPLOYMENT:** The ~~return to duty~~ appointment, without selection interview, of a ~~current or former~~ permanent employee ~~in a class~~ who ~~is on the reemployment list~~ has been laid off within thirty-nine (39) months. An additional twenty-four (24) months is added to the thirty-nine (39) months, if the laid-off employee has accepted a lesser position in lieu of lay off.
- **REEMPLOYMENT LIST:** The list of all employees who have been laid off or displaced within the last thirty-nine (39) months, or last sixty-three (63) months if the laid off employee has accepted a lesser assignment in lieu of layoff.
- **REINSTATEMENT:** The ~~A re~~appointment of a current or former employee, without examination, after resignation, to an assignment position in the employee's former classification, provided the classification was held within the last thirty-nine (39) months.
- **RESTORATION:** The appointment of an employee from a reemployment list to an assignment with the same job title, number of working hours per week, and number of working months per year held prior to being laid off or displaced from the classification. reassignment of an employee who has demoted to his/her former class.
- **STEP ADVANCEMENT:** Movement to a higher step on the salary range for the classification, as a result of having served the required number of months in that class during the preceding twelve months until the maximum step has been achieved.
- **STEP ANNIVERSARY DATE:** The date upon which an employee is ~~first~~ granted salary step advancement ~~an earned salary increment, which is and~~ the first day of the ~~next~~ month following completion of the required period of service for step advancement.

#### 3.4.1 Seniority on upward Reclassification

~~When an individual employee is reclassified to a classification with a higher salary range, the employee shall have their position seniority begin with the effective date of the reclassification.~~

~~When all position employees in a classification is are reclassified to a classification with a higher salary range, their position seniority from the former classification shall be retained in the new classification, provided that the former classification is abolished. incumbents reclassified with their positions shall have their seniority begin with the effective date of the reclassification.~~

~~When a position is reclassified to a class with a higher salary range, incumbents reclassified with their positions, shall be credited with all hours in paid service from their prior class, providing the prior class is concurrently abolished.~~

~~When a position classification is reclassified to a class with a higher salary range, incumbents who must pass a promotional examination shall be reclassified effective the day after passing the examination and their position seniority shall begin on that date.~~

#### 9.3.3 Subsequent Probation for Permanent Employees

~~A permanent classified employee who has been promoted shall serve a new probationary period in the new classification before attaining permanency in that classification.~~

A ~~permanent~~ classified employee who has been promoted, may be ~~involuntarily returned~~ ~~dismissed~~, from the promotional classification during the probationary period, ~~to his/her former class~~. ~~He/she~~ ~~The employee~~ shall be notified in writing of the action and the ~~charges against him/her~~ reason for the action, and shall have the right to request an administrative review of the dismissal appeal.

A permanent classified employee who is dismissed during the probationary period from a promotional classification shall be demoted to an assignment in the employee's most recent former classification.

A permanent employee in a probationary status shall retain full rights to appeal. A permanent employee who is dismissed during the probationary period may request for the Executive Director of Classified Personnel to conduct an administrative review of the dismissal as follows:

- A. The employee making the request shall state in writing the reasons he/she believes the probationary dismissal to be improper. The written request must be received in the HR-Classified office within ten (10) working days from the date the employee received notice of the dismissal from probation.
- B. The Executive Director of Classified Personnel shall review with the employee's supervisor the rationale for the probationary dismissal and the procedures followed.
- C. If the Executive Director of Classified Personnel determines the employee's dismissal was improperly conducted, necessary changes will be implemented to ensure that an appropriate probationary evaluation period is provided; such as extending the probationary period. The Executive Director of Classified Personnel shall inform the probationary employee and his/her supervisor in writing of the administrative review decision.
- D. The probationary employee may appeal the administrative decision of the Executive Director of Classified Personnel to the Personnel Commission. The appeal process shall be conducted as follows:
  1. The appeal must be written and must submitted to the Executive Director of Classified Personnel within ten (10) calendar days following receipt of the administrative review decision.
  2. The appeal shall be based upon a charge that the dismissal constitutes a violation of law or Personnel Commission rules, or that the reasons for dismissal are inconsistent with the facts; the facts supporting such a charge must be clearly set forth in the appeal.
  3. After receipt of a timely written appeal, the Personnel Commission shall set a date for review at which time the evidence shall be considered in a closed session meeting, unless the employee requests an open session review. The Personnel Commission will announce the appeal decision in open session. The decision shall be transmitted in writing to all concerned and shall be final.

#### 11.2.1 Voluntary Demotions

A permanent employee may request a voluntary demotion to a vacant ~~position assignment~~ in a ~~classification~~ with a lower salary rate, provided that the employee has previous permanent status in that ~~classification~~ or the ~~Human Resources Director~~ ~~Executive Director of Classified Personnel~~ has determined that the ~~classes classification is~~ are sufficiently related to permit a demotion based on similarity of duties, minimum qualifications, examination content and other related factors and the request for demotion is to a related ~~classification~~ in the same ~~occupational group job family~~. All demotion requests shall require the approval of the ~~Human Resources~~ ~~Executive~~ Director of

Classified Personnel. Demotion candidates shall be certified for a hiring interview vacant position in addition to all other eligibles for interview.

- A. A permanent employee may take a voluntary demotion to remain in a current position assignment rather than being reassigned.
- B. A permanent employee may accept a temporary demotion on a voluntary basis to fill a limited-term position or a summer assignment.
- C. A voluntary demotion is available to a probationary employee, who has not previously held does not hold permanent status in the District, only in lieu of layoff and according to this Rule.
- D. An employee who demotes to a classification where permanent status has not been held shall complete the appropriate probationary period in the new classification.
- E. Salary placement for employees who demote to a classification with a lower maximum salary rate shall be in accordance with these Rules.

#### 11.2.4 Restorations

The reemployment of a current or former employee on the reemployment list into a permanent assignment with the same job title, number of work hours per week, and number of work months per year previously held by the employee when placed on the reemployment list shall have the following effects:

- A. The employee will be considered to have officially received restoration.
- B. The employee will be removed from the reemployment list.

Salary step placement and step anniversary date of employees who receive restoration shall be prescribed according the rules on reemployment salary placement.

The restoration of a current employee or the reinstatement of a former employee shall have the following effects:

A former employee reinstated to a position in a former class shall be placed at the same salary step as when the person left the District, and on the current salary range for the classification. If reinstated in a lower related [not previously held] class, the employee is placed at the rate closest to that of the step to which he/she would be assigned if he/she were reinstated in his/her former class.

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

A reinstated former employee receives restoration of accumulated sick leave and seniority as of the date of separation.

A reinstated former employee receives restoration of the former anniversary date, deducting the time away from the District and without step advancement credit for the break in service.

A reinstated former employee receives restoration of any longevity granted prior to resigning, without longevity or step advancement credit for the break in service.

#### 16.2.1 Definition of Sick Leave

Sick leave is the authorized absence of a regular employee when the absence is due to:

- A. Physical or mental inability to perform the usual and customary duties of the position due to illness, injury or legally established quarantine.

- B. A visit to a licensed physician, dentist, medical practitioner, psychologist or other therapist for examination, treatment, consultation or therapy related to illness, injury or legally established quarantine.
- C. Caring for an immediate family member who has a health condition or is in need of preventative care.
- D. Reasons related to domestic violence, sexual assault, or stalking, including medical or mental health services, obtaining legal assistance, participating in safety planning, and relocating or securing shelter.

#### 16.2.2.F Number of Sick Leave Days Earned

F. Part time employees shall earn sick leave pay on a prorated basis. Substitute, part-time, or temporary classified employees shall earn the following after being an active employee for 90 days and working on at least thirty (30) separate workdays within the previous twelve (12) months:

1. One (1) hour of sick leave may be earned for every thirty (30) hours worked.
2. Up to forty (40) hours of paid sick leave may be earned per fiscal year.
3. No more than eighty (80) hours of total paid sick leave may be accrued at any one time.
4. At least twenty-four (24) hours of paid sick leave shall have been earned by the 120<sup>th</sup> calendar day of employment, or each calendar year, or in each 12-month period.
5. At least forty (40) hours of paid sick leave shall have been earned by the 200<sup>th</sup> calendar day of employment, or each calendar year, or in each 12-month period.

#### 16.2.7 Notification of Absence

In order to receive compensation for sick leave, an employee must notify the District in accordance with procedures established by the employee's supervisor or the District. If no procedure has been established, the employee shall notify their immediate supervisor prior to the start of their work day if possible, but not later than the first working hour of each day of absence. Swing shift personnel must personally notify the immediate supervisor of the absence no later than 10:00 a.m. of each day absent. If conditions make notification impossible, the burden establishing the impossibility of notification shall be upon the employee.

All requests for sick leave, with or without pay, shall may be made verbally to an employee's supervisor or on a Leave of Absence forms provided by Human Resources, which and shall state specifically the reasons for the request, the date desired to begin the leave, and the probable date of return. The request shall be submitted to the Personnel Director in advance of the requested starting date.

#### 17.2.4 Salary Step Advancement

When a probationary or permanent employee accepts their first permanent assignment or a promotional a regular permanent position assignment on a higher salary range the first step of the salary range, salary step advancement shall be granted upon completion of six (6) months in a non-management assignment or twelve (12) months in a management assignment. Subsequent salary step advancement shall occur every 12 months be annually thereafter on the step anniversary date one (1) year in the position or if the employee actually renders serviceis in paid status for at least seventy-five (75) percent of the number of workdays of during the employee's regular work year. If completion of this 12-month period occurs before the 16<sup>th</sup> of the month, the step anniversary date shall be the first day of that month. If completion of this period is occurs after the fifteenth of the

month, ~~the step advancement anniversary date~~ shall be the first of the following month. ~~Salary step advancement shall be annually thereafter.~~

When an employee is transferred or demoted to a permanent assignment on an equal or lower salary range, salary step advancement shall be granted in accordance with the rules contained herein.

#### 17.2.8.A Salary Placement on Demotion for Employees Who Have Passed Probation in their Current Assignment

##### A. Demotion into a Classification Where the Employee Has Previously Passed Probation

A permanent employee who has passed probation in their current assignment who is demoted into a classification in which they have previously completed probation, shall have the following apply:

1. The employee shall be placed on the salary step on the range of the lower classification that is closest to, but not more than, the rate achieved in the higher classification.
2. The employee shall retain the same step anniversary date held prior to the demotion.

##### B. Demotion into a Classification Where the Employee Has Not Previously Passed Probation

An permanent employee who has passed probation in their current assignment who selects a voluntary demotion or is involuntarily demoted into a classification in which they have not previously completed probation, shall have the following apply:

1. The employee shall be required to serve a full probationary period in the new classification.
2. The employee shall be placed on the same salary step of on the range of the lower classification that is closest to, but not more than, the rate as that achieved in the higher classification.
3. The demoted employee shall retain the anniversary date established in the higher class. The employee's step anniversary date shall be established based on the effective date of the demotion.
  - a. If the effective date is before the 16th of the month, the step anniversary date shall be the first day of that month.
  - b. If the effective date is after the 15th of the month, the step anniversary date shall be the first day of the following month.

#### 17.2.8.B Salary Placement on Demotion for Employees Who Have Not Passed Probation in their Current Assignment

##### A. Demotion into a Classification Where the Employee Has Previously Passed Probation

A permanent employee who has NOT passed probation in their current assignment who is demoted into a classification in which the employee previously passed probation shall have the following effects:

1. If the employee was in paid status for less than 75% of their regular workdays while in the previously held step in that classification:
  - a. The employee will be placed on the same salary step they held before promoting on the effective date of the demotion.
  - b. The employee's step anniversary date will be adjusted by adding the number of calendar days since the employee served in the classification.

- i. If the adjusted date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
    - ii. If the adjusted date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.
  - 2. If the employee was in paid status for 75% or more of their regular workdays in the previously held step in that classification:
    - a. The employee will receive step advancement according to the following:
      - i. If the effective date of the demotion is before the 16<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will become the first day of that month.
      - ii. If the effective date of the demotion is after the 15<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will be effective on the first day of the following month.
- B. Demotion into a Classification Where the Employee Has Not Previously Passed Probation  
A permanent employee who has NOT passed probation in their current assignment who is demoted into a classification in which the employee has not previously passed probation shall have the following effects:
- 1. The employee shall be required to serve a full probationary period in the new classification.
  - 2. The employee shall be placed on salary step one (1) unless they qualify for advanced step placement or the classification qualifies for an accelerated hiring rate.
  - 3. The employee's step anniversary date shall be established based on the effective date of the demotion.
    - a. If the effective date is before the 16<sup>th</sup> of the month, the step anniversary date shall be the first day of that month.
    - b. If the effective date is after the 15<sup>th</sup> of the month, the step anniversary date shall be the first day of the following month.

#### 17.2.9 Salary Placement When Transferred

An employee who transfers to an assignment in the same classification, or to an eligible transfer classification based on their current assignment, shall retain their current salary step and step anniversary date in their new assignment.

#### 17.2.10 Salary Placement During Lateral Reassignment

A permanent employee who accepts a lateral reassignment to a classification allocated to the same salary range, but that is not an eligible transfer assignment, shall be subject to the following provisions:

- A. The employee shall begin a new probationary period.
- B. The employee shall retain their current salary step held on the day before the effective date of the reassignment.
- C. The employee may receive advanced step placement based any eligible criteria not previously used for step advancement in other classifications.
- D. The employee will receive salary step advancement upon completion of either six (6) months in a non-management assignment or twelve (12) months in a management assignment.  
Subsequent salary step advancement shall occur every 12 months thereafter on the step anniversary date.

### 17.2.9-11 Salary Placement When Reemployed or Reinstated

When an employee is reemployed or reinstated into a classification in which they have NOT previously completed probation, the employee shall be placed on the salary step that is closest to, but not more than, the rate they last earned in a permanent assignment. The step anniversary date will be adjusted to the first day of the month in which the employee is reemployed or reinstated.

- A. The reemployed or reinstated employee shall serve a new probationary period in the new classification before attaining permanency in that classification
- B. The reemployed or reinstated employee shall receive any accumulated sick leave and longevity held as of the date of separation.

When a former permanentan employee is reemployed or reinstated into a classification in which they have previously completed probation, within thirty-nine (39) months following a resignation or layoff, the employee shall be placed on the same step of the range for the classification achieved by the employee prior to resignation or layoff, including any changes in rate or range to the classification. Step advancement shall be granted as follows:

- A. When the employee has rendered service for at least seventy five (75) percent of the number of days of the employee's regular work year. An adjustment to the employee's anniversary date shall be made upon reemployment or reinstatement.
- A. If the employee was in paid status for less than 75% of their regular workdays while in the previously held step in that classification:
  - 1. The employee will be placed on the same salary step last held in the classification.
  - 2. The employee step anniversary date will be adjusted by adding the number of calendar days since they served in the classification.
    - a. If the adjusted date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
    - b. If the adjusted date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.
- B. If the employee was in paid status for 75% or more of their regular workdays while in the previously held step in that classification:
  - 1. The employee will receive step advancement according to the following:
    - a. If the effective date of the demotion is before the 16<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will become the first day of that month.
    - b. If the effective date of the demotion is after the 15th of the month, the step advance and step anniversary date will be effective on the first day of the following month.
  - A reinstated former employee receives restoration of accumulated sick leave and seniority as of the date of separation..
  - A reinstated former employee receives restoration of any longevity granted prior to resigning, without longevity or step advancement credit for the break in service.

### 20.1.7 Notice of Layoff

The District shall notify affected classified employees in writing a minimum of forty-five (45)sixty (60) calendar days prior to the date of any layoff for lack of work or lack of funds. The notice to the employee shall specify the effective date of the layoff and inform the employee of their reemployment rights and displacement rights, if any. Notification shall be made by personal delivery or by certified mail to the last known address of the employee on file in the Human Resources. Failure of the employee to retrieve delivered mail or respond to notifications by the U.S.

Postal Service of attempted delivery shall not be grounds for voiding notice or staying the timeliness for layoff. For the purpose of this Rule, when a notice is mailed, the fifth (5th) working day following the mailing date is considered the date of receipt.

## PC Rule Revisions – 1<sup>st</sup> READING (without track changes)

### 1.2 Definitions

- APPOINTMENT: The official act of the appointing authority in approving the employment of a person in a specific assignment.
- ASSIGNMENT: A full-time or part-time period of paid work, which identifies the job title, work location, working hours per week, and working months per year. .
- CLASSIFICATION: The defined duties, knowledge, skills, abilities, qualifications, physical demands, and salary placement that is approved by the Personnel Commission, described by the classification specification, and identified by the job title.
- CLASSIFICATION PROCESS/TO CLASSIFY: The systematic process of analyzing and assigning specific duties, knowledge, skills, abilities, qualifications, physical demands, and salary placement in order to prepare a classification specification, sort within a job family, and place on a salary schedule.
- CLASSIFICATION SPECIFICATION: An official source document that: 1) describes the duties/tasks, the responsibility levels, the employee evaluation variables and performance standards, and the organizational and supervisory relationships that represent assignments in the classification, and which distinguish the classification from other classifications; 2) delineates the proficiencies that an appointee must possess at time of hiring and that are representative of the full-working-level for the class.
- DEMOTION: The reassignment of an employee from an assignment in one classification to an assignment in another classification which is allocated to a lower maximum salary rate.
- DISTRICT SENIORITY: Total length of service in all classifications while employed in a probationary or permanent capacity excluding unpaid work days.
- LONGEVITY: Amount of total paid service credit an employee has in all permanent assignments held at the District, including all paid days and weekends occurring between assigned work weeks, and excluding unpaid days.
- ORIGINAL HIRE DATE: Date of employee's first paid workday in any capacity.
- PAID STATUS: Designation for the time when an active employee is not on an unpaid leave of absence.
- POSITION SENIORITY: Total length of paid service in a classification while employed in a probationary or permanent capacity excluding unpaid work days not taken as part of a qualifying leave under the Family and Medical Leave Act.
- REALLOCATION: Movement of an entire classification from one salary schedule range or hourly rate to another salary schedule range or hourly rate.
- REASSIGNMENT: The placement of a current employee into a new classification.
- REEMPLOYMENT: The appointment, without selection interview, of a current or former permanent employee who is on the reemployment list.
- REEMPLOYMENT LIST: The list of all employees who have been laid off or displaced within the last thirty-nine (39) months, or last sixty-three (63) months if the laid off employee has accepted a lesser assignment in lieu of layoff.
- REINSTATEMENT: The appointment of a current or former employee, without examination, , to an assignment in the employee's former classification, provided the classification was held within the last thirty-nine (39) months.
- RESTORATION: The appointment of an employee from a reemployment list to an assignment with the same job title, number of working hours per week, and number of working months per year held prior to being laid off or displaced from the classification..
- STEP ADVANCEMENT: Movement to a higher step on the salary range for the classification.

- **STEP ANNIVERSARY DATE:** The date upon which an employee is granted salary step advancement, which is the first day of the month following completion of the required period of service for step advancement.

#### 3.4.1 Seniority on upward Reclassification

When an individual employee is reclassified to a classification with a higher salary range, the employee shall have their position seniority begin with the effective date of the reclassification.

When all employees in a classification are reclassified to a classification with a higher salary range, their position seniority from the former classification shall be retained in the new classification, provided that the former classification is abolished.

When a classification is reclassified to a higher salary range, incumbents who must pass a promotional examination shall be reclassified effective the day after passing the examination and their position seniority shall begin on that date.

#### 9.3.3 Subsequent Probation for Permanent Employees

A classified employee who has been promoted shall serve a new probationary period in the new classification before attaining permanency in that classification.

A classified employee who has been promoted may be dismissed from the promotional classification during the probationary period. The employee shall be notified in writing of the action and the reason for the action, and shall have the right to request an administrative review of the dismissal.

A permanent classified employee who is dismissed during the probationary period from a promotional classification shall be demoted to an assignment in the employee's most recent former classification.

A permanent employee who is dismissed during the probationary period may request for the Executive Director of Classified Personnel to conduct an administrative review of the dismissal as follows:

- A. The employee making the request shall state in writing the reasons he/she believes the probationary dismissal to be improper. The written request must be received in the HR-Classified office within ten (10) working days from the date the employee received notice of the dismissal from probation.
- B. The Executive Director of Classified Personnel shall review with the employee's supervisor the rationale for the probationary dismissal and the procedures followed.
- C. If the Executive Director of Classified Personnel determines the employee's dismissal was improperly conducted, necessary changes will be implemented to ensure that an appropriate probationary evaluation period is provided; such as extending the probationary period. The Executive Director of Classified Personnel shall inform the probationary employee and his/her supervisor in writing of the administrative review decision.
- D. The probationary employee may appeal the administrative decision of the Executive Director of Classified Personnel to the Personnel Commission. The appeal process shall be conducted as follows:
  1. The appeal must be written and must submitted to the Executive Director of Classified Personnel within ten (10) calendar days following receipt of the administrative review decision.

2. The appeal shall be based upon a charge that the dismissal constitutes a violation of law or Personnel Commission rules, or that the reasons for dismissal are inconsistent with the facts; the facts supporting such a charge must be clearly set forth in the appeal.
3. After receipt of a timely written appeal, the Personnel Commission shall set a date for review at which time the evidence shall be considered in a closed session meeting, unless the employee requests an open session review. The Personnel Commission will announce the appeal decision in open session. The decision shall be transmitted in writing to all concerned and shall be final.

#### 11.2.1 Voluntary Demotions

A permanent employee may request a voluntary demotion to a vacant assignment in a classification with a lower salary rate, provided that the employee has previous permanent status in that classification or the Executive Director of Classified Personnel has determined that the classification is sufficiently related to permit a demotion based on similarity of duties, minimum qualifications, examination content and other related factors and the request for demotion is to a related classification in the same job family. All demotion requests shall require the approval of the Executive Director of Classified Personnel. Demotion candidates shall be certified for a hiring interview in addition to all other eligibles for interview.

- A. A permanent employee may take a voluntary demotion to remain in a current assignment rather than being reassigned.
- B. A permanent employee may accept a temporary demotion on a voluntary basis to fill a limited-term assignment.
- C. A voluntary demotion is available to a probationary employee who has not previously held permanent status in the District, only in lieu of layoff and according to this Rule.
- D. An employee who demotes to a classification where permanent status has not been held shall complete the appropriate probationary period in the new classification.
- E. Salary placement for employees who demote to a classification with a lower maximum salary rate shall be in accordance with these Rules.

#### 11.2.4 Restoration

The reemployment of a current or former employee on the reemployment list into a permanent assignment with the same job title, number of work hours per week, and number of work months per year previously held by the employee when placed on the reemployment list shall have the following effects:

- A. The employee will be considered to have officially received restoration.
- B. The employee will be removed from the reemployment list.

Salary step placement and step anniversary date of employees who receive restoration shall be prescribed according the rules on reemployment salary placement.

#### 16.2.1 Definition of Sick Leave

Sick leave is the authorized absence of a regular employee when the absence is due to:

- A. Physical or mental inability to perform the usual and customary duties of the position due to illness, injury or legally established quarantine.

- B. A visit to a licensed physician, dentist, medical practitioner, psychologist or other therapist for examination, treatment, consultation or therapy related to illness, injury or legally established quarantine.
- C. Caring for an immediate family member who has a health condition or is in need of preventative care.
- D. Reasons related to domestic violence, sexual assault, or stalking, including medical or mental health services, obtaining legal assistance, participating in safety planning, and relocating or securing shelter.

#### 16.2.2.F Number of Sick Leave Days Earned

- F. Substitute, part-time, or temporary classified employees shall earn the following after being an active employee for 90 days and working on at least thirty (30) separate workdays within the previous twelve (12) months:
  - 1. One (1) hour of sick leave may be earned for every thirty (30) hours worked.
  - 2. Up to forty (40) hours of paid sick leave may be earned per fiscal year.
  - 3. No more than eighty (80) hours of total paid sick leave may be accrued at any one time.
  - 4. At least twenty-four (24) hours of paid sick leave shall have been earned by the 120<sup>th</sup> calendar day of employment, or each calendar year, or in each 12-month period.
  - 5. At least forty (40) hours of paid sick leave shall have been earned by the 200<sup>th</sup> calendar day of employment, or each calendar year, or in each 12-month period.

#### 16.2.7 Notification of Absence

In order to receive compensation for sick leave, an employee must notify the District in accordance with procedures established by the employee's supervisor or the District. If no procedure has been established, the employee shall notify their immediate supervisor prior to the start of their work day if possible, but not later than the first working hour of each day of absence. Swing shift personnel must personally notify the immediate supervisor of the absence no later than 10:00 a.m. of each day absent. If conditions make notification impossible, the burden establishing the impossibility of notification shall be upon the employee.

All requests for sick leave, with or without pay, may be made verbally to an employee's supervisor or on a Leave of Absence form provided by Human Resources, which shall state specifically the reasons for the request, the date desired to begin the leave, and the probable date of return. The request shall be submitted to the Personnel Director in advance of the requested starting date.

#### 17.2.4 Salary Step Advancement

When an employee accepts their first permanent assignment or a promotional permanent assignment on a higher salary range, salary step advancement shall be granted upon completion of six (6) months in a non-management assignment or twelve (12) months in a management assignment. Subsequent salary step advancement shall occur every 12 months thereafter on the step anniversary date if the employee is in paid status for at least seventy-five (75) percent of the number of workdays during the employee's regular work year. If completion of this 12-month period occurs before the 16<sup>th</sup> of the month, the step anniversary date shall be the first day of that month. If completion of this period occurs after the fifteenth of the month, the step anniversary date shall be the first of the following month.

When an employee is transferred or demoted to a permanent assignment on an equal or lower salary range, salary step advancement shall be granted in accordance with the rules contained herein.

**17.2.8.A Salary Placement on Demotion for Employees Who Have Passed Probation in their Current Assignment**

**A. Demotion into a Classification Where the Employee Has Previously Passed Probation**

A permanent employee who has passed probation in their current assignment who is demoted into a classification in which they have previously completed probation, shall have the following apply:

1. The employee shall be placed on the salary step on the range of the lower classification that is closest to, but not more than, the rate achieved in the higher classification.
2. The employee shall retain the same step anniversary date held prior to the demotion.

**B. Demotion into a Classification Where the Employee Has Not Previously Passed Probation**

A permanent employee who has passed probation in their current assignment who is demoted into a classification in which they have not previously completed probation, shall have the following apply:

1. The employee shall be required to serve a full probationary period in the new classification.
2. The employee shall be placed on the salary step on the range of the lower classification that is closest to, but not more than, the rate achieved in the higher classification.
3. The employee's step anniversary date shall be established based on the effective date of the demotion.
  - a. If the effective date is before the 16th of the month, the step anniversary date shall be the first day of that month.
  - b. If the effective date is after the 15th of the month, the step anniversary date shall be the first day of the following month.

**17.2.8.B Salary Placement on Demotion for Employees Who Have Not Passed Probation in their Current Assignment**

**A. Demotion into a Classification Where the Employee Has Previously Passed Probation**

A permanent employee who has NOT passed probation in their current assignment who is demoted into a classification in which the employee previously passed probation shall have the following effects:

1. If the employee was in paid status for less than 75% of their regular workdays while in the previously held step in that classification:
  - a. The employee will be placed on the same salary step they held before promoting on the effective date of the demotion.
  - b. The employee's step anniversary date will be adjusted by adding the number of calendar days since the employee served in the classification.
    - i. If the adjusted date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
    - ii. If the adjusted date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.

2. If the employee was in paid status for 75% or more of their regular workdays in the previously held step in that classification:
    - a. The employee will receive step advancement according to the following:
      - i. If the effective date of the demotion is before the 16<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will become the first day of that month.
      - ii. If the effective date of the demotion is after the 15<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will be effective on the first day of the following month.
- B. Demotion into a Classification Where the Employee Has Not Previously Passed Probation
- A permanent employee who has NOT passed probation in their current assignment who is demoted into a classification in which the employee has not previously passed probation shall have the following effects:
1. The employee shall be required to serve a full probationary period in the new classification.
  2. The employee shall be placed on salary step one (1) unless they qualify for advanced step placement or the classification qualifies for an accelerated hiring rate.
  3. The employee's step anniversary date shall be established based on the effective date of the demotion.
    - a. If the effective date is before the 16<sup>th</sup> of the month, the step anniversary date shall be the first day of that month.
    - b. If the effective date is after the 15<sup>th</sup> of the month, the step anniversary date shall be the first day of the following month.

#### 17.2.9 Salary Placement When Transferred

An employee who transfers to an assignment in the same classification, or to an eligible transfer classification based on their current assignment, shall retain their current salary step and step anniversary date in their new assignment.

#### 17.2.10 Salary Placement During Lateral Reassignment

A permanent employee who accepts a lateral reassignment to a classification allocated to the same salary range, but that is not an eligible transfer assignment, shall be subject to the following provisions:

- A. The employee shall begin a new probationary period.
  - B. The employee shall retain their current salary step held on the day before the effective date of the reassignment.
  - C. The employee may receive advanced step placement based any eligible criteria not previously used for step advancement in other classifications.
  - D. The employee will receive salary step advancement upon completion of either six (6) months in a non-management assignment or twelve (12) months in a management assignment.
- Subsequent salary step advancement shall occur every 12 months thereafter on the step anniversary date.

#### 17.2.11 Salary Placement When Reemployed or Reinstated

When an employee is reemployed or reinstated into a classification in which they have NOT previously completed probation, the employee shall be placed on the salary step that is closest to, but not more than, the rate they last earned in a permanent assignment. The step anniversary date will be adjusted to the first day of the month in which the employee is reemployed or reinstated.

- A. The reemployed or reinstated employee shall serve a new probationary period in the new classification before attaining permanency in that classification
- B. The reemployed or reinstated employee shall receive any accumulated sick leave and longevity held as of the date of separation.

When an employee is reemployed or reinstated into a classification in which they have previously completed probation, the employee shall be placed on the same step of the range for the classification achieved by the employee prior to resignation or layoff, including any changes in rate or range to the classification. Step advancement shall be granted as follows:

- A. If the employee was in paid status for less than 75% of their regular workdays while in the previously held step in that classification:
  - 1. The employee will be placed on the same salary step last held in the classification.
  - 2. The employee step anniversary date will be adjusted by adding the number of calendar days since they served in the classification.
    - a. If the adjusted date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
    - b. If the adjusted date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.
- B. If the employee was in paid status for 75% or more of their regular workdays while in the previously held step in that classification:
  - 1. The employee will receive step advancement according to the following:
    - a. If the effective date of the demotion is before the 16<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will become the first day of that month.
    - b. If the effective date of the demotion is after the 15th of the month, the step advance and step anniversary date will be effective on the first day of the following month.

#### 20.1.7 Notice of Layoff

The District shall notify affected classified employees in writing a minimum of sixty (60) calendar days prior to the date of any layoff for lack of work or lack of funds. The notice to the employee shall specify the effective date of the layoff and inform the employee of their reemployment rights and displacement rights, if any. Notification shall be made by personal delivery or by certified mail to the last known address of the employee. Failure of the employee to retrieve delivered mail or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notice or staying the timeliness for layoff. For the purpose of this Rule, when a notice is mailed, the fifth (5th) working day following the mailing date is considered the date of receipt.

CLASSIFICATION		POSTING/SCREENING					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Substitute Instructional Assistant (SYS-SERIES)	2025(3)SYS-SUB-MD	Jocelyn	Open	Substitute	6/5/25	6/26/25	21
Sign Language Interpreter	2025-E13-JM	Jocelyn	Open	Open	6/5/25	6/26/25	21
Child Welfare and Attendance Liaison	2025-E32-JM	Jocelyn	Open	Open	6/6/25	6/29/25	23
Clerical/Secretary Series (Substitute) - Non-Bilingual/Bilingual (Spanish)	2025-CLER-SUB-DM	Denise	Open	Substitute	6/18/25	7/9/25	21
Instructional Assistant (Paraeducator) - Behavioral Support	2025(3)-E23-JM	Jocelyn	Open	Open	6/25/25	7/16/25	21
Instructional Assistant - Adult Transition	2025(2)-ET3-JM	Jocelyn	Open	Open	6/25/25	7/16/25	21
Employment Specialist (WorkAbility Specialist / Job Developer)	2025-E19-JM	Jocelyn	Open	Open	6/26/25	7/17/25	21
Bus Driver (Substitute)	2025-SUBR01-MD	Maryam	Open	Substitute	7/1/25	N/A	N/A
Warehouse Worker (Driver) - Nutrition & Central Services (Substitute)	2025-W06(sub)-MD	Maryam	Open	Substitute	7/1/25	N/A	N/A
Campus Safety Aide (Male & Female)	2025-N02-MD	Maryam	Open	Open	7/1/25	7/22/25	21
Community Schools Coordinator (Bilingual)	2025-E42-JM	Jocelyn	Open	Open	7/15/25	8/5/25	21
Secretary - School Support/Program Support (Bilingual & Non-Bilingual)	2025-SBP-DM	Denise	Open	Open	7/16/25	8/6/25	21
Office Assistant (Bilingual & Non-Bilingual)	2025-S05-DM	Denise	Open	Open	7/16/25	8/6/25	21
Operations Manager	2025-O05-MD	Maryam	Open	Open	7/18/25	8/10/25	23
Substitute Instructional Assistant (SYS-SERIES)	2025(4)SYS-SUB-MD	Jocelyn	Open	Open	8/1/25	8/24/25	23
Sign Language Interpreter	2025-E13-JM	Jocelyn	Open	Open	8/13/25	9/17/25	35
Bus Driver (Open)	2025(2)-R01-MD	Maryam	Open	Open	8/20/25	9/10/25	21
Instructional Assistant (Paraeducator) - Behavioral Support	2025(4)-E23-JM	Jocelyn	Open	Open	8/20/25	9/10/25	21
Babysitter (On Call/As Needed)	2025-BBY-TM	Tatiana	Open	Substitute	8/20/25	9/10/25	21
Instructional Assistant - Specialized Academic Instruction	2025(2)-E24-JM	Jocelyn	Open	Open	8/20/25	9/10/25	21
Instructional Assistant - Adult Transition	2025(3)-ET3-JM	Jocelyn	Open	Open	8/26/25	9/16/25	21
Family and Community Engagement Specialist (FACES)	2025-FACES-DM	Denise	Open	Open	9/2/25	9/23/25	21
Food Services Assistant I		Denise	Open	Open	9/3/25	9/24/25	21

ADVANCED STEP PLACEMENT REPORT														
Effective Date	Classification (full job title)	MO	HR	Salary Range	Adv Step	Step 1 Monthly Rate	Step 1 Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount Change by Hour	Amount Change by Month	Amount Change by Year
<b>2025-26</b>														
7/1/2025	Central Warehouse Worker	12	8	AFSCME -51	4	\$4,341	\$24.66	\$4,881	\$27.74	\$51,294	\$57,700	\$3.08	\$534	\$6,406
7/14/2025	Mechanic	12	8	AFSCME -61	5	\$5,536	\$31.45	\$6,485	\$36.85	\$65,417	\$76,649	\$5.40	\$936	\$11,232
8/1/2025	TST	10	8	AFSCME - 58	4	\$5,153	\$29.73	\$5,793	\$33.41	\$51,533	\$57,912	\$3.68	\$638	\$6,379
<b>2025-2026 TOTAL FISCAL IMPACT</b>													<b>\$24,017</b>	

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**1. Retirements/Resignations/Terminations, effective as noted:**

	<u>Location:</u>	<u>Effective</u>
Carrillo, Rogelio Instructional Assistant – Adult Transition	Loara High School	06/27/2025
Delgado-Ortega, Jesus Custodian	Anaheim High School	05/22/2025
Gallegos, Eleuterio Maintenance Plumber	Maintenance Department	07/18/2025
Guzman, Marc Maintenance Locksmith	Maintenance Department	09/02/2025
Leahy, Katherine Athletic Trainer	Savanna High School	08/01/2025
Mayorga, Cynthia Instructional Assistant – Behavioral Support	Hope School	08/08/2025
Reyes, Raul Jr. Food Services Assistant 1	Food Services Department	08/01/2025
Rios Vargas, Daniela Instructional Assistant – Bilingual (Spanish)	Western High School	05/22/2025
Ruvalcaba, Rosalinda Food Services Assistant 1	Katella High School	05/22/2025

**2. Employment, effective as noted:**

	<u>Range/Step:</u>	<u>Effective:</u>
<b>Permanent Employees:</b>		
Bonnell, Johana Food Services Assistant 1	41/04	08/06/2025
Fox, Kelly Food Services Assistant 1	41/04	08/06/2025
Gonzalez, Andres Mechanic	61/05	07/14/2025
Lopez, Maria Licensed Vocational Nurse	55/07	08/01/2025
Patino, Brenda Bus Driver	55/03	08/04/2025

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Rubio, Mariah 41/04 08/06/2025  
Food Services Assistant 1

Wang, Stephen 58/04 08/01/2025  
Technology Services Technician

**Promotions:**

McIlveen, Monika 05/01 08/01/2025  
Food Services Manager 2

**Substitute Employees:**

Bozigian, Kaitlyn 60/10 07/23/2025  
Substitute Arts Assistant 2

Covarrubias, Joshua 60/10 07/22/2025  
Substitute Arts Assistant 2

Fausto, Christopher 60/10 07/23/2025  
Substitute Arts Assistant 2

Garcia-Murguia, Edgar 48/01 08/01/2025  
Substitute Custodian

Gonzalez-Cervantes, Julian 48/01 07/02/2025  
Substitute Custodian

Horne, Sonia 60/10 07/22/2025  
Substitute Arts Assistant 2

Koppu, Dheeraj \$20/Hr. 07/16/2025  
Intern

Lopez, Brayan 48/01 07/08/2025  
Substitute Custodian

Lopez, Maria 55/01 07/21/2025  
Substitute Licensed Vocational Nurse

Reyes, Raul Jr. 48/01 08/04/2025  
Substitute Custodian

Salgado, Michael 60/10 07/22/2025  
Substitute Arts Assistant 2