



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, December 08, 2021 - 6:00 P.M.
37230 37th Street East, Room 125
Palmdale, CA 93550

Please click the link below to view the meeting
<https://palmdalesd.zoom.us/j/96371018865>

The Personnel Commission is committed to public input and participation in Personnel Commission meetings in a manner that is consistent with guidance provided by our county public health official. Anyone attending the meeting in person (limited capacity) will be required to wear a face covering for the duration of the meeting until otherwise advised.

In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to Government Code 54954.2 (a) (1), the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available may for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL: Mrs. Deneese Thompson, Chairperson
Mr. Dale Speights, Vice Chairperson
Mrs. Kathleen Duren, Commissioner

- | | |
|---|----------------------|
| I. PRELIMINARY BUSINESS | <u>ACTION</u> |
| A. Organizational Procedure | 20-21/22 |
| 1. Consider Nomination(s) and appoint Chairperson for 2022 | |
| 2. Consider Nomination(s) and appoint Vice-Chairperson 2022 | |
| B. Approve Meeting Minutes – November 10, 2021 | 21-21/22 |
| II. PUBLIC COMMENTS | |
| A. Comments Concerning Items on the Agenda | |
| B. Comments Concerning Non-Agenda Items | |

III. CONSENT AGENDA

Actions proposed for the Consent Agenda are items consistent with adopted rules and regulations of the Personnel Commission and are deemed routine in nature. They will be acted upon in one motion, without discussion, unless members of the Personnel Commission, staff, or a member in the audience requests an items removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

- | | |
|--|----------------------|
| A. Approve Consent Agenda | <u>ACTION</u> |
| 1. Ratification of Eligibility Lists
(Substitute, Open, Promotional Recruitments) | 22-21/22 |
| 2. Nullification of Eligibility Lists | |
| 3. Ratification of Transfers | |

IV. NEW BUSINESS

ACTION
23-21/22

- A. Approve Initial Salary Placement
Fiscal Services Administrator

V. AGENDA REPORTS

- A. Second Reading – Proposed Revision to Personnel Commission Rules and Regulations
1. Chapter 4, Section 4, Item 6.18 – Transfer

VI. INFORMATION/COMMENTS

- A. Classified Update
B. Comments from Director
C. Comments from Commissioners

VII. RECESS TO CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
1. Confidential/Personnel Matters

VIII. RECONVENE TO OPEN SESSION

IX. REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
1. Confidential/Personnel Matters

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: January 12, 2022 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of November 10, 2021 Regular (Virtual) Meeting

Zoom Meeting ID: 978 4290 3063

CALL TO ORDER Commissioner Thompson, Chairperson, called the meeting to order at 5:31 PM, followed by the Pledge of Allegiance led by Kathleen Duren.

MEMBERS PRESENT Mrs. Deneese Thompson, Chairperson
Mr. Dale Speights, Vice-Chair
Mrs. Kathleen Duren, Commissioner

STAFF PRESENT Ms. Mary Theus, Director, Personnel Commission

I. PRELIMINARY BUSINESS

APPROVAL OF MEETING MINUTES Commissioner Duren motioned to approve the minutes recorded for the October 13, 2021 regular meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote.
Duren-aye; Speights-aye; Thompson-aye.

PUBLIC COMMENTS AGENDA ITEMS There were no comments concerning agenda items.

PUBLIC COMMENTS NON-AGENDA ITEMS Helena Perkins, CSEA President of Chapter 296, thanked the Commission and its Director for adhering to practices, procedures, and Personnel Commission policies. She noted her appreciation of the detailed classified recruitment summary reports. Ms. Perkins went on to say that, although the pandemic has directly affected applicant pools, recruitment must continue to get positions filled. It will release some of the pressure from other CSEA members in the classifications. She indicated that she has reiterated to classified employees that their concerns and/or issues will take time to be addressed, investigated, and remedied. Ms. Perkins expressed her appreciation to the Personnel Commission secretary and analysts who work diligently on application processing, testing, interviewing, and coordinating the communication of employment offers. She said despite the essential nature of the work that has to be done every day, individuals who are keeping the District running are often overlooked. The PC staff's dedication to seeing everything through from start to finish is incomparable and makes the difference in getting us to the finish line. Ms. Perkins closed by thanking everyone for all that they do.

Andrew Ramirez, teacher and PETA President, shared his concern regarding the number of instructional assistant positions that are not being filled, which negatively affects the classroom and student learning. He indicated that although he is not familiar with classified hiring procedures, there must be other ways to get people interested and quickly on board even during a pandemic. Mr. Ramirez suggested that substitutes can be used, employees re-tasked or reassigned to other positions, or people in the community would be willing to work immediately if asked. He also suggested a job fair.

Mr. Ramirez noted that instructional assistants are important to the structure of a classroom, and it is a disservice to the teachers and students when personnel is not available. He encouraged the Commission to consider suspending some of its rules and/or procedures to get aides in the classroom.

CONSENT AGENDA

Commissioner Duren motioned to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

II. NEW BUSINESS

PUBLIC HEARING

Public Hearing – Reappointment of the Joint-Appointed Member to the Personnel Commission

The Commission recessed at 5:38 p.m. to conduct a Public Hearing on the Commission's intent to reappoint Deneese Thompson as the joint-appointed Personnel Commissioner. Hearing no comments, the Personnel Commission Meeting reconvened at 5:39 p.m.

COMMISSIONER
REAPPOINTMENT

Reappointment of the Joint-Appointed Member to the Personnel Commission

Commissioner Duren motioned to approve the reappointment of Deneese Thompson for a new three-year term commencing December 1, 2021, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye.*

III. AGENDA REPORTS

FIRST READING
REVISION TO P.C. RULES

**Proposed Revision to Personnel Commission Rules and Regulations
Chapter 4, Section 4, Item 6.18 - Transfer**

The first reading was presented for open discussion. Commissioner Duren indicated she would study the item before commenting. Hearing no additional comments, the item will be placed on the next agenda for a second reading.

IV. INFORMATION/COMMENTS

Classified Update

Ms. Theus distributed the Classified Update and reported the activities performed by the Personnel Commission staff. She explained the testing and hire procedures, and noted that they are compliant with the Education Code, PC Rules, CSEA Bargaining Agreement, and Board policies. Ms. Theus also shared the continuing challenges concerning recruitment and candidate commitment. Discussion with the Commission ensued and will be ongoing to assess current methods and potential adjustments for improved outcome.

Comments from
Commissioners

Commissioner Duren welcomed Deneese Thompson as the joint-appointed Commissioner for a new three-year term.

Commissioner Speights shared his attendance at the Veteran's Day celebration at Tamarisk Elementary. He commended the school principal, Dr. Tillman, her staff, and community partnerships for arranging and hosting the wonderful well-attended event to celebrate our veterans.

Commissioner Thompson mentioned that she continues to volunteer at a school site in the district where staff absences are evident. She said she has no idea how everyone is holding it together, but despite the challenges, those who are working are doing the best they can to support the school.

V. CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
1. Confidential/Personnel Matters

The Commission recessed at 6:05 P.M. and reconvened at 6:51 P.M.
There was not action take to report.

VI. NEXT MEETING/ADJOURNMENT

The next regular meeting of the Personnel Commission is scheduled December 8, 2021 at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Duren and second by Commissioner Speights, with Commissioner Thompson voting yes, the meeting adjourned at 6:51 PM.

Respectfully submitted,



Mary Theus
Director, Personnel Commission

APPROVED:

Deneese Thompson, Chairperson

Dale Speights, Vice Chairperson

Kathleen Duren, Commissioner

Classified Update for November 10, 2021

Testing Status:

Assistant Director M & O	SME review and QAI pending
AVID and Math Tutor	Written exam 10/20, 11/2/2021
Bilingual/ECE Teacher Assistant	Written exam 9/10, 10/5/2021; QAI 10/14/2021
Crossing Guard	Written exam 11/1/2021
Paraeducator Moderate to Severe	Written exam 10/20, 11/2/2021; QAI 11/4/2021
Parent/Community Liaison	Performance/written exam 11/2, 11/4/2021; QAI pending
Special Education Instructional Asst	Written exam 10/27, 11/17/2021 QAI 11/4/2021
Student Interventionist	Written exam 11/3/2021; QAI pending

Postings:

AVID Tutor (Casual)	Continuous
Bilingual ECE Teacher Assistant	Continuous
ECE Nutrition Facilitator	Closes 11/23/2021
ECE Teacher Assistant	Continuous
Family Health Provider	Closes 11/12/2021
Maintenance Worker II	Closes 11/15/2021
Math Tutor (Casual)	Continuous

Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Continuous
Senior Payroll Clerk	Closes 11/24/2021
Special Education Instructional Assistant	Continuous
Warehouse Worker/Delivery Driver II	Closes 11/16/2021

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	December 08, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF SUBSTITUTE LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Substitute/Casual Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

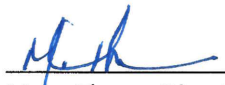
It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
December 08, 2021**

SUBSTITUTE/CASUAL RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Number on Referral List	Sent Referral List to Human Resources
Substitute Administrative Clerk	11/05/2021	Continuous	11/18/2021	44	29	15	14	4	3	4	11/19/2021
Substitute Health Assistant/LVN	07/08/2021	Continuous	11/03/2021	5	2	2	0	2	0	1	11/24/2021
Substitute Instructional Assistant	07/08/2021	Continuous	11/16/2021	5	5	1	4	N/A	1	1	11/17/2021
Substitute Paraeducator/LVN	07/08/2021	Continuous	11/03/2021	3	1	1	0	N/A	1	1	11/04/2021
Substitute Paraeducator Moderate - Severe	07/08/2021	Continuous	11/16/2021	6	6	2	4	N/A	0	0	N/A
Substitute Special Ed Instr. Assistant	07/08/2021	Continuous	11/16/2021	3	3	1	2	N/A	1	1	11/17/2021

I certify the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.



Mary Theus, Director

12/3/2021

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	December 08, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF ELIGIBILITY LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

Palmdale School District
Personnel Commission

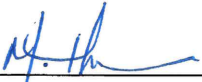
December 08, 2021

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Assistant Director Maintenance & Operations	10/6/2021	11/8/2021	11/17/2021	12/1/2021	23	6	6	0	NA	5	4	4	12/2/2021	12/1/2022	No	4
Bilingual ECE Teacher Assistant	7/08/2021	Cont.	10/05/2021	10/14/2021	60	5	2	3	NA	2	2	2	10/27/2021	10/26/2022	*Yes	3
ECE Teacher Assistant	7/08/2021	Cont.	10/05/2021	10/14/2021	100	6	3	3	NA	3	2	2	10/27/2021	10/26/2022	*Yes	4
Paraeducator Moderate to Severe	7/14/2021	Cont.	10/20/2021 10/27/2021 11/02/2021	11/04/2021	27	12	8	4	NA	6	5	5	11/08/2021	11/07/2022	*Yes	14
Parent/Community Liaison	10/7/2021	10/27/2021	11/2, 11/4/2021	12/1/2021	71	38	18	20	14	12	10	10	12/1/2021	11/30/2022	*Yes	9
Special Education Instructional Assistant	7/17/2021	Cont.	10/27/2021	11/04/2021	41	32	12	20	NA	8	8	8	11/08/2021	11/07/2022	*Yes	14

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

I certify the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.



Mary Theus, Director

12/3/2021

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE December 08, 2021 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Bilingual ECE Teacher Assistant	04/29/2021	04/28/2022
ECE Teacher Assistant	07/14/2021	07/13/2022
Paraeducator Moderate to Severe	09/29/2021	09/28/2022
Parent/Community Liaison	09/17/2021	09/16/2022
Special Education Instructional Assistant	09/29/2021	09/28/2022

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be nullified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	December 08, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF TRANSFER(S)	

STATUS

As provided for in the Personnel Commission Rules and Regulations and the Collective Bargaining Agreement, the Personnel Commission shall ratify transfers.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.

Transfers and Reassignments

12/08/2021

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Anderson, Cintya S.	11/2/2021	From Personnel Administrative Clerk (HR) to Bilingual Administrative Secretary (Transp.) 8.0 hrs/12 mo.	Promotion Growth position
b.	Adams, Deloris J.	11/4/2021	Child Nutrition Assistant I, 3.0 hrs/182 days, from (DGM) to (CM)	Voluntary transfer Replacement for Kawan Mitchell
c.	Aguirre, Nancy M.	11/4/2021	Child Nutrition Assistant I, 3.0 hrs/182 days, from (SAGE) to (CH)	Voluntary transfer Replacement for Alejandra Cruz
d.	Duran, Yajaira	10/21/2021	From Special Education Instructional Assistant I (First Steps) 5.75 hrs/182 days, to Paraeducator Moderate to Severe (First Steps) 5.75 hrs/182 days	Promotion Replacement for Nayeli Moreno
e.	Flores, David	11/3/2021	Campus Security Assistant, from (SAGE) to (TA) 8.0 hrs/182 days	Voluntary transfer Replacement for Aldo Lozano
f.	Garcia, Enrique A.	10/18/2021	From Custodian I (Innov. Acad) to Custodian II (PACHS) 8.0 hrs/12 mo.	Promotion Replacement for Antonio Jones
g.	Holt, Keefe I.	10/18/2021	Custodian II, from (GP) to (YN) 8.0 hrs/12 mo.	Voluntary transfer Replacement for Gregory Bradford
h.	Johnson, Desiree M.	11/1/2021	Special Education Instructional Assistant from (CH) 5.75 hrs/182 days, to (QV) 6.5 hrs/182 days	Increase by seniority Replacement for Ruth Harvey
i.	Johnson, LaKeshia A.	10/11/2021	Paraeducator/LVN from (JH) to (MZ) 6.5 hrs/182 days	Voluntary transfer Growth position
j.	Lopez, Claudia I.	10/13/2021	From Bilingual Typist Clerk (QV) 5.75 hrs/10 mo., to School Secretary (CM) 8.0 hrs/11 mo.	Promotion Replacement for Doris Sonntag
k.	Lozano, Olivia	10/21/2021	From Child Nutrition Assistant I (DR) 3.0 hrs/182 days, to Child Nutrition Assisant II (TW) 5.75 hrs/182 days	Promotion Growth position
l.	Luna, Desiree	10/13/2021	Special Education Instructional Assistant I, from (MZ) 5.75 hrs/182 days, to (PT) 6.5 hrs/182 days	Increase by seniority Replacement for Jureth Espinoza
m.	Martinez, Teresita	11/03/2021	From Special Education Instructional Assistant I (First Steps) 5.75 hrs/182 days, to Bilingual Typist Clerk (OC) 5.75 hrs/10 mo.	Promotion Replacement for Delly Moquete
n.	Medina, Maria	11/03/2021	From Child Nutrition Assistant I (SH) to Child Nutrition Cashier (PACS) 3.0 hrs/182 days	Voluntary lateral transfer Growth position
o.	Miller, Marisa	10/20/2021	Child Nutrition Assistant II, 5.75 hrs/182 days, from (YN) to (BS)	Voluntary transfer Replacement for Lakisha Rodgers
p.	Moreno-Moya, Veronica	10/18/2021	Parent/Community Liaison, 8.0 hrs/182 days, from (PT) to (GP)	Voluntary transfer Replacement for Ricardo Escobar

Transfers and Reassignments

12/08/2021

q.	Ojeda, Miguel	11/02/2021	Custodian I, from (CM) 5.75 hrs/12 mo., to (PLP) 8.0 hrs/12 mo.	Increase by seniority Replacement for Carlos Gutierrez
r.	Pomposo, Norma	10/20/2021	District Receptionist, from (ECE) to (H.R.) 8.0 hrs/12 mo.	Voluntary transfer Replacement for Heidi Perez
s.	Ponkow, Peggy J.	10/29/2021	From Child Nutrition Cashier (PLP) 3.0 hrs/182 days, to Child Nutrition Assistant I (BV) 3.0 hrs/182 days	Voluntary lateral transfer Replacement for Brittany Haney
t.	Ramirez, Debra	10/22/2021	From Accounting/Data Processing Technician (ECE) to Risk Management Specialist (Risk Mgmt) 8.0 hrs./12 mo.	Promotion Replacement for Ashley Hoffman
u.	Ramos Jr, Felix	09/13/2021	Technology Support Liaison, from (DO) to (TA) 8.0 hrs/11 mo.	New work and pay location
v.	Rubalcaba, Patricia	10/11/2021	Social Emotional Learning Specialist, from (DO) to (PT and YU) 8.0 hrs/190 days	New work and pay location (split site)
w.	Vasquez-Sanker, Annette	09/20/2021	Social Emotional Learning Specialist, from (DGM) to (SW/OC/IA) 8.0 hours/190 days	New work and pay location (split site)
x.	Vila, Brendan P.	09/13/2021	Technology Support Liaison, from (DO) to (OC) 8.0 hrs/11 mo.	New work and pay location
y.	Williams, Raymond P.	10/01/2021	From Instructional Assistant II, to Instructional Assistant III (JH) 5.75 hrs/182 days	Completion of coursework

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	December 8, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE INITIAL SALARY STEP PLACEMENT FISCAL SERVICES ADMINISTRATOR	

BACKGROUND

In accordance with Personnel Commission Rules and Regulations, Item 7.6, the initial salary placement is the first step of the salary range as approved by the Commission. An accelerated pay rate may be established in classifications where recruitment efforts are difficult. The initial salary placement may be set beyond the first step, but not to exceed the third step, with the recommendation of the Superintendent as well as the approval of the Board and Commission.

STATUS

Recruitment efforts for Fiscal Services Administrator were challenging. The initial job posting period was June 30 through July 30, 2021 with an extension through August 20, 2021. The outcome was an eligibility list containing two ranks of qualified candidates. As the District was not compelled to select from fewer than three ranks, recruitment opened again from September 18 through October 15, 2021, resulting in one rank (one eligible) that was merged to the existing list of two ranks.

One candidate with extensive experience was selected for contingent hire. The Superintendent's recommendation for initial salary placement to employ candidate #48249777 as Fiscal Services Administrator is the third step of the Leadership Team Salary Schedule pursuant to Rule 7.6.

RECOMMENDATION

It is recommended that the Personnel Commission approve the initial salary placement as recommended.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	December 8, 2021	<u> X </u>	REPORT
TO:	Personnel Commission		ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	SECOND READING – Proposed Revision to Personnel Commission Rules and Regulations CHAPTER 4, SECTION 4, ITEM 6.18 - TRANSFER		

BACKGROUND

A review of the Personnel Commission Rules and Regulations is ongoing. Such review is to clarify definitions, delete obsolete language, adhere to changes in the Collective Bargaining Agreement and/or other applicable laws.

STATUS

A first reading of the proposed revision was conducted by the Commission at its November 10, 2021 meeting. The changes are to align with the CSEA Collective Bargaining Agreement regarding transfer eligibility, add procedures, and reformat and rephrase existing language for better transparency. This update is presented for a second reading.

RECOMMENDATION

It is recommended that the Personnel Commission conduct the second reading of the revision to Personnel Commission Rules and Regulations Chapter 4, Section 4, Item 6.18. This item will come back for adoption at the next meeting.

SECTION 4 CHANGE IN POSITION OR CLASSIFICATION

ITEM 6.18 TRANSFER

A. Definition of Transfer

A transfer is the reassignment of an employee without examination to an available position in the same class in a different department or job site or to a similar or related classification within the same salary range. Any transfer of a permanent employee shall be made only with the ratification of the Personnel Commission.

B. Voluntary Transfer

Transfer requests may be submitted at any time, subject to the availability of positions and the qualifications of applicants. Permanent employees who have requested transfer shall be considered based upon, but not limited to, job performance, qualifications, and the needs of the District.

1. An employee requesting transfer must demonstrate satisfactory job performance as evidenced on the most recent performance evaluation. An employee whose last evaluation requires improvement or is unsatisfactory is not eligible for transfer in the school year of application.
2. Transfers shall be made without change in pay rate, anniversary date, and accumulated leave balances.
3. Final selection for transfer is at the sole discretion of the District. Employees in probationary status are not eligible to be considered for voluntary transfers.

C. Administrative Assignment (Involuntary Transfer)

The District retains the right in accordance with these rules to transfer staff for the good of the service at any time such assignment is in the best interest of the District, provided that such action is not taken for punitive or preferential reasons.

1. An employee who is involuntarily transferred shall be notified of the transfer within five (5) work days of the District's decision, and shall be granted a conference with the District designee and immediate supervisor to discuss the rationale(s) for the administrative reassignment.
2. Administrative assignments shall not be used as a means to circumvent interview procedures.

D. Lateral Transfer

A lateral transfer is the reassignment of an employee from one position to a position in the same class or related class with the same salary range or salary rate.

An employee may request a lateral transfer or be administratively assigned from the current 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 Personnel Commission.

The following factors shall be considered in determining whether classes are sufficiently related for lateral transfer: a) similarity of duties, b) minimum qualifications, c) examination content, d) occupational group, and e) promotional field (above and below). In general, more latitude in transfers is permitted:

1. As the employee's seniority in the classified service increases.
2. When the transfer request is based on reclassification, impending layoff, or for reasons of disability.
3. When the employee meets the minimum requirements for the classification.

E. Probationary Period

A permanent employee who transfers to a position in a classification in which a probationary period has not been served previously, shall be considered probationary in that classification for a period of 130 work days in paid status. At any time during the probationary period, an employee may be returned (transferred) to the former classification without the right of appeal, unless such action results in layoff, demotion or reduction in assigned time. In the latter cases, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.

F. Seniority Credit

Transfers shall have no adverse impact upon the employee's seniority.

1. When transfers are between positions in the same class, the employee shall retain full seniority in that class.
2. When transfers are lateral or administratively assigned to a position in a related class in accordance to these rules, the employee shall not receive seniority credit in the new classification for service in the former classification; however, the employee shall accrue and maintain seniority in the new classification.
3. Seniority in the classified service shall be retained.

- G. Transfer shall not be used as a device to alter the effects of impending layoff, although employees whose positions are to be eliminated may transfer to other classifications (where vacancies exist) as this rule contemplates.

H. Submission for Request for Transfer

An employee may request a transfer to a vacant position by submitting a request for transfer electronically on the approved form to the Personnel Commission at any time. Requests shall be submitted during the initial posting period; however, can be submitted at any time, regardless of current posting and/or opening. Transfer requests submitted prior to a position vacancy shall be considered submitted during the initial posting period.