



PERSONNEL COMMISSION

Wednesday, November 10, 2021 - 5:30 P.M.
37230 37th Street East,
Palmdale, CA 93550

AGENDA OF REGULAR MEETING

You are invited to Join a Zoom Meeting

When: November 10, 2021 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 11/10/2021

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/97842903063>

Or iPhone one-tap:

US: +12133388477,,97842903063#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 213 338 8477

MEETING ID: 978 4290 3063

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – October 13, 2021

ACTION

17-21/22

II. PUBLIC COMMENTS

- A. Comments Concerning Items on the Agenda
- B. Comments from Members of the General Public Regarding Non-Agenda Items

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. We are making available remote, online participation in order to promote the safety and health of our community. We will not have in person public participation during at this time. You may call in to the meeting to provide public comment via Zoom or join the Zoom meeting from a computer, mobile device, or tablet. The Zoom meeting information is above and provided on the district's website for every Personnel Commission meeting agenda, as long as needed during the COVID-19 pandemic.

In compliance with the American with Disabilities Act, if you need special assistance in this meeting, please 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.

As of July 1, 2008, 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 for public review in the Personnel Commission office.

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. Approval of Consent Agenda | <u>ACTION</u> |
| 1. Ratification of Eligibility Lists
(Substitute, Open, Promotional Recruitments) | 18-21/22 |
| 2. Extension of Eligibility Lists | |
| 3. Nullification of Eligibility Lists | |
| 4. Ratification of Transfers | |

- | | |
|--|----------------------|
| IV. NEW BUSINESS | <u>ACTION</u> |
| A. Public Hearing:
Reappointment of Joint Appointee to the Personnel Commission | |
| B. Reappointment of Joint Appointee to the Personnel Commission | 19-21/22 |

- V. AGENDA REPORTS**
- A. 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: December 08, 2021 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of October 13, 2021 Regular (Virtual) Meeting

Zoom Meeting ID: 965 3357 8305

CALL TO ORDER	Commissioner Thompson, Chairperson, called the meeting to order at 5:35 PM, followed by the Pledge of Allegiance led by Dale Speights.
MEMBERS PRESENT	Mrs. Deneese Thompson, Chairperson Mr. Dale Speights, Vice-Chair
MEMBERS ABSENT	Mrs. Kathleen Duren, Commissioner
STAFF PRESENT	Ms. Mary Theus, Director, Personnel Commission
PRELIMINARY BUSINESS	Approval of Meeting Minutes Commissioner Speights motioned to approve the minutes recorded for the September 8, 2021 regular meeting, with Commissioner Thompson providing a second. The motion carried by unanimous vote. <i>Speights-aye; Thompson-aye.</i>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	Helena Perkins, CSEA President of Chapter 296, thanked the Commission staff for being proactive in recruiting and filling positions through various procedures delineated in the CBA and Personnel Commission rules. She also thanked Ms. Theus, Director, for her participation in recent negotiations with the District and explaining the process for the revision of job descriptions.
CONSENT AGENDA	Commissioner Speights motioned to approve the Consent Agenda as presented, with Commissioner Thompson providing a second. The motion carried by unanimous vote. <i>Speights-aye; Thompson-aye.</i>
NEW BUSINESS	Approval of 2020-2021 Personnel Commission Annual Report Commissioner Speights motioned to approve the annual report, with Commissioner Thompson providing a second. <i>Speights-aye; Thompson-aye.</i>
INFORMATION/COMMENTS	Classified Update Ms. Theus distributed the Classified Update and noted the activities performed by the Personnel Commission staff. She mentioned that there are more than forty (40) candidates in process for hire contingent on successful completion of the pre-employment steps. Comments from Director Ms. Theus noted briefly the recent assembly bills signed by Governor Newsom with respect to public board meetings and changes to the classified layoff process. She also shared the District's plan and measures in place to comply with the Public Health Order pertaining to vaccine verification and testing.

Comments from Commissioners

Commissioner Speights announced the intent of the Commission to reappoint Deneese Thompson as the joint-appointee to the Personnel Commission for a new three-year term. He shared his personal views and past professional relationship with Mrs. Thompson when both were classified employees with the District. Ms. Theus followed his comments by stating that a public hearing will occur at the November meeting to offer the public an opportunity to express their views on the recommendation for reappointment. Mr. Speights also shared his visits at school sites and acknowledged the professionalism and hard work of classified employees.

Commissioner Thompson mentioned that she continues to volunteer at a magnet school in the District and echoed the sentiments of Mr. Speights regarding classified employees. She stated that she is amazed at the workload of classified employees and their proficient performance while staying positive and smiling along the way. She is very appreciative of all that they continue to do to support the schools.

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

RECESS TO CLOSED SESSION

There was no recess to a closed session.

The next regular meeting of the Personnel Commission is scheduled November 10, 2021 at 5:30 PM in Room 125 at the Site 18 location.

ADJOURNMENT

On a motion by Commissioner Speights and second by Commissioner Thompson, the meeting adjourned at 5:47 PM.

Respectfully submitted,

Mary Theus
Director, Personnel Commission

APPROVED:

Deneese Thompson, Chairperson

Dale Speights, Vice Chairperson

Kathleen Duren, Commissioner



Palmdale School District

Launching a lifetime of learning

Personnel Commission

37230 37th Street East
Palmdale, CA 93550
661.285.2902
661.285.2137 Fax

www.palmdalesd.org
Kathleen Duren, Commissioner
Deneese Thompson, Commissioner
Dale Speights, Commissioner
Mary Theus, Director

Classified Update for October 13, 2021

Testing Status:

Bilingual/ECE Teacher Assistant	Written Exam 9/10, 10/5/2021; QAI 10/14/2021
Library Aide	Performance/written 10/19/2021
Student Interventionist	Exam date pending
Technology Support Liaison	QAI 10/15/2021

Postings:

Assistant Director M & O	Closes 11/8/2021
AVID Tutor (Casual)	Continuous
Bilingual ECE Teacher Assistant	Continuous
Crossing Guard	Closes 10/21/2021
ECE Teacher Assistant	Continuous
Fiscal Services Administrator (reposted)	Closes 10/15/2021
Math Tutor (Casual)	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Continuous
Parent/Community Liaison	Closes 10/27/2021
Special Education Instructional Assistant	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 10, 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 the establishment of eligibility lists for substitute and CSEA classifications on the attached "Classified Recruitment Summary Reports" 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
November 10, 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 Written	Passed Performance	Number on Referral List	Referred to Human Resources
Substitute Administrative Clerk	08/05/2021	08/20/2021	10/26/2021 10/27/2021 10/28/2021	109	75	15	60	3	3	3	10/28/2021
Substitute Instructional Assistant	05/04/2021	07/08/2021	10/13/2021 10/14/2021	40	35	8	27	7	N/A	7	10/18/2021
Substitute Instructional Assistant	07/08/2021	Continuous	10/13/2021 10/14/2021	51	45	11	34	7	N/A	7	10/18/2021
Substitute Instructional Assistant	07/08/2021	Continuous	10/28/2021	8	6	4	2	3	N/A	3	10/29/2021
Substitute Noon Duty	04/30/2021	05/14/2021	10/12/2021	7	6	2	4	1	N/A	1	10/15/2021
Substitute Paraeducator Moderate-Severe	07/08/2021	Continuous	10/06/2021 10/07/2021	29	22	10	12	7	N/A	7	10/08/2021
Substitute Paraeducator Moderate-Severe	07/08/2021	Continuous	10/28/2021	7	5	3	2	2	N/A	2	10/29/2021
Substitute Special Ed. Instructional Asst.	07/08/2021	Continuous	10/06/2021	20	15	5	10	3	N/A	4**	10/08/2021
Substitute Special Ed. Instructional Asst.	07/08/2021	Continuous	10/27/2021 10/28/2021	6	5	3	2	2	N/A	2	10/29/2021

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

**One applicant had a previous pass, no exam needed - referred to Human Resources

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
Mary Theus, Director

11/5/2021

Date

Palmdale School District
Personnel Commission

November 10, 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 Written	Passed Performance	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Bilingual Administrative Clerk II	5/26/2021	6/16/2021	9/17/2021	10/11/2021	59	22	10	12	4	4	4	4	10/11/2021	10/10/2022	No	3
Bilingual Administrative Secretary	6/18/2021	7/9/2021	9/30/2021	10/11/2021	45	16	13	3	5	6	5	5	10/11/2021	10/10/2022	No	5
Crossing Guard	10/1/2021	10/21/2021	11/1/2021	NA	62	24	11	13	9	NA	NA	9	11/2/2021	11/1/2022	*Yes	7
District Chef	7/26/2021	8/27/2021	10/29/2021	11/2/2021	7	2	2	1	2	NA	1	1	11/2/2021	11/1/2022	*Yes	5
District Chef (Reposted)	9/8/2021	9/28/2021	10/29/2021	11/2/2021	2	1	1	0	1	NA	1	1				
Fiscal Services Administrator (Reposted)	9/17/2021	10/15/2021	10/25/2021	10/29/2021	3	2	2	0	2	NA	2	2	10/29/2021	10/28/2022	*Yes	4
Library Aide	7/26/2021	8/13/2021	10/28/2021	11/1/2021	63	35	17	18	15	17	15	15	11/2/2021	11/1/2022	*Yes	10
Technology Support Liaison	7/30/2021	8/19/2021	9/22/2021 & 10/7/2021	10/15/2021	43	27	22	5	8	9	6	6	10/15/2021	10/14/2022	*Yes	7

*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
Mary Theus, Director

11/5/2021
Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE November 10, 2021 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications still contain(s) a sufficient number of qualified ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Accounting/Data Processing Technician	11/17/2020	11/16/2021	05/15/2022
School Secretary	06/12/2020	12/11/2021	06/11/2022

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be extended for a period of six months.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE November 10, 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
Crossing Guard	08/25/2021	08/24/2022
District Chef	06/24/2021	12/23/2021
Fiscal Services Administrator	09/01/2021	08/31/2022
Library Aide	12/15/2020	12/14/2021
Technology Support Liaison	04/16/2021	04/15/2022

RECOMMENDATION

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

MT:eai
18-21/22

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 10, 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
11/10/2021

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Barberis Russo, Nina	10/12/2021	Special Education Instructional Assistant I, from (PLP) 5.75 hrs/182 days, to (MZ) 6.5 hrs/182 days	Increase by seniority Replacement for Lily Salazar
b.	Chavez, Irma	9/28/2021	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (SW) to (SW)	Voluntary transfer New assignment within same site
c.	Diaz-Martinez, Daisy	10/8/2021	Special Education Instructional Assistant I, from (QV) 5.75 hrs/182 days, to (JH) 6.5 hrs/182 days	Increase by seniority Replacement for Kara Armstrong
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.	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
f.	Garcia, Rachel	9/27/2021	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (DGM) to (DGM)	Reassignment within same site Elimination of position
g.	Gutierrez, Carlos A.	10/6/2021	From Custodian I (PLP) 8.0 hrs/12 mo., to Grounds/Utility Maintenance Worker II (M&O) 8.0 hrs/12 mo.	Promotion Growth position
h.	Holt, Keefe I.	10/18/2021	Custodian II, from (GP) to (YN) 8.0 hrs/12 mo.	Voluntary transfer Replacement for Gregory Bradford
i.	Jodice, Dani	09/28/2021	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (SW) to (SW)	Voluntary transfer New assignment within same site
j.	Johnson, LaKesha A.	10/11/2021	Paraeducator/LVN from (JH) to (MZ) 6.5 hrs/182 days	Voluntary transfer Growth position
k.	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
l.	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
m.	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
n.	Miller, Marisa	10/20/2021	Child Nutrition Assistant II, 5.75 hrs/182 days, from (YN) to (BS)	Voluntar transfer Replacement for Lakisha Rodgers
o.	Moreno-Moya, Veronica	10/18/2021	Parent/Community Liaison, 8.0 hrs/182 days, from (PT) to (GP)	Voluntary transfer Replacement for Ricardo Escobar
p.	Perez, Heidi J.	09/14/2021	From District Receptionist (Central Office) to Administrative Secretary (SESS - Mental Health Svcs) 8.0 hrs/12 mo.	Promotion Growth

Transfers and Reassignments
11/10/2021

q.	Ramos Jr, Felix	09/13/2021	Technology Support Liaison, from (DO) to (TA) 8.0 hrs/11 mo.	New work and pay location
r.	Reeves, Alexis L.	09/13/2021	Paraeducator Moderate to Severe, 6.5 hrs/182 days, from (BV) to (BV)	Reassignment to same site; elimination of position Growth
s.	Rodriguez, James	09/13/2021	Special Education Instructional Assistant I, from (First Steps) 5.75 hrs/182 days, to (DGM) 6.5 hrs/182 days	Increase by seniority Growth
t.	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 sites)
u.	Salas, Karina L.	08/18/2021	Paraeducator Moderate to Severe, 6.5 hrs/182 days, from (DW) to (DW)	Reassignment to same site; elimination of position Growth
v.	Salazar, Lily	09/13/2021	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (MZ) to (PACHS)	Voluntary transfer Growth
w.	Short, Kendrick	09/13/2021	Technology Support Liaison, 8.0 hrs/11 mo. (Tech Serv.) to (BV)	New work and pay location
x.	Soto Sotelo, Dulce	10/11/2021	From Bilingual Early Childhood Education Teacher Assistant (ECE) 5.75 hrs/182 days, to Parent/Community Liaison (MZ) 8.0 hrs/182 days	Promotion Replacement for Catherine Zayas-Garcia
y.	Stillo, Susana	09/15/2021	From Assistant Director, Maintenance & Operations, to Director Maintenance & Operations, 8.0 hrs/12 mo.	Replacement for Michael Tocco
z.	Summers, LaTasha	08/05/2021	Special Education Instructional Assistant I (PT) 5.75 hrs/182 days	Assignment change at same site Growth
aa.	Tackett, Silhouette S.L.	09/09/2021	Special Education Instructional Assistant I, from (BV) 5.75 hrs/182 days, to (CH) 6.5 hrs/182 days	Increase by seniority Replacement for Marchella Wright-Roberts
ab.	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 sites)
ac.	Vasquez, Stephanie	08/30/2021	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (DW) to (YU)	Reassignment due to elimination of position Replacement for Shereyah Farrell
ad.	Victoria, Monica	09/07/2021	From Instructional Assistant I (PLP) 5.75 hrs 182 days, to Campus Security Assistant (DGM) 8.0 hrs/182 days	Promotion Replacement for Stephen Ford
ae.	Vila, Brendan P.	09/13/2021	Technology Support Liaison, from (DO) to (OC) 8.0 hrs/11 mo.	New work and pay location
af.	Williams, Raymond P.	10/01/2021	From Instructional Assistant II, to Instructional Assistant III (JH) 5.75 hrs/182 days	Completion of coursework

Transfers and Reassignments**11/10/2021**

ag.	Wilson, Rachel E.	08/30/2021	Paraeducator Moderate to Severe, from (PDC) 5.75 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Replacement for Janice J. Wilson
ah.	Zelaya, Alicia	09/23/2021	From Instructional Assistant I (MZ) to Bilingual Instructional Assistant (PLP) 5.75 hrs/182 days	Promotion Replacement for Stephanie Avelar

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 10, 2021	_____ REPORT
TO:	Personnel Commission	_____ <u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	REAPPOINTMENT TO THE PERSONNEL COMMISSION	

BACKGROUND

The Palmdale School District Personnel Commission consists of three members. One is nominated by the classified employees, one by the Board of Trustees, and one is selected by the appointed members.

The term of Mrs. Deneese Thompson, the Commissioner selected by the appointed members, expires on November 30, 2021. Intention to reappoint Mrs. Thompson was announced at the October 13, 2021 meeting.

STATUS

In accordance with Education Code section 45245, reappointment of Mrs. Thompson is presented for action for the term of December 1, 2021 through November 30, 2024.

Action regarding the appointment will take place after a public hearing is conducted to receive community input.

RECOMMENDATION

It is recommended that the Personnel Commission approve the reappointment of Mrs. Deneese Thompson to the Personnel Commission for a new three-year term.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 10, 2021	<u> X </u>	REPORT
TO:	Personnel Commission		ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	FIRST 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

The proposed revisions are presented to align with changes in the CSEA Collective Bargaining Agreement regarding transfer eligibility. Additionally, revisions are to add procedures as well as to reformat and rephrase existing language for better transparency. A copy of the document with proposed revisions was presented to the District and CSEA for review.

This item will be brought back for a second reading and/or approval at the next Personnel Commission meeting.

SECTION 4 CHANGE IN POSITION OR CLASSIFICATION

ITEM 6.18 TRANSFER

- ~~A. An employee may request a transfer or be transferred for the good of the service from one position to another in the same classification at the discretion of the department head(s) involved, provided that such action shall not be taken for punitive or preferential reasons and has the ratification of the Personnel Commission.~~
- ~~B. A permanent employee may be transferred to a position in a related classification on the same pay range. Such transfers shall be made only with the ratification of the Commission.~~
- ~~C. Transfers shall be made without change in pay rate, anniversary date, and accumulated illness/vacation balances.~~
- ~~D. The Personnel Commission shall determine whether classifications are sufficiently related to permit transfer between them. It shall consider similarity of duties, minimum qualifications, examination content, occupational group, and 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. 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 working days in paid status. At any time during the probationary period, the employee may be returned (transferred) to the former classification without 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. Transfers shall have the following effects on seniority:
 - ~~1. Within the same classification none.~~
 - ~~2. From one classification to another the employee shall not receive seniority credit in the new classification for service in other classifications; however, such credit as 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. Reasons for any transfer which is not voluntary shall be discussed with the employee by the immediate supervisor or District designee.~~

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.