

RULE III{PRIVATE }
THE CLASSIFICATION PLAN

Section 3.1 DEFINITIONS - CLASSIFIED EMPLOYEES

General Definition (EC 45103)

The Commission shall classify all employees and positions within the jurisdiction of the County Superintendent or of the Commission, except those which are exempt from the classified service. Exempt from the classified service shall be:

The employees and positions shall be known as the classified service. Substitute and short-term employees, employed and paid for less than 75 percent of a school year, shall not be a part of the classified service. Part-time playground positions, apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment, shall not be a part of the classified service. Full-time students employed part time, and part-time students employed part time in any college work-study program, or in a work experience education program conducted by a community college district pursuant to Article 7 (commencing with Section 51760) of Chapter 5 of Part 28, of Division 4, of this title and which is financed by state or federal funds, shall be a part of the classified service.

"Substitute employee," as used in this section, means any person employed to replace any classified employee who is temporarily absent from duty. In addition, if the district is then engaged in a procedure to hire a permanent employee to fill a vacancy through employment, for not more than 60 calendar days, of one or more substitute employees, except to the extent that a collective bargaining agreement then in effect provides for a different period of time.

"Short-term employee," as used in this section,

means any person who is employed to perform a service for the district, upon completion of which, the service required or similar services will not be extended or needed on a continuing basis.

"Seventy-five percent of a school year" means 195 working days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day.

Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

Section 3.2 PREPARATION AND ADOPTION OF THE CLASSIFICATION PLAN

- A. The County Superintendent shall prescribe the duties to be assigned to all positions in the classified service except the Personnel Director employed by the Commission.

- B. The Personnel Commission shall classify each position including assigning a job title and minimum qualifications for entrance into the class, and shall allocate the class to a salary range.

- C. Whenever the Superintendent or the designated representative proposes to create a new position or revise the duties of an existing position, the significant facts shall be reported in writing to the Personnel Director. The Personnel Director shall:
 - 1. Determine if the position is included in the Classified Service after consultation with the appropriate administrative officials, and if so;

 - 2. Classify the position to an appropriate existing class or;

3. Recommend to the Personnel Commission the creation of a new class and its allocation on the salary schedule.

Section 3.3 CLASS SPECIFICATIONS

- A. For each position initially established or subsequently approved by the Commission, the Personnel Director shall establish and maintain a job description which shall include:
 1. The official title which shall be as descriptive as possible of the duties performed.
 2. The general type of duties and responsibilities and the amount of Supervision received and exercised.
 3. Minimum qualifications for service in the class.
Note: Minimum qualifications shall not require a teaching, administrative, or other credential, nor may the required work experience restrict applicants to credential holders. Title shall not be assigned that may restrict competition to holders of credentials.
- B. Each regular classified employee upon initial employment and upon each change in the employee's class thereafter shall within ten working days be furnished by the Personnel Director:
 1. A copy of the job description.
 2. A listing of the salary data which shall include the annual or monthly pay period; the daily, hourly, overtime and differential rate of compensation, as

applicable, the assignment or work location, duty hours and prescribed work week.

- C. One copy of information submitted to the employee under Paragraph B above shall be retained by the employee. A second copy shall normally be signed and returned to the immediate supervisor and a third copy shall be placed into the employee's personnel file.

Section 3.4 CLASSIFICATION OF POSITIONS

- A. As specified in Section 3.2 sub-paragraph C the Personnel Director shall be responsible for classifying position to existing classes or recommending the creation of a new class to the Personnel Commission. In determining this action, all positions substantially similar as to the duties performed and the responsibilities exercised by the incumbents for various positions, and as to their qualifications and requirements, shall be assigned to the same class and salary range.
- B. While an employee is not permitted to refuse to perform duties reasonably assigned by competent authority, the employee shall, when required to work out of classification, be compensated accordingly. The Personnel Director shall have the authority to review an employee's duties and recommend that the Commission reclassify on a temporary or permanent basis, subject to the following conditions.
 - 1. Classified employees who work in excess of five days during a 15-day period out of classification shall be entitled to compensation at the higher classification, provided that the work is normally performed by employees in a higher classification and that the duties

involved are not closely related to the employee's regular duties.

- C. An employee may be appointed to substitute for an absent employee, but only in accordance with the provisions of Section 7.2 of these Rules. In addition to the provisions of that section, the following procedures shall be assured:
1. The employee must meet the minimum qualifications for the classification of the absent employee.
 2. Employees who are on a lay-off list must first be offered the position. If at least one employee is ready and willing to accept the limited-term substitute position, this employee shall be employed in preference to other persons. Exception to this subparagraph may be made upon certification of the Personnel Director that the absence of the eligible employee would work a hardship on the division. Such certification shall be made in writing to the Superintendent with a copy sent to the employee.
 3. Salary placement during the limited term substitute assignment shall be considered as a promotion and determined by Section 4.5, except the employee's anniversary date shall not change.
 4. This subsection shall not apply to limited term positions which are expected to last for less than six calendar months. (EC 45286)

- A. All positions and their assigned classifications shall be periodically reviewed and updated as needed.
- B. The Personnel Director shall establish a procedure whereby the duties and responsibilities of a position will be reviewed to determine their proper classification. Such review may be initiated by any employee, the Administration or the Personnel Director.

Following review of the duties and responsibilities an analysis will be made to determine if the proposed changes warrant a material increase or decrease in the entry-level requirements, then a range reclassification will be considered according to the provision of Rule Section 3.6.

- C. As approved by the Commission, the Personnel Director may recommend reallocation of a class to a new salary range based on internal relationships and without significant change in title, minimum qualifications and duties assigned. The employees shall be entitled to the increased salary, if any, as determined by these rules without examination.
- D. Cases of reassignment of position where there has been a significant change in duties, which creates a corresponding change in minimum qualifications shall be considered reclassification and subject to Section 3.6 of this rule.

Section 3.6 RECLASSIFICATIONS OF POSITIONS (EC 45285)

- A. Reclassification, which shall mean assigning of a higher salary range to a class of positions or assigning a classified employee to a higher position of classification, shall be recommended by the Personnel Director, then

submitted to the Personnel Commission along with all supporting documentation. The Commission has the authority to approve, disapprove or to make an entirely different determination as to any change in classification.

An employee on a range and step basis promoted or reclassified to a position in a class having a higher maximum rate shall receive the minimum salary for that class, or the rate in the new range which is at least 5% above the employee's present rate.

The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by reorganization of the assignment of completely new duties and responsibilities.

Reallocation of a class to a new salary range shall follow the provisions and guidelines set forth in Rule Section 3.5 C.

- B. When positions are reclassified to a class at a higher salary level the following rules apply:
 - 1. When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for two or more years shall be reclassified without re-application and screening. When one or more but not all positions of a class are reclassified to a higher class, any incumbent who has a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without re-application and screening.
 - 2. Any positions reclassified to a higher

class not covered by sub-paragraph 1 above will be open to competitive screening limited to incumbents within the class. Incumbents who are unsuccessful in any screening/selection process may be transferred, demoted, or if not the first two, laid off.

3. Any displacement of a regular employee resulting from a reclassification of position, whether transferred, demoted, or laid off, shall be considered a lay off for lack of work and an appropriate reemployment list shall be established in accordance with these rules. The employee shall have the absolute right for reemployment into his/her previous class for a period of up to 39 calendar months, provided that the class has not changed substantially as determined by job review procedures under these rules.

C. When positions are reclassified to a class at a lower salary range the following rules shall apply:

1. If the incumbent has been performing satisfactorily he/she shall be transferred, if qualified, to any vacant position that is at the employee's present salary level. If no vacancy exists, the employee may elect to remain in the position in which case he/she would be demoted. If neither of the actions is taken, the employee may be demoted to any vacant position if qualified or may be laid off.
2. If the position was reclassified because the incumbent was unable to perform

satisfactorily the duties of the class and lesser duties were assigned that the incumbent could perform satisfactorily, the incumbent shall be demoted to the lower class.

- D. When a position is reclassified to a similar class at the same salary range, the incumbent may elect to remain in the position in which case the salary shall be treated as if it were a transfer; or the employee may be transferred, demoted, or laid off.
- E. When a position is abolished, the incumbent may be transferred, demoted, or laid off, as determined by these rules.
- F. An employee who has been reclassified shall be ineligible for subsequent reclassification with this position for a period of at least two years from the date the position was reclassified.
- G. Changes in classification and salary resulting from permanent reclassification of a position shall be effective no earlier than whichever of the following dates is applicable:

The date of the meeting at which Personnel Commission approves reclassification of the position, provided the employee is eligible to be reclassified without re-application and screening as specified in these rules.

The date the employee becomes fully qualified for the position by successfully demonstrating he/she meets all minimum qualifications and is selected from among the top three candidates from an appropriate eligibility list by the appointing authority.
- H. Any position which is created or changed as a

result of a sudden reorganization or assignment of new duties and responsibilities shall be filled through normal selection processes as provided in these rules.

- I. This rule shall apply only to positions which are occupied at the time of reclassification. If reclassification occurs in a vacant position, the position shall be filled through normal selection processes as determined by these rules.

(Education Code 45256, 45285, 45285.5)

Personnel Commission Approved
March 15, 2005

(Reformatted 11-05-07)