

## CHAPTER 9

### EMPLOYMENT STATUS

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#### 9.1 EMPLOYEE ASSIGNMENTS

9.1.A CERTIFICATION OF ASSIGNMENTS: The Director of Human Resources shall certify that all persons appointed to a position in the classified service are appointed in accordance with these Rules and Regulations.

1. All changes of status for classified employees shall be in accordance with these Rules and Regulations.

9.1.B PAYROLL REVIEW: The Director of Human Resources shall make a periodic review of the classified payroll roster; the roster shall include names, titles, periods for which payments are to be made, and rates of pay. If, upon review of a payroll report, it is found that any person named thereon has been employed in violation of any provision of the Merit System Act or these Rules and Regulations, notice of such violation shall be reported to the District and the Personnel Commission. Whenever the Commission, after a public hearing, finds that any appointment has been made in violation of Rules and Regulations of the Commission as they apply to examination procedures, the Commission may order that no salary warrant thereafter be drawn for the employee so appointed for services rendered after said order. Any violation of this article or the Rules and Regulations of the Commission as they apply to examination procedures shall constitute grounds for dismissal of the employee or employees guilty of such violations.

REFERENCE: Education Code Sections 88168, 88080, 88081, 88129 and 88130

#### 9.2 EMPLOYEE ASSIGNMENT

9.2.A ASSIGNMENT DATA: Upon initial employment and upon each change in classification thereafter, each classified employee shall be furnished:

1. The employee's class specification.
2. Notice of salary data, including pay period and the hourly, daily, monthly, annual, and overtime and differential rate of pay, whichever are applicable.
3. Work location, duty hours, prescribed work week, and work year.
4. The terms and conditions of the probationary period, including performance evaluation procedures.

REFERENCE: Education Code Sections 88080, 88081 and 88168

9.2.B CHANGE OF ASSIGNMENT: The District shall have the right to assign and reassign daily hours of work and shifts to meet the operational needs of the District. When such a change is made, for more than five (5) working days, the employee's supervisor shall notify the employee and the Director of Human Resources in writing, stating the effective date of the change. Transfers shall be made for work related reasons and not for punitive measures.

REFERENCE: Education Code Sections 88080, 88081 and 88168

9.3 PROBATIONARY STATUS

9.3.A INITIAL PROBATIONARY PERIOD: Each new employee appointed from an eligibility list shall serve an initial probationary period of six (6) months or one hundred and thirty (130) days of paid regular service, whichever is longer, in one classification in the classified service excluding days absent for illness or injury; these new employees shall be evaluated prior to the end of the third and fifth month of service. For positions designated by the Personnel Commission as executive, administrative, managers/supervisory, confidential or police series, the probationary period shall be up to one (1) year or two hundred and sixty (260) days of paid regular service, whichever is less, in one classification in the classified service excluding days absent for illness or injury; these new employees shall be evaluated prior to the end of the third, eighth and eleventh months of service.

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

*(Amended 9.3.A – 11/19/01)*

REFERENCE: Education Code Section 88120

9.3.B COMPLETION OF INITIAL PROBATION: Each probationary classified employee shall be evaluated during the probationary period as required by the Personnel Commission.

1. A probationary classified employee who is to be dismissed shall be given written notice of termination from probationary status prior to the date on which the probationary period ends.
2. A probationary employee may be suspended and dismissed at any time.
3. A probationary employee may resign while in good standing during his/her probationary term and may be returned to his/her original place on the eligibility list at the discretion of the Commission.

