

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7416

PAGE: 1 OF 4

CATEGORY: **Personnel, Classified Staffing**

EFFECTIVE: **4-27-64**

SUBJECT: **Summer School Classified Staffing**

REVISED: **11-22-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing classified staffing for summer school.
2. **Related Procedures:**
 Casual or temporary help (when budgeted) 7455
 Summer school salary schedule and pay dates..... 2605

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: C-3800, I-5000, I-6600.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative/Operational Support.
2. **An application is not an offer** of employment for, nor placement in, summer school. Written offers of summer school employment are made, based upon district needs, from among those who file an application.
3. **Regular Summer School Staffing Allocation.** Specific allocations are determined by the *Institute for Learning* in accordance with enrollment figures and budget limitations each year. Elementary summer school secretaries are classified as School General Secretary I; secondary summer school staffing consists of two (2) SIS Technician II's; and added clerical positions, when authorized, are classified as School Clerical Assistant or Clerk Typist I.
4. **Clerical Staff.** *Selection and placement of clerical staff* is the responsibility of the Human Resource Services Division, working in cooperation with summer school principals. Preference shall be given to regular probationary and permanent status Merit System employees.

- a. Placement is made on basis of qualifications for employment in each classification of service required. Human Resource Services Division will normally give first opportunity to qualified applicants who are regularly assigned to the site hosting the summer school.
 - b. Classified personnel are selected to serve where needed and as necessary to support the summer school program.
 - c. Clerical employees may not work in paraeducator assignments and paraeducators may not work in clerical assignments.
5. **Paraeducator Staff**
- a. **Selection and placement** of paraeducator staff is the responsibility of the Human Resource Services Division, working in cooperation with summer school principals and in compliance with Article 19 of the paraeducator contract. Eligibility for selection to regular summer school positions shall be based on the following priority-ranked criteria:
 - (1) Classification seniority.
 - (2) Applicants most recent evaluation rating of "satisfactory."
 - (3) Applicant currently assigned to the specific program, subject area, and/or grade level as verified by the Human Resource Services Division.
 - (4) Applicants must make themselves available for the entire summer school session unless mutually agreed otherwise.
 - b. **All applicants** will be screened according to eligibility requirements set forth in this procedure and Article 19 of the paraeducator contract. Those employees deemed eligible by the Human Resource Services Division will be ranked by classification seniority.
 - c. **Eligibility lists** shall be formed and positions filled in the following sequence:
 - (1) Unit members with *permanent* status in classifications appropriate to summer school assignment;
 - (2) Unit members with probationary status in classifications appropriate to summer school assignment;

- (3) Unit members with permanent status in related classifications within the bargaining unit;
 - (4) Unit members with probationary status in related classifications within the bargaining unit; and
 - (5) Other qualified applicants. (Ability to perform the work of the assignment.)
6. No extra or casual employee can be hired, nor can regular employees work overtime or extra time, without permission *in advance* from appropriate summer school office.

D. IMPLEMENTATION

1. **Summer school principal** sends time cards for employee performing pre-summer school work to the Extended Learning Opportunities Office; requests permission for casual help, overtime, extra time, or extra employees from the Extended Learning Opportunities Administrator *before* allowing employees to work.
2. **Human Resource Services Division**
 - a. **Selects** summer school classified employees, working in cooperation with summer school principals, giving preference to regular probationary and permanent status Merit System employees.
 - b. **Obtains** personnel action forms for the Board of Education approval.
3. **Time recording secretary** reports time worked by summer school employees in accordance with instructions in Personnel/Payroll Handbook.
4. **Payroll Unit**, Fiscal Control Department, Finance Division, Administrative/Operational Support, determines salary placement of summer school employees and inputs assignment information to the Management Information Systems Department, Business Services Division, Administrative/Operational Support.

E. FORMS AND AUXILIARY REFERENCES

1. Assignment Authorization, Certificated and Classified, Stock Item 22-A-7225
2. Personnel/Payroll Handbook

SUBJECT: **Summer School Classified Staffing**

NO: **7416**

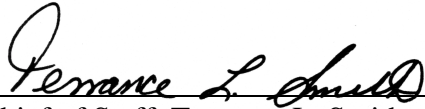
PAGE: **4 OF 4**

EFFECTIVE: **4-27-64**

REVISED: **11-22-99**

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education