



# Conejo Valley Unified School District

## PERSONNEL SERVICES DIVISION

### CLASSIFIED PERSONNEL

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## **SUMMER EMPLOYMENT RULES & PROCEDURES**

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### **I. DEFINITION**

- A. When the Board of Education establishes temporary classified positions during the period before/after the regular academic school year (e.g. summer school, child care summer camp) or during other break periods (e.g. winter recess) during the school year, those positions shall be offered to regular employees of the District, who desire such employment. Only in the event of insufficient applications from current District employees will persons not employed by the district be offered to compete for the positions. In such instances, qualifications for examination, in accordance with standard classified personnel selection procedures shall be applicable.
- B. A "Summer Assignment" constitutes employment of a classified employee in the same job classification as their regular year assignment/work location or at a different work location than their regular school year assignment, or employed to work in a related or lower-level job classification that is outside the scope of their regular assignment job classification.

### **II. APPLICATION FOR SUMMER ASSIGNMENTS**

- A. Classified Personnel staff will disseminate information regarding summer school employment opportunities to school sites/departments by means of memorandum, bulletin posting, district-wide email notification, and make the information and application process available via online on the Classified Personnel webpage of the District website.
  - i. Summer assignments in the job class of Child Care Leader will be generally announced no later than the month of February, with the intent to complete appointments on or before March 1<sup>st</sup> of every year.
  - ii. Summer assignments in the job class of Child Care Assistants will be generally announced in the month of March. The announcement will reference camp locations (school sites) and the Child Care Leaders who will be appointed to the respective camp locations.
  - iii. Summer assignments for the academic summer school session will be generally announced in the month of April.
- B. Classified employees interested in summer assignment employment must submit a '*Classified Summer Employment Application*' to the Classified Personnel department pursuant to the requirements and deadlines established. Application deadlines may vary depending on the job class of the summer assignment and shall be reflected on the summer assignment announcement bulletin. Applications shall be time and date stamped at the time of receipt.

### **III. ELIGIBILITY FOR SUMMER ASSIGNMENTS**

- A. Summer assignments shall be made from a list of eligible employees per rules and procedures set forth by the Personnel Commission and in agreement with CSEA Contract of Agreement and/or related Memorandum of Understanding.

- B. To qualify for a summer assignment, an employee must meet the following criteria:
- a) Be regularly employed on less than a 12- month basis;
  - b) Have completed the probationary period in the employed job classification; probationary employee may submit a request to work, but will be deemed eligible only after the seniority list of eligible permanent employees within the assignment job class has been exhausted and there are still unfilled summer assignments;
  - c) Must have the most recent fully resolved performance evaluation of “meets standards” or higher;
  - d) Must not have any pending disciplinary action or having been disciplined (e.g. suspension) within 6 (six) months of the summer employment application deadline.
  - e) Must be able and willing to work during the **entire** summer assignment, excluding authorized release time for the purpose of conducting and/or participating in collective bargaining (CSEA) or other CSEA related matters/events (e.g. CSEA Conference).
  - f) Meet the qualifications established for the class to which the appointment is to be made.
  - g) Complete all relevant information accurately on the Summer Employment Application, as consideration for summer assignments may in part be based on the qualification attributes listed on the form.
- C. Employees accepting summer school assignments are expected to be present for each day of summer assignment term. Those who have vacation plans that would require an absence of more than three (3) days in the course of the summer assignment shall not be selected for summer assignments ahead of employees who are able and willing to work the entire duration of the assignment.

### III. APPOINTMENT TO SUMMER ASSIGNMENTS

- A. Appointment to summer assignment positions shall be on the basis of job class seniority among eligible employees relative to a yearly rotational schedule.
- a) In the first year that a rotational seniority system is implemented for a job classification, the eligibility for appointment shall begin at the top of the classification seniority list and continue down the list until all available summer assignments are filled.
  - b) In subsequent years, the eligibility for summer assignments will commence with the most senior permanent employee in the job class who did not hold a summer assignment in the prior year and who has submitted a request to work and been deemed eligible for summer employment in the current year.
  - c) Requests for summer assignments submitted passed the deadline as designated by Classified Personnel for the respective year, will be placed at the bottom of the rotational seniority ordered list.
- B. In case of equal seniority, the following factors may be used for breaking ties, performance evaluations, attendance record during regular work year, and length of service with the district.

- C. In the event that an available summer assignment requires specific skills, specialized training and/or experience, then only those with such attributes will be considered within a pool of employees who qualified for summer employment; employees with all necessary qualifications will be offered assignments based on seniority and rotational list order.
- D. Summer Employment Application shall provide an employee an opportunity to rank order their preference for assignment location and consideration will be given to the employee's order of preference when appointments are made.

In the case of employees in the job class of Child Care Leader who are eligible for appointment based on the rotational seniority order will be able to select the preferred work location (i.e. camp location) in accord with their seniority standing amongst eligible employees.

- a) The above provision does not supersede management rights as specified in Article 7 of the CSEA Contract of Agreement. As such, the District shall retain its right to modify selected location placement when compelling reasons exist for such action.
  - b) The employee may request that the administrator of District designee inform him/her of specific reasons that form the basis for the assignment placement contrary to the employee's selected location.
  - c) CSEA Executive Board may request copies of summer employment applications.
- E. Should a summer school assignment be offered and then withdrawn based on insufficient program enrollment, such that the staffing need is eliminated or decreased, the employee will be reinstated back on the seniority list for consideration for other available summer assignments. In other words, last employee hired regardless of assignment location will be reinstated back to the eligibility list.
  - F. If there are fewer permanent employees requesting to work then available summer assignments then probationary employees within the respective job class will be appointed subject to same provisions for employment order and eligibility as permanent employees.
  - G. If the list of eligible permanent and probationary employees requesting work has been exhausted and there are remaining unfilled summer assignments, then the appointment shall be made on the basis of seniority of current District employees who are qualified to perform the duties of the position, as determined by the Director, Classified Personnel.

#### **IV. PROCEDURES & EMPLOYEE REQUIREMENTS DURING SUMMER ASSIGNMENT**

- A. Summer assignments will be placed on a payroll calendar, such that payment will be rendered at the end of the month in which service is rendered.
- B. Each employee shall be credited with one (1) day of sick leave for utilization by the employee in the event of personal illness or injury during summer school, assuming the employee renders service for at least twenty (20) workdays.
- C. An employee absence(s) in the course of a summer assignment shall be subject to paid leaves in accordance with CSEA Contract of Agreement Article 13.
- D. Vacation requests not exceeding a total of three (3) days during the course of the summer assignment must be submitted prior to the start of the summer assignment and receive approval by the hiring school or department administrator.