



SPECIAL PERSONNEL COMMISSION MEETING
January 11, 2023

The Personnel Commission holds their meetings on the third Wednesday of each month at 4:30 p.m. unless otherwise noticed.

The Personnel Commission may consider and act on an agenda item in a different order or an item may be considered earlier or later than the estimated time. Additionally, discussion of the agenda items may be postponed to a future meeting.

PUBLIC ACCESS/COMMENTS

In accordance with Governor Newsom's Executive Order N-29-20 regarding COVID-19, members of the public will continue to have the right to observe the public meeting via <https://us02web.zoom.us/j/83122276033> and submit public comment in writing at Classifiedhr@venturausd.org or live (real-time) public comment via the Zoom Platform. Both written and live public comment requests are available for Closed Session agenda items and regular session agenda items.

Written public Comment requests will be accepted for a 24-hour period ending one hour prior to the start of the Opening Procedure of the meeting, (no later than 3:00pm on Wednesday, January 11, 2023). All written public comment received via the designated email address, referenced above, will be provided to the Personnel Commission prior to the start of the meeting for review. The written public comment will not be read or summarized, but will be made part of the minutes of the Personnel Commission meeting. ANY WRITTEN PUBLIC COMMENT RECEIVED BEFORE OR AFTER THE 24 HOUR PERIOD WILL NOT BE PROCESSED. If giving a live public comment, the public must use the "raise hand" function of the Zoom webinar at the time of the item they wish to comment on, including general public comment agenda item or other agendized items. Those attending via phone call, which does not allow the raise hand function, will be unmuted at the beginning of the Public Comment agendized item and asked if they have a public comment to share now or for a subsequent individual agendized item. Public comments are limited to three minutes.

In the event of a service disruption that prevents broadcasting the audio portion of the meeting, or in the event of a disruption within the local agency's control that prevents public comment for members of the public using the call-in option or internet-based option, the Personnel Commission will stop the meeting and take no further action on agenda items until public access is restored.

POSTING INFORMATION

The agenda for the special Personnel Commission meetings will be posted 24 hours in advance. The Personnel Commission Agenda is posted at the following location:

- Ventura Unified School District, Education Service Center (Always)
255 W. Stanley Avenue, Suite 100, Ventura, CA (Guard shack)

This serves as the main posting location pursuant to the Brown Act, Government Code §54954.2(a)

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.

PERSONNEL COMMISSION

SPECIAL MEETING AGENDA – JANUARY 11, 2023

Public Access

Public Streaming of the Personnel Commission Meeting at

<https://us02web.zoom.us/j/83122276033>

A. CALL TO ORDER - 4:00 PM

B. ADOPTION OF AGENDA

C. Adoption of Resolution #23-01, Personnel Commission's Authority to Hold Virtual Meetings Pursuant to AB 361

D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time, the Chair of the Commission may acknowledge visitors' requests to speak only on topics as listed on the Personnel Commission special meeting agenda. Persons wishing to address the Personnel Commission should complete a "speaker form" and turn it into the recording secretary. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Members of the public are encouraged to submit comments in writing.

E. ACTION AGENDA ITEMS

1. Final Reading and Approval of Revisions to Personnel Commission Rules and Regulations, Section 150.16 - Leaves of Absence Without Pay
2. Review/Reading of Revisions to Personnel Commission Rules and Regulations, Chapter 140 – Vacations (Request to approve in accordance with PCRR Section 20.2.7, #6)
3. Review/Reading of Revisions to Personnel Commission Rules and Regulations, Chapter 150 – Leaves of Absence (Request to approve in accordance with PCRR Section 20.2.7, #6)
4. Review/Reading of Revisions to Personnel Commission Rules and Regulations, Chapter 160 – Holidays (Request to approve in accordance with PCRR Section 20.2.7, #6)
5. Review/Reading of Revisions to Personnel Commission Rules and Regulations, Chapter 170 – Compensation and Pay Practices, 170.2.1 – Initial Salary Placement (Request to approve in accordance with PCRR Section 20.2.7, #6)
6. Review/Reading of Revision to Personnel Commission Rules and Regulations, Chapter 220 – Professional Growth (Request to approve in accordance with PCRR Section 20.2.7, #6)

F. COMMISSION COMMENTS — No official action will be taken.

G. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

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Ventura Unified School District
Resolution # 23-01

Personnel Commission's Authority to Hold Virtual Meetings
Pursuant to AB 361

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19) that remains in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the public, staff, students, and members of the Board to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

WHEREAS, the Ventura County Office of Public Health Officer recommends that legislative bodies of Ventura County practice social distancing measures to slow the spread of COVID-19 by continuing to meet remotely.

THEREFORE, BE IT RESOLVED that the Personnel Commission of Ventura Unified School District finds that the Governor's March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the Personnel Commission of Ventura Unified School District finds that the Ventura County Public Health Officer continues to impose or recommend that legislative bodies of Ventura County practice social distancing measures to slow the spread of COVID-19 by continuing to meet remotely.

BE IT FURTHER RESOLVED, the Personnel Commission of Ventura Unified School District finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of members of the public attending the meeting and/or the state of emergency continues to directly impact the ability of the public, staff, students, and/or members of the Personnel Commission to meet safely in person due to the prevalence of the Delta and Omicron variants, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for non-compliance with mask wearing requirement, and the desire to protect the health of immuno-compromised members of the public, staff, students, and Commissioners.

PASSED AND ADOPTED by the following vote of the Personnel Commission of Ventura Unified School District, County of Ventura, State of California on January 11, 2023

AYES: _____


NOES: _____

ABSENT: _____

Chair, Personnel Commission



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: January 11, 2023

Subject: Revisions to Personnel Commission Rules and Regulations
Section 150.16 (Leaves of Absence Without Pay)
(Final Reading and Approval)

A recommendation was presented to the Personnel Commission on December 14, 2022 to revise the Personnel Commission Rules & Regulations for leaves of absence without pay for classified employees. Currently, the rules only enable the District to grant an unpaid leave of absence to a permanent employee, however, there is a desire to expand the rule to allow the granting of an unpaid leave of absence to a probationary employee in an emergency circumstance for a limited duration of time. With the difficulty the District is experiencing with staffing positions, and some emergency circumstances that have come up over the past couple of years with probationary employees, this flexibility would allow an option to the District to grant a limited leave of absence to a probationary employee, which would not only help maintain staffing levels, but would also benefit the employee in unforeseeable emergency circumstances. This recommendation has been discussed with District Administration as well as the Ventura Education Support Professionals Association (VESPA).

Therefore, PCRR Section 150.16 is being presented to the Personnel Commission for a final reading and a recommendation to approve the proposed revisions.

Attachment: proposed revisions to PCRR 150.16

150.16 LEAVES OF ABSENCE WITHOUT PAY

150.16.1 **WHEN GRANTED:** Leaves of absence without pay may be granted to a permanent classified employee upon written request of the employee, and the approval of the District, subject to the restrictions and conditions outlined in this rule.

150.16.1.1 In an emergency circumstance, a probationary employee may be granted an unpaid leave of absence not to exceed four (4) weeks upon the approval of the supervisor and the Director of Classified Human Resources. A written request must be submitted by the probationary employee outlining the emergency and the need for such leave. If a leave is granted, the probationary period will be extended for the same duration as the granted leave time.

150.16.2 **LENGTH OF LEAVE:** Leave of absence without pay may be granted for any period not exceeding one (1) year, except that leave of absence for military service shall be granted as provided by the Education Code and the Military and Veterans code and leave of absence for service in the Peace Corps, of the Red Cross, or the Merchant Marines during time of national emergency, may be granted for a period not to exceed twenty-four (24) months.

150.16.3 **REASONS:** A leave of absence may be granted an employee provided the employee meets all other requirements set forth in this rule:

150.16.3.1 An employee who desires to attend an educational institution or to enter training to improve the quality of his/her service.

150.16.3.2 For reasons already enumerated in Chapter 150 of these rules.

150.16.3.3 For reasons deemed satisfactory to the District and the Commission.

150.16.4 **RIGHT TO RETURN:** The granting of a leave of absence without pay gives the employee the right to return to his/her position, if the leave is for a period of one semester or less, in the case of a less than twelve (12) month employee, or six (6) months in the case of a twelve (12) month employee. In cases of an unpaid leave of absence of a greater length of time the District will return the employee to a position in his/her same classification and with the same number of hours and days per year at the expiration of his/her leave of absence, provided that he/she is physically and legally capable of performing the duties. The District will maintain an open position at the same number of hours and days per year for placement of the employee upon return from an unpaid leave of absence.

- 150.16.5** **CANCELLATION OF UNPAID LEAVE OF ABSENCE:** The Governing Board may, for good cause, cancel any leave of absence by giving the absent employee due notification in person or by Certified Mail. The employee may appeal the cancellation to the Personnel Commission which shall investigate and hear the appeal. The appeal by the employee will stay the cancellation directive of the Governing Board until action by the Personnel Commission which shall be final and binding.
- 150.16.6** **FILLING VACANCY:** When a leave of absence without pay is granted it shall be understood that the vacancy thus caused may be filled for the duration of the leave only, and that the position is being held open for the employee who is on leave, pursuant to the limitations outlined in Rule #150.16.4.
- 150.16.7** **REPORT OF REINSTATEMENT:** Report of the employee's return to work at or before the expiration of a leave of absence without pay, shall be made directly to the Director of Classified Human Resources, prior to the employee returning. At the same time, notice to the employee who has been filling the position temporarily shall be made by the Director of Classified Human Resources.
- 150.16.8** **FAILURE TO RETURN:** Failure to report for duty after the deadline for returning from a leave, shall be considered abandonment of position and subject the employee to disciplinary action up to and including termination from employment. The employee may present evidence to the Director of Classified Human Resources to show why the failure to return was excusable, and if found acceptable to the Director of Classified Human Resources, the employee shall be reinstated with no further action. Termination under this section shall be subject to the same due process rights as any other dismissal for cause.
- 150.16.9** **COUNTING TIME FOR SENIORITY OR SALARY ADJUSTMENT:** Time spent on leave of absence without pay of over five (5) working days shall not count towards seniority except in the areas of military leave, illness leave, maternity leave (child-rearing leave), and industrial accident/illness leave. Time spent on leave of absence without pay shall not count towards merit salary adjustments (step increases). Before an employee receives a salary adjustment the employee must serve the required service time.
- 150.16.10** **UNPAID LEAVES OF FIVE (5) DAYS OR LESS:** A voluntary informal unpaid leave of absence may be granted by the immediate supervisor for a period of five (5) working days or less without approval of the Director of Classified Human Resources. However, this unpaid leave must be reported on the employee's time sheet.
- 150.16.11**

REFERENCE:

1. Education Code Sections 45122, 45136, 45137, 45190, 45191, 45193, 45195, 45196.5, 45198, 45199, 45260, and 4526



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: January 11, 2023

Subject: Revisions to Personnel Commission Rules and Regulations

First Reading and

Request to approve in accordance with PCRR Section 20.2.7, #6

- Chapter 140 – Vacations
- Chapter 150 – Leaves of Absence
- Chapter 160 – Holidays
- Chapter 170 – Compensation and Pay Practices, 170.2.1 – Initial Salary Placement
- Chapter 220 – Professional Growth

The Ventura Education Support Professionals Association recently ratified changes to the classified bargaining unit agreement, and the Board of Education accepted and approved the changes on January 3, 2023. As a result, it is recommended that the changes that also apply to Personnel Commission Rules & Regulations be incorporated into the PCRR's, and the PCRR's be revised accordingly. This consistency helps reduce confusion between the two sets of rules, and ensures all classified employees (bargaining unit members, confidential and management) are guided by the same rules.

Because these changes have already been approved by VESPA and the Board of Education, it is recommended that upon review by the Personnel Commission that they proceed in approving the proposed changes in accordance with PCRR Section 20.2.7, #6 which allows for approval upon a first reading.

Attachment: proposed revisions to PCRR's: Chapter 140, Chapter 150, Chapter 160, Chapter 170 and Chapter 220

CHAPTER 140

VACATIONS

140.1 VACATIONS

140.1.1 RATIO FOR EARNING VACATION/REGULAR EMPLOYEES: Regular classified employees, or a regular employee temporarily assigned to a provisional or limited term assignment, shall earn vacation on a fiscal year basis at the rate of:

<u>Year of Employment</u>	<u>Full Time</u>
1st year through 4th year	12 days/year
5th year through 9th year	15 days/year
10th year through 14th year	17 days/year
15th year and up	20 days/year

Employees who work less than full time accrue vacation according to the same schedule, but prorated on the actual hours worked.

140.1.2 RATIO FOR EARNING VACATION/MANAGEMENT EMPLOYEES: Regular classified supervisory/management employees as designated by the Personnel Commission shall earn vacation on a fiscal year basis at the rate of twenty-two (22) days per year.

140.1.3 VACATION RATE OF PAY: All vacation shall be paid at the employee's regular rate of pay in his/her regular classification at the time the vacation is used, including any longevity, differential, or stipend payments.

140.1.4 VACATION CREDIT FOR PARTIAL MONTH: Full vacation leave for a given month is credited if an employee is in paid status for ten (10) or more of the working days in the month.

140.1.5 VACATION EARNED DURING PAID STATUS: Vacation is earned at all times that an employee is in a paid status including working time, paid holidays, all paid leaves of absence, and when serving in a limited-term or provisional capacity.

140.1.6 PROBATIONARY EMPLOYEES VACATION RIGHTS:

140.1.6.1 Probationary non-management employees shall not have a right to use earned vacation until the completion of the 130-day probationary period and/or achievement of permanent status with the District, whichever occurs first.

140.1.6.2 A probationary management employee shall not be eligible to take vacation until completion of 130 days of paid service, or achievement of permanent status with the District. Unless a probationary management employee has permanent status with the District, the employee may only use vacation time that has been earned.

140.1.6.3 Earned vacation shall not become a vested right until completion of the initial six (6) months of employment.

140.1.7 **VACATION SCHEDULING FOR LESS THAN TWELVE MONTH EMPLOYEES:** Regular employees who work less than twelve (12) months may take their earned vacation during the Winter and/or Spring recesses. In the event an employee is entitled to more days vacation than are available during the Winter and Spring recesses, pay will be granted for the necessary additional days to which the individual is entitled. Should an employee be entitled to less days than are available at Winter and/or Spring recesses, the difference due the District will be made by personal deduction on the individual's paycheck.

Employees whose salary is equalized shall have accrued vacation credit paid in a lump sum at the close of the fiscal year and this will constitute their final paycheck for the fiscal year.

140.1.8 **VACATION SCHEDULING FOR TWELVE MONTH EMPLOYEES:** An employee assigned twelve (12) months per year shall take vacation at a time convenient to both the employee and supervisor.

140.1.8.1 In determining the vacation schedule for individual departments, the supervisor shall give employees the choice of times available on the basis of seniority.

140.1.9 **CREDITING OF VACATION TO EMPLOYEE'S ACCOUNT:** At the beginning of each fiscal year (July 1) each permanent management employee shall be granted, in advance, the number of vacation days expected to be earned that fiscal year as stipulated in Section 140.1.2 of these rules.

Permanent non-management employees shall have vacation time credited on a monthly basis on the last day of the month in which the time was earned as stipulated in Section 140.1.1.

140.1.10 **UNEARNED VACATION UPON TERMINATION:** When a classified employee terminates and has been granted vacation which was not yet earned at the time of termination of the employee's services, the District shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.

140.1.11 **EARNED VACATION UPON TERMINATION:** When a classified employee terminates, the employee shall be entitled to lump sum compensation for all earned and unused vacation, at their regular rate of

pay, except that employees who have not achieved permanent status with the District shall not be entitled to such compensation.

- 140.1.12** **VACATION CARRY-OVER:** A twelve (12) month employee may carry over accumulated vacation which results in current credit equal to the employee's current year's vacation entitlement plus ~~five (5)~~ **seven (7)** days. Accumulations over this amount will not be allowed and any excess vacation will be paid for in cash. Upon approval of the Director of Classified Human Resources, with ratification by the Personnel Commission, carry over of vacation time may exceed this amount if there are compelling reasons for doing so.
- 140.1.13** **VACATION POSTPONEMENT:** Vacation may, with the approval of the District, be taken any time during the school year. If the employee is not permitted to take his/her annual vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash.
- 140.1.14** **VACATION HOLIDAYS:** If a District-approved holiday falls within a scheduled vacation, the employee shall not be charged a vacation day for the holiday.
- 140.1.15** **INTERRUPTION OF VACATION:** Permanent classified employees may interrupt or terminate vacation leave to begin another type of paid leave without a return to active service, provided the employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination to the Director of Classified Human Resources.

REFERENCE:

Education Code Sections 45190, 45197, 45260, and 45261

Revised: 08/09/2017
 01/11/2023

CHAPTER 150

LEAVES OF ABSENCE

150.1 GENERAL PROVISIONS

ADD NEW SECTION

150.17 CATASTROPHIC SICK LEAVE

- 150.17.1** **INTENT:** The intent of the Catastrophic Sick Leave Bank is to provide additional paid leave coverage to permanent classified employees who have suffered a catastrophic illness or injury
- 150.17.2** **ELIGIBILITY:** All permanent classified employees who are on active duty with the district are eligible to contribute to and draw on the Catastrophic Sick Leave Bank if all criteria are met as outlined in the Catastrophic Sick Leave Program. New employees must complete and properly file a participation form within thirty (30) calendar days of achieving permanent status in order to be eligible for participation for the remainder of the eligibility year. If an employee does not enroll within this timeframe, they will have an opportunity to enroll once per year, and must sign up by September 30 of the year they are going to enroll in the bank.
- 150.17.3** **PARTICIPATION:** Participation is voluntary, but requires contribution to the Bank. Only contributors will be permitted to draw from the Bank. Employees may elect to join or cancel participation in the Bank once each year.
- 150.17.4** **CATASTROPHIC SICK LEAVE BANK CREATION, ADMINISTRATION, ELIGIBILITY, CONTRIBUTIONS AND WITHDRAWAL:** The Catastrophic Sick Leave Bank is available to all classified employees (bargaining unit members, confidential and management.) Classified employees should refer to the Contract of Agreement between the Ventura Unified School District and the Ventura Education Support Professionals Association, Article 27 for the details outlining the creation, administration, eligibility, contributions and withdrawal of the Catastrophic Sick Leave Bank.

CHAPTER 160

HOLIDAYS

160.1 HOLIDAYS

160.1.1 HOLIDAYS FOR CLASSIFIED EMPLOYEES: All regular classified employees shall be entitled to the following paid holidays which occur during their assigned work year, subject to eligibility provisions of this rule:

- 160.1.1.1 Independence Day (July 4)
- 160.1.1.2 Labor Day
- 160.1.1.3 Veteran's Day
- 160.1.1.4 Thanksgiving Day
- 160.1.1.5 Day After Thanksgiving Day
- 160.1.1.6 Christmas Eve (December 24)
- 160.1.1.7 Christmas Day (December 25)
- 160.1.1.8 December 26 (Board Holiday)
- 160.1.1.9 New Year's Eve (December 31)
- 160.1.1.10 New Year's Day (January 1)
- 160.1.1.11 Martin Luther King Day
- 160.1.1.12 Lincoln's Day
- 160.1.1.13 Washington's Day
- 160.1.1.14 Spring **Board Holiday** ~~Vacation Day~~
- 160.1.1.15 Memorial Day
- 160.1.1.16 **Juneteenth**

REFERENCE: 1. ~~Education Code Sections 45203, 45260, and 45261~~

160.1.2 **PAYMENT FOR HOLIDAYS DURING NONWORK PERIODS:**
Employees who are not normally assigned to duty during the holidays of Christmas Eve, Christmas, New Year's Eve, New Year's Day, and Spring Vacation Day shall be paid for those holidays providing they were in paid status during the workday of their normal assignment immediately preceding or succeeding the holiday period.

160.1.3 **GOVERNOR/PRESIDENT DECLARED HOLIDAYS:** In addition to the holidays listed in Rule #160.1.1, all regular classified employees shall be entitled to a paid holiday for every day officially declared by the President of the United States or the Governor of the State of California as a public fast, thanksgiving or holiday, pursuant to Education Code Section 37220, or any day declared a holiday by the Board of Education.

REFERENCE: ~~1. Education Code Sections 1318, 37220, 45203, 45260, and~~
~~45261~~

160.1.4 **OTHER PAID HOLIDAYS:** All regular classified employees shall be entitled to a paid holiday for any day declared a holiday by the Board of Education of this District pursuant to Education Code Sections 1318 or 37222 for classified or certificated employees.

REFERENCE: ~~1. Education Code Sections 1318, 37222, 45203, 45260, and~~
~~45261~~

160.1.5 **RATE OF PAY FOR HOLIDAYS:** Any day defined as a holiday by these rules shall be paid at the normal rate of pay the employee would have received had the employee worked that day.

REFERENCE: ~~1. Education Code Sections 45260 and 45261~~

160.1.6 **OVERTIME PAY FOR WORKING HOLIDAYS:** Regular classified employees who work on a holiday shall be paid their regular pay for the holiday, pursuant to Rule #160.1.5, plus their regular overtime rate (time and one-half) for all hours worked on the holiday.

REFERENCE: ~~1. Education Code Sections 45203, 45260, and 45261~~

160.1.7 **HOLIDAY ELIGIBILITY:** A regular classified employee shall be entitled to any holiday falling under these rules, provided the employee is in a paid status during any portion of his/her scheduled working days either immediately preceding or succeeding the holiday.

160.1.7.1 A regular classified employee of the District who is not normally assigned to work during student recess periods during the normal school term shall be paid for any holiday that falls within the recess, provided the employee was in a paid status during any portion of his/her scheduled working days either immediately preceding or succeeding the recess period.

REFERENCE: ~~1. Education Code Sections 45203, 45260, and 45261~~

160.1.8 **WEEKEND HOLIDAYS:** When a holiday falls on a Saturday, the holiday shall be observed on the preceding workday not a holiday. When a holiday falls on a Sunday, the holiday shall be observed on the succeeding workday not a holiday.

REFERENCE: ~~1. Education Code Sections 45203, 45260, and 45261~~

160.1.9 **HOLIDAYS FOR EMPLOYEES WITH NON-TRADITIONAL WORK WEEKS:** A regular classified employee assigned to a work week other than Monday through Friday (i.e., Tuesday through Saturday, etc.) shall be provided a substitute holiday when the regular holiday falls on a day on which the employee is not normally assigned to work.

REFERENCE: ~~1. Education Code Sections 45206, 45260, and 45261~~

~~**160.1.10** **TEACHER IN-SERVICE DAY:** Notwithstanding the adoption of separate work schedules for the certificated and classified services, on any day during the regular school term when pupils would otherwise be in attendance but are not and for which certificated personnel receive regular pay, classified employees shall also receive regular pay whether or not they are required to report for duty that day.~~

REFERENCE:

~~1.~~ Education Code Sections **1318, 37220**, 45203, **45206**, 45260, and 45261

Revised: 10/16/1996
 01/11/2023

CHAPTER 170

COMPENSATION AND PAY PRACTICES

170.2 APPLICATION OF SALARY SCHEDULES

170.2.1 **INITIAL SALARY PLACEMENT:** ~~All new regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. The hiring rate will be the first step of the salary range. However, a new employee may be provided with advanced step placement by the Personnel Commission based upon such factors as:~~

The Personnel Commission, in partnership with the District, has an interest in establishing criteria to place new hires at a step on the salary range of the classification for which they were hired, that recognizes the education and experience they bring to their role in supporting students and the services of the District. Upon approval of the Director of Classified Human Resources, a new employee may be provided with advanced step placement up to Step 5 based on the following criteria:

~~**170.2.1.1** Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.~~

~~**170.2.1.2** The additional skills or qualifications of the candidate that make him/her especially qualified for the position.~~

~~**170.2.1.3** If an advanced step placement is approved, all current employees in the class shall be advanced to that step.~~

170.2.1.1 **Additional qualifying experience beyond that required for entry into the classification (limited to no more than one step for each two years of experience related to the classification.)**

170.2.1.2 **Additional education at the college level beyond the educational requirements established for entry into the classification (limited to no more than one step for each two years of education related to the position.)**

REFERENCE:

Education Code Sections 45260 and 45261

Revised: **01/11/2023**

CHAPTER 220

(Rev. 4/23/14)

PROFESSIONAL GROWTH & EDUCATION INCENTIVES

220.1 DEFINITION

~~The intent of this incentive-based professional growth program is to encourage employees to voluntarily gain increased knowledge and skills which enhance their ability to perform the work of the school district, to provide an opportunity for advancement to new positions; or to provide the employee with an awareness of the importance of increased efficiency needed to fulfill his/her role in the total education of students in the Ventura Unified School District. This program is not intended to restrict in any way the training and self-improvement efforts a classified employee may undertake on his/her own initiative. However, such training shall be considered as applicable to a professional growth increment only if it meets the requirements specified by this policy and implementing regulations of the committee. This is an award type program based upon the accumulation of points which will eventually translate into a professional growth stipend.~~

The Personnel Commission, in partnership with the District, has an interest in attracting and retaining classified employees with professional growth and education incentive opportunities. It is a shared belief that professional development is more than just meeting baseline criteria to be a competitive workplace; it's about cultivating an environment that values growth and encourages classified employees to do their best. The following structures have been implemented to attract, retain, and recognize the vast spectrum of education, training, and experience classified employees have acquired which contribute to the educational success of the students of the Ventura Unified School District.

220.2 PROCEDURES

220.2.1 REVIEW COMMITTEE: The Professional Growth Committee, hereinafter referred to as the Committee, shall meet at least quarterly to review applications for professional growth points.

220.2.2 SELECTION/COMPOSITION OF COMMITTEE: The Committee shall consist of:

Three (3) representatives appointed by the Association plus three (3) representatives appointed by the District including the ~~Assistant Director, Classified Human Resources~~ **Classified Human Resources Director or Supervisor** being a permanent member of the committee.

220.2.3 TENURE OF COMMITTEE

220.2.3.1 ~~Because of the technical nature of committee responsibility, turnover on the committee shall be kept at a minimum.~~ Terms of committee members shall begin in

July and end in June. A Chair and a Secretary shall be appointed by the Committee.

- 220.2.3.2 Should a vacancy occur on the Committee, ~~VCEA~~ **VESPA** shall fill the vacancy by appointment for those positions which ~~VCEA~~ **VESPA** originally appointed.

220.2.4 DUTIES OF COMMITTEE

- 220.2.4.1 Review policies and procedures.
- 220.2.4.2 **Committee will meet monthly to** Evaluate activities for professional growth points **or educational coursework.**
- 220.2.4.3 Provide the Payroll Department with a listing of those employees who have earned Professional Growth ~~increments~~ **points** for the fiscal year.

220.3 STANDARDS AND GUIDELINES FOR PARTICIPATION IN THE PROFESSIONAL GROWTH POINT PROGRAM

220.3.1 PROCESS

- 220.3.1.1 **Employees may submit a request for verification of eligibility to the Professional Growth committee or their supervisor prior to completing training and/or college courses. If the supervisor denies eligibility, then the employee can appeal to the Professional Growth committee.**
- 220.3.1.2 **Professional growth can be for current position or position of aspirational growth/goals within the district.**
- 220.3.1.3 **Trainings and/or department specific meetings mandated by the District are not eligible for professional growth points (i.e Cal-OSHA, mandated reporter, bloodborne pathogens, etc.).**
- 220.3.1.4 **All trainings that are completed prior to hire date are not eligible for professional growth points.**
- 220.3.1.5 **Professional growth must have been completed in the fiscal year corresponding to the June 30th due date.**
- 220.3.1.6 **Employee is responsible for submitting all documents and transcripts. These documents must be submitted to the Committee no later than June 30th and verified as acceptable and approved by the Committee no**

later than July 15th of each year in order to receive a professional growth payment in August for that fiscal year.

220.3.1.7 VUSD and VESPA will monitor overall costs of the program not to exceed \$300,000 annually (fiscal year). Together they will evaluate the district's fiscal ability to increase or pause the program for the remainder of the fiscal year. If it is determined that the program must be paused, the education incentive percentage increases will not be impacted.

220.3.2 Points may be earned through participation in any of the following:

220.3.2.1 College courses, adult school course, trade and business school courses.

220.3.2.2 Committee approved workshops, **webinars** training, orientation, and in-service.

220.3.2.3 **Facilitation of** Institute lecture programs and conducting institute **conferences**, classes **or trainings**.

220.3.2.4 Attendance at educational conferences.

220.3.2.5 Leadership activities in county, state and national educational organizations and in professional organizations.

220.3.2.6 Correspondence, on-line and video courses. **Professional certifications, micro credentials, and licenses.**

~~**220.3.1.7** Other Committee approved coursework.~~

~~**220.3.2** The subject matter of the course must relate to the position currently occupied by the employee, or should meet the requirements for career development.~~

220.3.3 All professional growth candidates taking courses must obtain a passing grade of "C" or better; a certificate of satisfactory completion of a course, or a grade of "Pass" in a course which does not provide a letter grade, in order to receive credit points for the coursework.

~~**220.3.4** Employees must submit evidence of satisfactory completion of coursework within one calendar year from the date of the completion of the coursework in order to receive professional growth points for that coursework.~~

220.3.4 **All regularly employed, classified employees (permanent and probationary) who are in active, paid status with the Ventura Unified**

School District shall be eligible to participate in the Professional Growth Program. Points will not be given to an employee who is on leave from the district to become a full-time or part-time student.

220.3.5 If ~~credit has~~ **points have** previously been awarded, courses may not be repeated unless special permission is granted by the Committee. Such repeat courses must contain different subject matter.

220.3.6 ~~Course work must be verified by transcript or certificate. All other work must be verified as acceptable and approved by the Committee no later than July 31 of each year in order to receive a professional growth increment for that fiscal year.~~ **Records concerning the Professional Growth Program shall be maintained by the Classified Human Resources Office and provided to Managers and/or Directors upon request.**

220.3.8 ~~Courses not offering semester or quarter units, and other types of educational courses for which the Committee has granted approval, will receive points based on total hours of participation. For such courses and/or activities a certificate or signed documentation verifying satisfactory completion must be submitted with the Professional Growth Application.~~

220.3.9 ~~Credit for hours of participation in District sponsored workshops, orientation, in-services educational conferences, institute lecture programs, and other similar programs approved by the Committee and credit for conducting such programs shall have points equated as follows:~~

The following chart illustrates the value of each hour of such credit

<u>No. of Hours</u>	<u>Points</u>	<u>Points</u>
	<u>@.0625</u>	<u>@.0750</u>
1.0	.0625	.0750
2.0	.1250	.1500
3.0	.1875	.2250
4.0	.2500	.3000
5.0	.3125	.3750
6.0	.3750	.4500
7.0	.4375	.5250
8.0	.5000	.6000
9.0	.5625	.6750
10.0	.6250	.7500
11.0	.6875	.8250
12.0	.7500	.9000
13.0	.8125	.9750
14.0	.8750	1.0500
15.0	.9375	1.1250
16.0	1.0000	1.2000

~~220.3.10~~ Sixteen (16) hours shall equal one (1) professional growth point. Fifteen (15) professional growth points shall equal one (1) professional growth increment.

~~220.4~~ ~~ELIGIBILITY FOR PARTICIPATION IN THE PROFESSIONAL GROWTH PROGRAM~~

~~220.4.1~~ All regularly employed, classified employees who are in active, paid status with the Ventura Unified School District shall be eligible to participate in the Professional Growth Program.

~~220.5~~ ~~GENERAL RULES AND REGULATIONS FOR PROFESSIONAL GROWTH INCREMENTS~~

~~220.5.1~~ One (1) professional growth increment may be granted annually in the maximum amount of \$200 per school year, not to exceed five (5) such increments in the maximum amount of \$1,000.

~~220.5.2~~ Increments shall be granted beginning with the fiscal year following the earning of fifteen (15) professional growth points.

~~220.5.3~~ Subsequent earned increments, not exceeding four, may be granted in the maximum amount of \$200 each. Such increments shall be superimposed on the preceding increments(s) to which the employee is entitled, but shall be awarded not more frequently than once every two fiscal years.

~~220.5.4~~ Professional growth recipients may elect to have the professional growth increment payable in one lump sum payment on or about August 31 of each year or to have the increment equalized, based on their regular number of salary payments annually. Earned increments shall be paid in addition to the employee's regular salary, and shall be subject to customary payroll deductions.

~~220.5.5~~ An employee must be in paid status to receive the professional growth increment he/she has been earned, and such payments will end when his/her employment is terminated for any reason.

~~220.5.6~~ Credit will only be given for professional growth activities completed while not in a paid, active employment status on the July 1 following the completion of the first year on the job after returning from the leave of absence. Credit will not be given for any professional growth activities completed prior to the employee's beginning date of employment.

~~220.5.7~~ Records concerning the Professional Growth Program shall be maintained by the Classified Human Resources Office.

~~220.5.8 Permanent employees who are promoted or transferred to a new classification may earn increment points while in probationary status in the new classification.~~

220.4 QUALIFICATION FOR INITIAL CALCULATION AND COMPENSATION FOR PROFESSIONAL GROWTH INCREMENT POINTS

~~220.6.1 Increment points applicable to the initial professional growth increment may be allowed retroactively provided the points were earned after the beginning date of employment and the candidate was actively and regularly employed by the Ventura Unified School District at the time the points were earned.~~

~~220.6.2 If more than the necessary number of points is earned for any of the second, third, fourth, or fifth professional growth increments, the excess number will be carried over to the next succeeding increment.~~

220.4.1 COMPENSATION FOR EARNED POINTS IN CURRENT FISCAL YEAR

One point will equal \$50.00

Description	Time/Units	Points value	Max per fiscal year
Workshops, webinars, training	1 hour	.25	10 points
Professional certifications, licenses, and micro-credentials	1 hour	.50	20 points
Facilitator/Presenter	1 hour	.75	
College courses	1 unit	3	24 points

Credential	One time payment
DSC/CTE Teaching Credential	2.5%
Teaching Credential	2.5%

220.5 EDUCATION INCENTIVES

All active classified employees are eligible for the education incentive, regardless of when degree was earned, for related degrees above and beyond the stated minimum qualifications in the employee's current classification. Courses must be taken at an accredited college or university and proof of degree must be submitted to HR.

Percentages are based on base salary and paid on a monthly basis:

Degree	Percentage increase on base salary, paid monthly
AA/AS	2.50%
BA/BS	2.75%
MA/MS	3.00%
Ed.D/Ph.D/JD	3.25%

220.6 LEGACY CLAUSE

Classified employees under the previous Professional Growth program that have earned complete increments shall remain in the program unless they opt into the current program no later than June 30, 2025.

If a classified employee chooses to remain in the previous Professional Growth program, they will continue to earn points as outlined in the previous Professional Growth program.

If a classified employee chooses to opt into the current program on or before June 30, 2025, then the classified employee shall no longer be paid for increments or points earned under the previous program. Classified employees will then be eligible for Compensation for Earned Points and Education Incentives as outlined in the new program.

Classified employees who participated under the previous Professional Growth program who had earned points but had not yet earned Increment 1 shall have their earned points transferred to the current program.

Revised

04/23/2014

01/11/2023