



## *Bassett Unified School District*

Personnel Commission  
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Personnel Commission  
Operational Procedure  
07-01

"EXCELLENCE FROM MERIT"

Subject      **Certification of Classified Employee Payment**

Authority      Personnel Commission Rule 2.3.2B  
Education Code Section 45310

1. The PA2 shall be the method by which the Personnel Director certifies that an employee filling a classified assignment has been employed and assigned pursuant to Article 6 of the Education Code and the rules of the Commission.
2. Limited term employees, including by not limited to substitutes and limited term relief, are classified staff whose assignment must have the certification of the Personnel Director.
3. The Personnel Director shall certify the assignment by placing a stamp on each PA2 certifying the assignment pursuant to Education Code Section 45310.
4. Any classified assignment that does not have a PA2 bearing the certification by the Personnel Director shall not be
  - a. Submitted to the governing board for approval.
  - b. Entered into the HRS system by Human Resources or Payroll.
  - c. Approved for payment or issuance of a pay warrant by Payroll.

Procedure

5. Supervisory and management staff of Human Resources and Payroll are responsible for ensuring that their respective staff comply with the Education Code, the Commission rules, and operational procedures when issuing pay warrants or processing classified assignments.
6. If the Personnel Director determines that there are violations of the Education Code, the Commission rules, or operational procedures, he shall:
  - a. First notify the supervisor responsible for the staff members who committed the violation and attempt to remedy future problems and/or seek cooperation in the future.
  - b. Notify the governing board and the County Superintendent of Schools if a pay warrant was issued and he determines that the assignment was not in conformance with Article 6 of the Education Code or the Commission rules.
  - c. Report any improper issuance of pay warrants for classified staff to the district auditors when they complete the annual audit.
  - d. Schedule a public hearing for the Commission to determine if they should issue an order barring issuance of all future pay warrants if the employment continues after notification that a certification has been denied.

Patrick T. Maher, Personnel Director

July 19, 2007

Date