



## Bassett Unified School District

Personnel Commission  
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Personnel Commission  
Operational Procedure  
07-02

"EXCELLENCE FROM MERIT"

**Subject**      **"Prearranged" Limited Term Clerical and Custodian Appointments**

**Authority**      Personnel Commission Rule 7.3.1J1  
Education Code Sections 45260, 45261, 45286

1. This procedure applies to all limited term clerical assistants and custodians in which they receive an appointment to work more than one day in any 14 day work period as a "prearranged substitute," whether or not they are working as a limited term relief or as a substitute as defined in the Rules.
2. A "prearranged" appointment means that a specific individual is given an appointment to perform limited term work as defined herein by contacting a specific individual and offering them the appointment without giving others an equal opportunity to be offered the work. Random notification and acceptance by means of an automated process that does not contact only a certain pre-designated individual does not constitute a "prearranged" appointment.
3. Whenever it becomes necessary to make a prearranged limited term appointment, HRD shall notify the Personnel Director, the Personnel Analyst, and the Human Resources Technician by email of the appointment immediately upon identifying a specific person to perform the work. This notification shall include the following information:

**Procedure**

- a. Name of limited term employee being given the prearranged assignment.
  - b. Classification to be assigned and the work location.
  - c. Starting date and anticipated ending date.
  - d. Reason for needing a prearranged substitute.
  - e. Reason the specific individual being given the work was selected.
4. HRD staff shall respond promptly to any inquiries from the Personnel Director or designee concerning the appointment. Failure to respond to these inquiries may result in an immediate termination of the limited term appointment pending receipt of the required information.
  5. The Personnel Director or designee shall assess the appointment, and advise the Assistant Superintendent Human Resources of any earlier termination date, any limitations on the appointment, or disapproval of the appointment.
  6. Each prearranged limited term appointment shall have a specific ending date assigned when the appointment is made, or as may be determined by the Personnel Director of designee.
  7. Each successive prearranged limited term appointment that extends the original termination date or that results in a new appointment with a new ending date beyond the date originally approved by the Personnel Director shall be treated as a new appointment for purposes of complying with the procedure.

Patrick T. Maher, Personnel Director

August 6, 2007

Date