



Bassett Unified School District

Personnel Commission
1314 N. Le Borgne Ave, Room 12
La Puente, CA 91746
(626) 931-7984 Fax: (626) 931-7985
www.bassettpc.com

Personnel Commission
Operational Procedure
08-01

"EXCELLENCE FROM MERIT"

- Subject** **Long Term Appointments for Limited Term Clerical and Custodian Staff**
- Authority** Personnel Commission Rule 7.3.1J1, 7.3.2B
Education Code Sections 45260, 45261, 45286
1. This procedure shall apply to all limited term clerical assistant and custodian appointments requiring a specific appointment to work for more than 5 consecutive days or more than 5 days in any 14 day work period in appointments designated as limited term relief or as a limited term substitute as defined in the Rules.
 2. Whenever it becomes necessary for a limited term employee to fill an appointment as specified above, HRD shall fill the appointment in rank order from an eligibility list provided by the Personnel Director. Each list shall remain active and used to fill appointments until such time as the Personnel Director provides HRD with an updated rank order list.
 - a. HRD shall always start with the highest ranked person on the list who has otherwise not received a long term limited term appointment at the time of the vacancy to be filled.
 - b. If HRD becomes aware of a particular person on the rank order list who refuses a long term appointment for three consecutive times, or who indicates a lack of interest in continuing to be considered for such long term appointments, or if more employees needed than are on the list, HRD shall so notify the Personnel Director who will provide a replacement rank order list.
 3. A limited term employee not on the rank order list provided to HRD may not be used to fill the appointment without the authorization of the Personnel Director. If all persons on the rank order lists have received appointments that will preclude them from taking additional appointments that subsequently occur, or are unable or unwilling to take the appointments offered, and additional persons are needed, the Personnel Director, upon being so notified by HRD, will provide additional names to be used for appointment to the long term limited term appointments.
 4. If there is an immediate need to fill an assignment long-term, but there is not sufficient time to make an appointment from the rank-order lists before there is a need for the assignment to commence, HRD may make a temporary assignment not to exceed 5 working days total from its regular lists of limited term employees as long as that temporary assignment is otherwise in compliance with the Rules, the Education Code and established procedures concerning limited term appointments.
 5. 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.
 6. Specific appointments made in full compliance with this procedure shall not be deemed a "prearranged substitute" and are not subject to compliance with Operational Procedure 07-02.
- Procedure**

Patrick T. Maher, Personnel Director

January 7, 2008

Date