

**PERSONNEL COMMISSION**

**RULES AND REGULATIONS OF THE  
CLASSIFIED SERVICE**

# PERSONNEL COMMISSION RULES AND REGULATIONS

## TABLE OF CONTENTS

	PAGE
CHAPTER 4200 - Definition of Terms and General Statement.....	1
4200.1 Definition of Terms.....	1
4200.2 General Statement.....	8
4200.2.1 Statutory Authority for These Rules	
4200.2.2 Distribution of Rules	
4200.2.3 Interpretation and Application of Rules	
4200.2.4 Generic Terminology	
4200.2.5 Judicial Review	
4200.2.6 Data Contained in Addendum to Rules	
CHAPTER 4300 - The Personnel Commission.....	10
4300.1 Organization of the Commission.....	10
4300.1.1 Terms	
4300.1.2 Officers	
4300.1.3 Quorum and Majority	
4300.2 Meetings . . . . .	10
4300.2.1 Regular Meetings	
4300.2.2 Special Meetings	
4300.2.3 Public Meetings	
4300.2.4 Attendance by Employee Organization Representatives	
4300.2.5 Written Communication	
4300.2.6 Appearances Before the Commission	
4300.2.7 Closed Sessions	
4300.2.8 Agenda	
4300.2.9 Adoption, Revision and Repeal of Rules	
4300.2.10 Minutes	
4300.3 Commission Employees.....	15
4300.3.1 Status of Commission Employees	
4300.3.2 General Duties of the Director of Classified Personnel	
4300.4 Budget and Annual Report.....	15
4300.4.1 Budget	
4300.4.2 Annual Report	

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

	PAGE
TABLE OF CONTENTS - Continued	
CHAPTER 4400 - Position Classification Plan.....	17
4400.1 The Classified Service.....	17
4400.1.1 Positions Included	
4400.1.2 Exemption from the Classified Service	
4400.1.3 Restricted Positions and Employees	
4400.1.4 Positions With Bilingual Requirements	
4400.2 General Classification Rules.....	19
4400.2.1 General Nature of the Classification Plan	
4400.2.2 Class Specifications	
4400.2.3 Interpretation of Class Specifications	
4400.2.4 Allocation of Positions to Classes	
4400.2.5 Working Out of Classification	
4400.2.6 Review of Positions	
4400.2.7 Creation of New Positions	
4400.2.8 The Classification of New Positions	
4400.3 Reclassification.....	24
4400.3.1 Basis for Reclassification	
4400.3.2 Requests for Review	
4400.3.3 Effective Date of Reclassification	
4400.3.4 Effect of Classification Changes on Incumbents	
CHAPTER 4500 - Applications and Examinations.....	27
4500.1 Application for Employment.....	27
4500.1.1 Filing of Application	
4500.1.2 General Qualifications of Applicants	
4500.1.3 Elimination of Unfit Applicants, Candidates, and Eligibles	
4500.1.4 Rejection and Appeal from Rejection	
4500.1.5 Veteran's Preference	
4500.2 Examinations.....	34
4500.2.1 Examinations; Examination Boards; Membership; Recordings	
4500.2.2 Fields of Competition	

GLENDALE UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 RULES AND REGULATIONS

TABLE OF CONTENTS - Continued	PAGE
CHAPTER 4500 - Applications and Examinations.....	27
- Continued	
4500.2 Examinations.....	34
- Continued	
4500.2.3 Rule of Three Ranks	
4500.2.4 Examination Announcements	
4500.2.5 Notice of Examination	
4500.2.6 Character of Examinations	
4500.2.7 Written Examination Procedures	
4500.2.8 Examination Weighting	
4500.2.9 Pass Points	
4500.2.10 Oral Examination Procedures	
4500.2.11 Retention of Examination Materials	
4500.2.12 Applicants' and Eligibles' Names and Scores	
4500.2.13 Review Period	
4500.2.14 Examination Protests	
4500.2.15 Eligibility for Reexamination	
4500.3 Recruitment Procedures.....	41
4500.3.1 Opening Announcement Procedures	
CHAPTER 4600 - Employment Lists.....	42
4600.1 Reemployment Lists.....	42
4600.2 Eligibility Lists.....	42
4600.2.1 Establishment and Life of Eligibility Lists	
4600.2.2 Consolidation of Eligibility Lists	
4600.2.3 Removal of Names from Eligibility Lists	
4600.2.4 Withholding Names from Certification	
4600.3 Certification from Employment Lists.....	45
4600.3.1 Order of Precedence	
4600.3.2 Selective Certification	
4600.3.3 Procedure When Fewer Than Three Ranks Remain on the Eligibility List	
4600.3.4 Unavailability for Certification	
4600.3.5 Refusals of Appointment	
4600.3.6 Duties of Eligibles	
4600.3.7 Rights of Eligible	

GLENDALE UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 RULES AND REGULATIONS

TABLE OF CONTENTS - Continued	PAGE
CHAPTER 4600 - Employment Lists.....	42
- Continued	
4600.4 Limited Term Employees.....	50
4600.4.1 Limited Term Employees (Temporary or Substitute)	
4600.5 Provisional Appointments (Substitute).....	50
4600.5.1 Emergency Appointments	
CHAPTER 4700 - In-Service Status and Transactions.....	51
4700.1 Probationary Period.....	51
4700.1.1 Duration of Probation	
4700.1.2 Rights of Probationary Employees	
4700.2 Changes in Position and Class.....	52
4700.2.1 Transfer	
4700.2.2 Demotions	
4700.2.3 Reemployment	
4700.3 Assignments of Employees with Disabilities.....	55
4700.3.1 General Policy	
4700.3.2 Reassignments	
4700.4 Review of Personnel File.....	56
4700.5 Absence for Examinations.....	56
4700.6 Layoff . . . . .	56
4700.6.1 Procedure Regarding Layoff	
4700.6.2 Limited-Term Positions	
4700.7 Resignation.....	61

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

	PAGE
TABLE OF CONTENTS - Continued	
CHAPTER 4700 - In-Service Status and Transactions.....	51
- Continued	
4700.8 Disciplinary Action and Appeal.....	62
4700.8.1 Causes for Suspension, Demotion, Dismissal	
4700.8.2 Procedure for Disciplinary Action	
4700.8.3 Appeal to the Personnel Commission	
4700.8.4 Hearing Procedure	
CHAPTER 4800 - Wage and Salary Provisions.....	71
4800.1 Determination of Salary Schedule.....	71
4800.1.1 Factors in Salary Determination	
4800.2 Classification Exempt from Overtime Payment.....	71
CHAPTER 4900 - Miscellaneous Provisions.....	72
4900.1 New Employee Clearances.....	72
4900.1.1 Health Examination and Testing	
4900.1.2 Medical Review	
4900.1.3 Criminal Records Check	

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4200        DEFINITION OF TERMS AND GENERAL STATEMENT

4200.1 Definition of Terms

Unless otherwise required by context and/or prevailing law, terminology used in these rules is understood to have the following meanings:

ACT OR THE ACT: The Act shall mean those sections of the Education Code of the State of California applying the Merit System to Classified employees.

ADDENDUM: An addition or supplement to the Personnel Commission Rules or meeting agenda.

ALLOCATION: The official placing of a position in a given class, and the assignment of the class title to the position.

ANNIVERSARY DATE: The date upon which an employee is granted an earned salary increment. This is the first day of the pay period next following completion of the required period of satisfactory service.

APPEAL: A request to the Personnel Commission to review, modify or reverse a disputed matter.

APPLICANT: A person who has filed an application to take a Merit System examination.

APPOINTING AUTHORITY OR POWER: The Board of Education of the Glendale Unified School District.

CANDIDATE: A person who has competed in one or more portions of a Merit System examination.

CERTIFICATION: The submission by the Classified Personnel Department of the names of eligibles from an appropriate eligibility list or other source of eligibility to the appointing power or to the department which selects employees prior to approval of the appointing power.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4200      DEFINITION OF TERMS AND GENERAL STATEMENT

4200.1 Definition of Terms - Continued

CLASS: The smallest aggregation of positions defined in the classification plan. It is a group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be used to designate each position allocated to the class; substantially the same requirements of education, experience, knowledge, and ability are demanded of incumbents, substantially the same tests of fitness may be used in choosing qualified appointees; and the same salary range may be applied with equity. While defined as a group of positions, a class may sometimes consist of but one position where no others of the same kind exist in the service.

CLASS DESCRIPTION: A formal statement of the duties and responsibilities of the positions in the class, illustrated by examples of typical tasks, and of the qualification requirements of the positions in the class.

CLASS TITLE: A definite descriptive title or name applied to a class and to all positions of the class to be taken with the meaning set forth in the description of the class as embodied in the description, and to be as descriptive as possible of the duties and responsibilities involved in the class.

CLASSIFIED SERVICE: All positions and employees in the District's service to which the Act applies.

COMMISSION OR PERSONNEL COMMISSION: The agency composed of three members established pursuant to the Act for the Glendale Unified School District.

CONTINUOUS EXAMINATION: A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted from time to time as the needs of the classified service require. The resulting eligibility lists are merged as appropriate.

DEMOTION: A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower salary range on the salary schedule.



GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4200        DEFINITION OF TERMS AND GENERAL STATEMENT

4200.1 Definition of Terms - Continued

DISCHARGE OR DISMISSAL: Separation from service for cause.

DISTRICT: The Glendale Unified School District.

DUAL CERTIFICATION: Certification of candidates from an eligibility list containing the names of promotional and open candidates by rank order of their scores after the scores of promotional candidates have been adjusted for promotional credit.

ELECTION: The official act of the appointing authority in approving the employment of a person.

ELIGIBLE: Qualified to be appointed.

ELIGIBILITY LIST: A list of the names of persons who have qualified in a competitive examination.

EMERGENCY APPOINTMENT: An appointment for a period not to exceed 15 working days to prevent the stoppage of public business when persons on eligibility lists are not immediately available.

EMPLOYEE: A person who is an incumbent of a position or who is on authorized leave of absence.

EMPLOYMENT LIST: A list of names from which certification may be made. This includes eligibility lists, re-employment lists, and lists of persons who wish to transfer, demote, be reinstated or reemployed after resignation, or be restored after voluntary demotion or reduction limited-term status.

EXAMINATION: The process of testing and evaluating the fitness and qualifications of applicants.

EXEMPT POSITION: A position not included in the classified service.

GENERIC TERMINOLOGY: As used in these rules, the term "his" refers to the feminine as well as the masculine.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4200      DEFINITION OF TERMS AND GENERAL STATEMENT

4200.1 Definition of Terms - Continued

GOVERNING BOARD: The Board of Education of the Glendale Unified School District.

GROUP: A number of classes related in duties and responsibilities, as set forth in the list of classes promulgated by the Personnel Commission.

IMMEDIATE SUPERVISOR: A person occupying a position in a higher classification who assigns and reviews the work of a given employee.

LAYOFF: Separation from a permanent position because of lack of work or lack of funds or because the position has been abolished or reclassified, or because an employee has exhausted all leave privileges after illness or injury.

LIMITED TERM EMPLOYEE: A term used in the Education Code to designate a person employed for periods not to exceed six months, or employed during the authorized absence of a permanent employee. In these rules, such employment is referred to as substitute or temporary employment.

MERIT SYSTEM: A system of personnel administration which functions under specific provisions of the California Education Code and is based on the principles of employment and promotion through competitive examinations with emphasis on qualifications and skill.

OPEN LIST: An eligibility list resulting from a competitive examination open to members of the general public who meet the minimum requirements for employment in the class.

PAID STATUS: The status an employee is in when receiving pay while in working status or on vacation, sick leave, compensatory time, or any other paid leave.

PERMANENT EMPLOYEE: In reference to District employment status, an employee who has completed his initial probationary period in the classified service. In reference to employee status in a specific class, an employee who has completed a probationary period for that class.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4200      DEFINITION OF TERMS AND GENERAL STATEMENT

4200.1 Definition of Terms - Continued

PERMANENT POSITION: A position established for a continuing and indefinite or unlimited period of time or for a fixed period in excess of six months.

POSITION: A group of duties and responsibilities assigned by responsible authority requiring the full or part-time employment of one person on a permanent or limited-term basis. A position can only be established by action of the Board of Education.

PROBATIONARY PERIOD: The trial period of six months, or in specified instances, one year, immediately following an original or promotional appointment to a permanent position from an eligibility list.

PROMOTION: A change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate.

PROMOTIONAL LIST: An eligibility list resulting from a promotional examination limited to qualified permanent employees of the District.

PROVISIONAL APPOINTMENT: A temporary appointment to a permanent position in the absence of an appropriate eligibility list.

PROVISIONAL EMPLOYEE: An employee employed under a provisional appointment.

REALLOCATION: Movement of an entire class from one salary range or hourly rate to another salary range or hourly rate, based on the internal or external alignment or a change in the salary setting basis for the class.

RECLASSIFICATION: The changing of a position from one class to another class on the basis that changes in duties have gradually occurred over a period of time and as such the position is no longer properly classified.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4200      DEFINITION OF TERMS AND GENERAL STATEMENT

4200.1 Definition of Terms - Continued

RE-EMPLOYMENT: Reassignment to duty of an employee who has been laid off or reassignment of a former employee to a lower level class than that from which he had resigned or to limited-term status.

RE-EMPLOYMENT LIST: A list consisting of the names of employees laid off by reason of lack of work or lack of funds or other reasons specified in these rules, and who are eligible for re-employment without examination in the classification in which they held status. Names of employees laid-off may appear on the re-employment list for 39 months.

REGULAR EMPLOYEE: A classified employee who has probationary or permanent status.

REINSTATEMENT: A reappointment without examination after resignation or dismissal to a position in the employee's former class.

RESTRICTED POSITION: A position for which specific criteria have been established which would preclude employment through the normal competitive process.

SALARY STEP: A specific rate in a salary range. One of six consecutive rates that comprise a monthly or hourly salary range.

SALARY RANGE: A series of consecutive salary steps that comprise the rates of pay for a classification. A salary range consists of six salary steps.

SALARY RATE: A specific amount of money paid for a specific period of service, i.e., dollars per month or hour.

SENIORITY: Service within the District and/or service within a classification.

SEPARATION: Leaving employment, includes resignation, dismissal, layoff, retirement, etc.

SERIES: A number of classes closely related in occupational hierarchy and arranged in a list in order to indicate occupational levels in a group.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4200      DEFINITION OF TERMS AND GENERAL STATEMENT

4200.1 Definition of Terms - Continued

STATUS: Tenure which is acquired in a classification by reason of examination, certification from eligibility list, election by the appointing power, and the successful completion of the probationary period.

SUBSTITUTE EMPLOYEE: An employee occupying a permanent position during the authorized absence of the incumbent.

SUSPENSION: An enforced absence of an employee without pay for disciplinary purposes or pending investigation of charges made against an employee.

TEMPORARY EMPLOYEE: A person employed for a period not to exceed six months, or employed during the authorized absence, of a permanent employee.

TRANSFER: The reassignment of an employee without examination from one position to another position in the same class or to a position in a similar or related class with the same salary range.

UNCLASSIFIED SERVICE: All positions and employees not included in the classified or certificated service.

WAIVER: The voluntary relinquishment by an eligible of the right to consideration for appointment from an eligibility list.

WORKING DAY: Each day the employee is scheduled to be present at the employee's work place.

WORKING STATUS: An employee must be present at the employee's assigned work place and performing duties for which he is receiving pay.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4200      DEFINITION OF TERMS AND GENERAL STATEMENT

4200.2 General Statement

4200.2.1 Statutory Authority for These Rules

The rules contained herein are established pursuant to the authority of the Personnel Commission under Education Code Sections 45260, 45261 and other provisions governing the merit system act in the Education Code.

New rules, amendments or deletions of existing rules may be submitted to the Board of Education for its information.

4200.2.2 Distribution of Rules

A copy of these rules shall be printed and distributed to each district site and will be made available upon request to employees, the public and those concerned with the enforcement of these rules.

4200.2.3 Interpretation and Application of Rules

The Personnel Commission recognizes that no set of rules can contemplate all possible combinations of circumstances affecting particular cases. The Commission is open to suggestions to amend the rules with prospective application.

4200.2.4 Generic Terminology

As used in these rules, the term "his" refers to the feminine as well as the masculine. Singular terms shall be construed to include the plural, and plural terms shall be construed to include the singular.

4200.2.5 Judicial Review

If judicial review or a change in law invalidates any portion of these rules, such finding or amendment shall not affect the validity of other rules or provisions.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4200        DEFINITION OF TERMS AND GENERAL STATEMENT

4200.2 General Statement - Continued

4200.2.6 Data Contained in Addendum to Rules

The alphabetic and schematic listing of classes, salary relationships and class specifications are to be interpreted as having the same force and effect as the Rules and Regulations of the Personnel Commission.

Revised: 03/1993  
Revised: 11/2010

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4300 THE PERSONNEL COMMISSION

4300.1 Organization of the Commission

4300.1.1 Terms

The term of each Commissioner is for three years and expires at noon, December 1. The term of one Commissioner shall expire each year. Appointments to the Personnel Commission will be made in accordance with the provisions of Education Code Sections 45245 and 45246.

4300.1.2 Officers

The Personnel Commission, at its meeting in December of each year, will elect one of its members as Chairperson and another as Vice Chairperson for the succeeding year.

4300.1.3 Quorum and Majority

Two members shall constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of two members shall be required to make any motion of the Commission effective.

4300.2 Meetings

4300.2.1 Regular Meetings

Subject to cancellation or proper change, the Commission shall establish a meeting schedule at the beginning of each fiscal year beginning on July 1. The Commission may meet at some other time or place, provided that at least 24 hours' notice is given to all Commissioners, employee and administration representatives, and is posted on the official bulletin board at all sites.



GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4300 THE PERSONNEL COMMISSION

4300.2 Meetings - Continued

4300.2.2 Special Meetings

Special meetings may be called at any time by the Chairperson and shall be called upon the written request of any two members. Notice shall be delivered personally or by mail to each member of the Commission, at least 24 hours before the time of such meeting as specified in the notice. A copy of the notice shall be posted on the official bulletin board located at the District's Administration Center. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission. Notice of special meetings shall be mailed to local newspapers who have submitted a written request for such notice.

4300.2.3 Public Meetings

All official business of the Personnel Commission, except matters requiring closed session, shall be transacted at regular or special meetings. All regular and special meetings of the Commission shall be open and public. This shall not be construed as permitting employees to be absent from duty to attend Commission meetings except for those occasions on which the employee is requested by the Commission to be present in order to assist in the conduct of Commission business.

4300.2.4 Attendance by Employee Organization  
Representatives

A duly chosen representative of each recognized classified employee organization shall be entitled to attend all regular and special meetings of the Commission. Attendance at Commission meetings is subject to advance certification by the employee's immediate supervisor that such attendance will not necessitate the employment of a substitute employee.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4300 THE PERSONNEL COMMISSION

4300.2 Meetings - Continued

4300.2.5 Written Communications

Written communications from individual employees, employee organizations, and other interested parties should be sent to the Personnel Commission Office in the Administration Center and will be forwarded to the members of the Personnel Commission with the agenda.

4300.2.6 Appearances Before the Commission

Subject to the conditions listed below, an interested party may address the Commission concerning any subject that lies within the Commission's jurisdiction.

- A. Not more than five minutes may be allotted to each speaker, and no more than 20 minutes to each subject matter, except by unanimous consent of the Commission.
- B. No person shall present orally or discuss at any meeting of the Personnel Commission complaints against individual employees of the Glendale Unified School District. Such charges or complaints shall be presented to the Personnel Commission in writing and signed by the person or persons making the charge or complaint.
- C. Persons appearing before the Commission shall not be permitted to discuss any motion pending before the Commission except by unanimous consent of the Commissioners.

4300.2.7 Closed Sessions

The Commission may hold closed sessions:

- A. To consider the employment or dismissal of any employee or to hear complaints or charges brought against such employee, unless such employee requests a public hearing.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4300 THE PERSONNEL COMMISSION

4300.2 Meetings - Continued

4300.2.7 Closed Sessions - Continued

- B. To meet with legal counsel within a proper limit of attorney-client privilege.
- C. To consider matters which require use of records which are exempt from public disclosure.
- D. To consider administrative matters relative to its own staff.
- E. To review its position and instruct its designated representative, during discussions with representatives of employee organizations, regarding salaries, salary schedules, or compensation paid in the form of fringe benefits.

4300.2.8 Agenda

At least 48 hours prior to every regular, or 24 hours prior to every special Commission meeting, the agenda and copies of reports shall be mailed or delivered to each member of the Commission and a copy of the agenda shall be posted on the official District bulletin board.

Copies of the agenda shall also be distributed to designated employee organizations.

4300.2.9 Adoption, Revision and Repeal of Rules

- A. Rules shall be submitted to the Personnel Commission at a regular or special meeting for a first and second reading by the Commission and shall be adopted, revised or repealed by a majority vote.
- B. In case of an emergency or unusual circumstance, the normal procedure for a first and second reading may be dispensed with for the purpose of adopting, revising or repealing any rule by unanimous vote of the Personnel Commission.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4300 THE PERSONNEL COMMISSION

4300.2 Meetings - Continued

4300.2.9 Adoption, Revision and Repeal of Rules - Continued

- C. The adoption, revision or repeal of rules shall be made in an open and public manner at a regular or special Commission meeting.
- D. Notice will be given to designated employee organizations and upon request to interested parties of pending rule adoption, revision or repeal.
- E. An opportunity for interested parties to be heard before adoption, revision or repeal of rules shall be provided.
- F. No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the Commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.

4300.2.10 Minutes

The Director of Classified Personnel shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners. When requested, a Commissioner's dissent or approval and the reasons shall be recorded. The minutes shall be written and presented for review and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. A statement of the actions taken by the Commission shall be distributed to designated employee organizations.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4300 THE PERSONNEL COMMISSION

4300.3 Commission Employees

4300.3.1 Status of Commission Employees

The Director of Classified Personnel and other persons required to carry out the responsibilities of the Commission shall be employees of the Personnel Commission. However, they shall be considered part of the classified service, and the rules, procedures, benefits and burdens pertinent to the regular classified service shall apply to Commission employees. (Education Code Section 45264)

4300.3.2 General Duties of the Director of Classified Personnel

The Director of Classified Personnel shall perform all of the duties and carry out all of the functions imposed by law and these rules. The Director shall act as secretary to the Commission, shall issue and receive all notifications on its behalf, and shall conduct administrative transactions consistent with the law and necessary to the proper functioning of the Personnel Commission. (Education Code Section 45266)

4300.4 Budget and Annual Report

4300.4.1 Budget

The Director of Classified Personnel shall prepare and submit to the Commission a proposed operating budget for the Commission for the next ensuing fiscal year. The budget shall be submitted not later than April 30th. The budget shall be considered at a public hearing not later than May 30 of each year. The Commission shall forward a copy of its proposed budget to the Board of Education indicating the time, date and place for the public hearing, and shall invite Board and District Administration representatives to attend and present their views. The Commission shall fully consider the views of the Board of Education. After adoption by the Commission, the budget shall be submitted to the County Superintendent of Schools as provided by the Education Code, and a copy shall be submitted to the District for inclusion in the general fund District budget.  
(Education Code Section 45243)

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4300        THE PERSONNEL COMMISSION

4300.4 Budget and Annual Report - Continued

4300.4.2 Annual Report

The Director of Classified Personnel shall prepare, as required by the Education Code, an annual report covering Commission activities for the preceding fiscal year. When approved by the Commission, the annual report shall be sent to the Board of Education. (Education Code Section 45266)

Revised: 03/1993  
Revised: 11/2010

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400 POSITION CLASSIFICATION PLAN

4400.1 The Classified Service

4400.1.1 Positions Included

All positions established by the Board of Education which are not exempt from the classified service by law shall be a part of the classified service. All employees serving in classified positions shall be classified employees. The employees and positions shall be known as the classified service. (Education Code Section 45256)

No person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exemptions established in the law shall be employed outside the classified service.

4400.1.2 Exemption from the Classified Service

Positions required by law to have certification qualifications, part-time playground positions, full-time day students employed part-time, apprentices, positions established for the employment of community representatives in an advisory or consulting capacity for not more than 90 working days in a fiscal year, staff assistants or field representatives employed to directly assist the board or individual board members, and professional experts employed on a temporary basis for a specific project by the Board of Education or by the Commission when so designated by the Commission, shall be exempt from the classified service.

A part-time position, for the purpose indicated in the exemption rule, is one for which the assigned time, when computed on a weekly basis is less than 87½ percent of the normally assigned time of the majority of employees in the classified service.

Any position or employee lawfully exempted from the classified service shall be excluded from the benefits and burdens imposed by these rules, except as provided by law or the Board of Education.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400            POSITION CLASSIFICATION PLAN

4400.1 The Classified Service - Continued

4400.1.3 Restricted Positions and Employees

- A. When employment in positions that are properly a part of the classified service is restricted to persons in low income groups from designated impoverished areas or by other criteria which preclude employment through the normal competitive process, the positions shall, in addition to the assigned title, be designated as "restricted". (Education Code Sections 45259 and 45105)
- B. Persons employed in "restricted" positions shall be classified employees for all purposes except:
1. they may not attain permanent status;
  2. they shall not be accorded seniority credits;
  3. they may not be given provisional appointments concurrent with status in a restricted position
  4. they are not eligible for promotion into the regular classified service.
- C. Notwithstanding sub-rule B above, employees serving in "restricted" positions, after completion of six months of satisfactory service, shall be given the opportunity to take such qualifying examinations as are required for all other persons serving in the same class in the regular classified service. If an employee successfully competes in the examination and attains placement on the eligibility list, he shall, as of that date, commence to serve a probationary period; also, he shall be considered a part of the regular classified service, regardless of his numerical standing on the eligibility list, even though he may continue to serve in a restricted position. He shall be accorded full rights, benefits, and burdens of a regular classified employee. Seniority rights shall be counted as of the date of his initial appointment to the restricted position, upon completion of the probationary period.



GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400            POSITION CLASSIFICATION PLAN

4400.1 The Classified Service - Continued

4400.1.4 Positions With Bilingual Requirements

- A. The Board of Education may, with the approval of the Commission, designate positions within a class which requires the holder of the position to speak, read and write a language in addition to English. (Education Code Section 45277)
- B. An announcement calling for an examination for a class with position(s) containing bilingual requirements will indicate that successful candidates possessing designated bilingual ability will be given preference over other successful candidates in filling certain designated positions.
- C. When a request is made to fill a position, the Commission will be notified that the bilingual requirement continues to be a part of the position.

4400.2 General Classification Rules

4400.2.1 General Nature of the Classification Plan

The Personnel Commission shall establish and maintain a plan of classification for all positions in the classified service. Classes will be placed in groups according to general occupational nature and, within groups, shall be listed in series by specific occupation. The Personnel Commission shall decide, when it orders an examination, whether the examination shall be open, promotional, or a combination thereof. The list of classes shall contain designation of the salary rate or range applicable to each class.

4400.2.2 Class Specifications

For each class of positions, as initially established or subsequently approved by the Commission, there shall be established and maintained a class specification, which shall include:

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400            POSITION CLASSIFICATION PLAN

4400.2 General Classification Rules - Continued

4400.2.2 Class Specifications - Continued

- A. The official class title.
- B. A definition of the class, indicating the type of duties and responsibilities assigned to the position.
- C. Distinguishing characteristics when used, describes the level of work in relation to higher or lower classes in the same series.
- D. Supervision received and exercised describes the level of the supervision received and exercised by positions in the class.
- E. A statement of typical tasks to be performed by persons holding positions allocated to the class.
- F. A statement of the minimum qualifications for service in the class. The minimum qualifications may include education, experience, knowledge, skills, abilities and personal and physical traits and characteristics.
- G. License or other special requirements for employment or service in the class.
- H. Any additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in the evaluation of his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400            POSITION CLASSIFICATION PLAN

4400.2 General Classification Rules - Continued

4400.2.3 Interpretation of Class Specifications

The class specifications and their various parts are declared to have the following force and effect:

- A. The definition and examples of duties are descriptive and explanatory only and not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as to duties, responsibilities, qualification requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of similar kind and/or quality as determined by the Personnel Commission.
- B. In determining the class to which any position shall be allocated, the specification for each class shall be based on the general duties, responsibilities, specific tasks and qualification requirements of the positions the class includes.
- C. Qualifications commonly required of the incumbents of all positions, such as honesty, dependability, sobriety and industry, even though not specifically mentioned in the specifications, are implied in the qualification requirements.
- D. The statement of qualification requirements, when considered with other parts of the specification, is used as a guide in the announcement and preparation of tests and in the evaluation of the qualification of candidates seeking appointment to positions allocated to the class, but does not require a particular form or content of test or testing procedure.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400            POSITION CLASSIFICATION PLAN

4400.2 General Classification Rules - Continued

4400.2.4 Allocation of Positions to Classes

All positions substantially similar as to duties performed and the responsibilities exercised by the incumbents of such positions, and as to the qualification requirements as shown in the class specifications shall be allocated to the same class. The titles of the classes shall become the titles of such positions.

4400.2.5 Working Out of Classification

Employees may be required at times to work out of classification in order to carry out the required daily activities of the District. Any on-going substantial changes in duties and responsibilities should be reported in writing to the Director of Classified Personnel by the supervisor.

4400.2.6 Review of Positions

The Director of Classified Personnel shall review the duties and responsibilities of positions as necessary to determine and insure their proper classification. If the Director finds that a position or positions should be reclassified, he shall advise the supervisor of his findings. If the supervisor verifies the duties of the position, or if the duties are not revised to fit within the current classification, the Director shall report his findings and recommendations to the Commission.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400      POSITION CLASSIFICATION PLAN

4400.2 General Classification Rules - Continued

4400.2.7 Creation of New Positions

The Board of Education shall establish all new positions to be performed by the classified service as provided by Education Code Section 45109 and assign their duties and responsibilities, except for Personnel Commission staff positions. When the Board creates a new position, a written statement of the duties to be performed by the position shall be submitted to the Director of Classified Personnel. The Director shall present recommendations to the Commission which shall:

- A. Classify the position and determine whether the position should be allocated to an existing class or to a new class.
- B. Prepare a class specification and recommend the proper salary schedule placement for the new class, if one is established.

4400.2.8 The Classification of New Positions

- A. No person shall be appointed to a position not in the established classified service until the classification of the position has been determined by the Commission. Insofar as possible, the Commission will act to determine the classification of the position within one month from the time of the request to fill the position.
- B. In approving minimum educational and work experience requirements for a classified position, the Commission shall assure that such requirements reasonably relate to the duties of the position, as established by the Board of Education, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition. The position duties, salary placement and qualification requirements for the position class shall be prepared and approved, as required by this section, prior to issuance of an announcement calling for a competitive examination to fill position vacancies.  
(Education Code Section 45276)

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400        POSITION CLASSIFICATION PLAN

4400.3    Reclassification

4400.3.1    Basis for Reclassification

- A.    The basis for reclassification of an incumbent must be based on a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. Determinations as to gradual accretion of duties will be based on an analysis of data to be supplied by the supervisor together with the Personnel Director utilizing the following guideline factors: (Education Code Section 45285)
1.    The nature and scope of the position duties and responsibilities including identified changes.
  2.    The exact or approximate date the incumbent began the performance of the newly acquired duties and responsibilities.
  3.    The conditions which led to the association of the added duties and responsibilities with the subject position.
  4.    Evidence of the employee's performance of the added duties and responsibilities.
- B.    Gradual accretion shall be deemed to have occurred if the incumbent has occupied a position during the two years immediately preceding the time in which reclassification becomes effective.
- C.    When all positions in a class are reclassified, the reemployment and eligibility lists for that class will automatically be reclassified unless otherwise designated by the Commission.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400        POSITION CLASSIFICATION PLAN

4400.3    Reclassification - Continued

4400.3.2    Requests for Review

Requests for a classification review of an existing position shall be processed through the proper administrative channels. Requests for review may be initiated by the administration or by an employee in the classification for which the review was requested. All requests for review will be submitted according to those procedures as approved by the Personnel Commission. The Personnel Commission will review and modify the classification review procedure as necessary.

4400.3.3    Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. The classification review will be completed within a reasonable time considering all circumstances.

4400.3.4    Effect of Classification Changes on Incumbents

- A. When any position(s) in a class are reclassified to a higher class by the Personnel Commission:
1. Incumbent(s) of the position(s) who have been in the class for two or more years, may be reclassified by the Personnel Commission with their positions and shall be granted status in the higher class without further competitive examination. Incumbents granted status pursuant to this paragraph shall be granted all the rights and benefits in the higher class attained in the lower class.
  2. An incumbent who has a continuous employment record of less than two years in one or more of the positions being reclassified, must pass a competitive examination appropriate for the higher class in order to remain an incumbent of one of the reclassified positions.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4400        POSITION CLASSIFICATION PLAN

4400.3 Reclassification - Continued

4400.3.4 Effect of Classification Changes on Incumbents  
Continued

B. Eligibility for Reclassification:

An employee who has been reclassified with his position shall be ineligible for subsequent reclassification with his position for a period of at least two years from the initial action. (Education Code Section 45285)

C. When any positions in a class are reclassified to a lower class:

1. The incumbent may choose to be transferred to a vacant position in the higher classification.
2. If the incumbent does not choose to be transferred to a vacant position in the higher class, or there are no vacancies, the incumbent may retain the reclassified position in the lower class and be assigned a "Y" rate. That is, the incumbent will retain his current rate of pay, but will be entitled to advancement only to the limits of pay set for the position as reclassified. In such case, the employee shall be placed on a reemployment list, in accordance with the provisions of Rule 4700.6.1.B.

D. Reclassification at the same level:

Incumbents of positions reclassified to a class at the same salary level shall be granted status in the new class without further examination.

Revised: 03/1993  
Revised: 02/2004



GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500        APPLICATIONS AND EXAMINATIONS

4500.1 Application for Employment

4500.1.1 Filing of Application

A. Noncontinuous Filing

All applications for employment shall be made upon the designated District application for employment forms, filled out as directed, and time-stamped on or before the date, time, and in the office specified in the examination announcement.

Applicants taking more than one examination must file a separate and complete application for each examination unless the examination announcement has allowed cross-filing between classifications.

B. Continuous Examinations

The Commission may designate examinations for specified classes as continuous examinations. When so designated, the examination shall be administered as necessary and applications shall be accepted on every working day.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500           APPLICATIONS AND EXAMINATIONS

4500.1.2           General Qualifications of Applicants

Every applicant must be qualified to perform the duties of the position for which he applies and must meet the minimum qualifications established for the class, by the date and time specified in the job bulletin at the end of the filing period.

- A) Applicants must meet the minimum requirements to be eligible to be moved forward to take any written, performance or oral test part.
- B) Where a written test is required, all employees who possess the minimum qualifications and submit a complete application will be invited to take the written test.
- C) When a Technical Qualifications Appraisal Interview or Qualifications Appraisal Interview (QAI) is the only test part in the examination process, there must be at least 6 candidates that meet the minimum requirements to move forward in the examination process unless the Personnel Commission orders otherwise.
- D) Employees who meet the minimum qualifications but are not invited to an interview will be informed of the qualifications that were used to determine interview invitations.
- E) Notification of Required/Desired Skills  
When a position is posted for recruitment and special skills are either desired or required, that information shall be noted on the recruitment announcement.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500           APPLICATIONS AND EXAMINATIONS

4500.1.2           General Qualifications of Applicants

F) Required Special Skills

When a position requires special skills, demonstration of the possession of said skill shall be a minimum qualification for the successful completion of the testing process. Having been successful in the testing process, the candidate shall have noted on the resulting eligibility list that he/she possesses the skill and shall be certified for available positions.

G) Desirable Skills

When a position is identified as desiring a special skill (for example ability to speak, read, or write a language in addition to English), possession of that skill shall not be a minimum qualification of the testing process. Candidates who have been successful in the testing process should have it noted on the eligibility list that they possess this skill and shall be certified for available positions, which list the skill as desirable above other eligibles with higher scores who have not indicated through the testing process that they possess the skill.

4500.1.3 Elimination of Unfit Applicants, Candidates, and Eligibles

An applicant or candidate may be refused examination, and an eligible may be refused certification or appointment, for any of the following reasons:

- A. Failure to meet the general qualifications of Rule 4500.1.2.
- B. Conviction or pleading guilty in court to a charge involving moral turpitude, or any sex offense as outlined in Education Code Section 44010, narcotics offenses as outlined by Education Code Section 44011, mistreatment of children, or having been determined to be a sexual psychopath under Education Code Section 45124.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500      APPLICATIONS AND EXAMINATIONS

4500.1 Application for Employment - Continued

4500.1.3 Elimination of Unfit Applicants, Candidates, and Eligibles - Continued

- C. Conviction or pleading guilty in court to a charge which may adversely affect satisfactory performance of job duties of the classification involved.
- D. Criminal, dishonest, or disgraceful conduct or conduct disruptive to the examination process.
- E. Intentionally making a false statement or omitting a statement as to any material fact on the application form.
- F. Practicing any deception or fraud in connection with an examination or to secure employment.
- G. Unsatisfactory health conditions as determined by a medical doctor.
- H. Abuse of alcohol and/or illegal drugs.
- I. Refusal to submit to a pre-employment urine sample in accordance with Drug Testing Policy 4900.1.
- J. Pre-employment test results indicating use of illegal or controlled substances.
- K. Dismissal from a previous employment for cause if the cause would have subjected the applicant to dismissal by the District.
- L. Previous dismissal from the Glendale Unified School District unless the Superintendent, Assistant Superintendent, or Director, Classified Personnel waives this subsection.
- M. A record of "unsatisfactory service" within the Glendale Unified School District as indicated by a "needs to improve" or "unsatisfactory rating" on a probationary or annual performance evaluation, a work improvement plan, or any other disciplinary action.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500      APPLICATIONS AND EXAMINATIONS

4500.1 Application for Employment - Continued

4500.1.3 Elimination of Unfit Applicants, Candidates, and Eligibles - Continued

- N. Discharge other than honorable from the Armed Forces of the United States if the cause of the discharge would have subjected the applicant to dismissal by the District.
- O. Lack of authorization to work in the United States as specified by the Immigration and Naturalization Service.
- P. Failure to report for duty after an assignment has been offered and accepted without prior notification.
- Q. Failure, after due notice, to report promptly for review of any of the above bases for rejection.

4500.1.4 Rejection and Appeal from Rejection

- A. Rejection in this rule is defined to mean:
  - 1. The refusal to accept an application, examine an applicant or candidate, or to certify an eligible.
  - 2. The removal of an eligible's name from an eligibility list.
- B. Applicants, candidates, and eligibles who are rejected for any of the reasons enumerated in Rule 4500.1.3 shall be notified in writing by the Director of Classified Personnel of the reason(s) for rejection.
  - 1. Any individual so rejected may, within five working days, appeal in writing, to the Director of Classified Personnel for administrative review stating the basis for the appeal.
  - 2. Failure to appeal for administrative review makes the rejection final and conclusive.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500           APPLICATIONS AND EXAMINATIONS

4500.1 Application for Employment - Continued

4500.1.4 Rejection and Appeal From Rejection - Continued

- C. If there has been an administrative review, as provided above, and the rejection is sustained, the individual shall have the right to make a written appeal of the rejection within five working days to the Personnel Commission. The appeal may be based on any of the following reasons:
1. Discrimination because of affiliations, political or religious acts or opinions, race, color, national origin, ancestry, physical disability, medical status, sex, marital status, or age.
  2. Abuse of discretion.
  3. Inconsistency of the reasons given for the rejection with the facts.
- D. Upon receipt of an appeal, the Commission may direct that an investigation be conducted. The Commission shall notify the candidate in writing of its findings. If the Commission's investigation and findings, however, indicate any basis indicated in C.1 above, the Commission may order a formal hearing.
- E. The Commission shall set a date for the hearing, hear all the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned and shall be final.
- F. An appeal of a rejection to the Commission shall not serve to delay the examination procedure, but no regular appointment will be made from the eligibility list resulting from the examination until the appeal is resolved.
- G. If a rejection is not sustained by the Director of Classified Personnel or the Personnel Commission, the Director of Classified Personnel shall institute immediate action to insure the rights of the applicant, candidate, or eligible as if the rejection had not been made.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500        APPLICATIONS AND EXAMINATIONS

4500.1 Application for Employment - Continued

4500.1.5 Veteran's Preference

"A veteran is any person who has served on active duty status (other than active duty for training) for at least thirty (30) days full time in the military service of the United States armed forces: (1) in time of war; (2) whenever the United States is engaged in active military operations against any foreign power whether or not war has been formally declared; or 3) whenever the United States is assisting the United Nations, in actions involving the use of armed force, to restore international peace and security."

In entrance level examinations, veterans who become eligible for appointment by attaining a passing score, shall receive a bonus of five (5) points and disabled veterans shall receive a bonus of ten (10) points, which shall be added to the percentages attained in the examination by the veterans. (Education Code Section 45296)

In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service prior to establishment of the eligibility list. No adjustment of rank on the list shall be made when such proof is presented thereafter. (Education Code Section 45294)

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500        APPLICATIONS AND EXAMINATIONS

4500.2 Examinations

4500.2.1 Examinations; Examination Boards; Membership;  
Recordings

Examinations shall be administered objectively, and shall consist of test parts that relate to job performance.

For classes of positions deemed by the Commission to require an oral examination, the oral examination board shall include at least two members.

Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination board shall confine itself to evaluating general suitability for employment in the class. When the oral examination board is directed to evaluate technical knowledge and skills, at least two members of the board shall be technically qualified in the specified occupational area. Members of the Board of Education or Personnel Commission shall not serve on an oral examination board. A district employee may serve on an oral examination board if he is not at the first or second level of supervision over a vacant position in the class for which the examination is held.

The Personnel Commission shall provide for the proceedings of all oral examinations to be electronically recorded. In no case will an oral examination board be provided with confidential references on employees of the district who are competing in promotional examinations. Scores achieved by the candidate on other parts of the examinations shall not be made available to the oral examination board (Education Code Section 45273).

4500.2.2 Fields of Competition

A. Promotional Examinations

Examinations shall, wherever practicable as determined by the Personnel Commission, be limited to promotional applicants. Eligibility for promotion shall be restricted to permanent employees of the District (Education Code Section 45272).



GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500        APPLICATIONS AND EXAMINATIONS

4500.2 Examinations - Continued

4500.2.2 Fields of Competition - Continued

B. Dual Certification

When there is reason to doubt the adequacy of a promotional field of competition, the Personnel Commission may order a promotional and open examination.

When the same examination is held on an open competitive and promotional basis to provide a list of eligibles for any class having fewer than three permanent positions for which the most recent eligibility list failed to provide sufficient available eligibles to fill all the vacancies occurring in permanent positions during the first year of the life of the eligibility list, the Commission may, prior to the examination, authorize dual certification from the resulting eligibility lists, as specified in Rule 4600.2.1(B).

C. Open Examinations

When no promotional field of competitions exists, the Personnel Commission may order an open examination.

4500.2.3 Rule of Three Ranks

Appointments shall be made from eligibles having the first three ranks on the list who are ready and willing to accept the position. The only exception to this rule are senior management positions as designated under the provisions of Education Code Section 45272.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500        APPLICATIONS AND EXAMINATIONS

4500.2 Examinations - Continued

4500.2.4 Examination Announcements

Whenever it is necessary to fill existing or anticipated vacancies in the classified service and an appropriate eligibility list does not exist, or an eligibility list in any class is about to expire or is inadequate to fill anticipated vacancies, an examination may be held to provide a list of eligibles. Job bulletins must be posted for at least fifteen working days prior to the closing date and in advance of the examination. The notice shall contain the following information (Education Code Section 45278):

- A. Description of the scope of duties and responsibilities of positions in the class.
- B. Minimum qualifications required.
- C. The salary and other forms of compensation.
- D. The last date, time, and location for filing an application.
- E. The type of subtest(s), i.e., oral, written, or practical examinations, which applicants may be given.

4500.2.5 Notice of Examination

Each applicant whose application has been approved shall be notified within a reasonable time in advance of the time, date, and place of the examination, and such notice shall be the applicant's authorization to take the examination. No candidate may be admitted to any examination without such authorization or other satisfactory evidence of having filed an approved application.

4500.2.6 Character of Examinations

Tests may be written, oral, in the form of a practical demonstration of skill and ability, or any combination of these. Any evaluation of education, experience, character or identity, or test of technical knowledge, manual skill, or physical and mental fitness which serves this end may be employed.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500        APPLICATIONS AND EXAMINATIONS

4500.2 Examinations - Continued

4500.2.7 Written Examination Procedures

A. Special Administrations

1. Candidates taking any written test must take the test on the prescribed date.
2. Exceptions may be made in advance of the test date if a request for a change in time is made in writing, the Director of Classified Personnel deems the request justified, and the change does not materially delay the examination procedure or affect examination security.

B. Copying of Tests

Copies of the test shall not be made by candidates or other unauthorized persons.

C. Test Administration

1. Where written tests are required, they shall be so managed that none of the test papers will disclose the name of any candidate until all papers of all candidates in a given examination shall have been marked and rated.
2. Any candidate in any examination who places any identifying marks upon the test papers (other than the identifying mark prescribed at the time of the examination) or makes any attempt to disclose to others the identity of his papers prior to the completion of the examination may be subject to disqualification.

4500.2.8 Examination Weighting

The relative weights of the different parts of the examination shall be provided to candidates no later than the administration of the first test part.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500      APPLICATIONS AND EXAMINATIONS

4500.2 Examinations - Continued

4500.2.9 Pass Points

Candidates may be required to attain a designated minimum rating in each part or in combined parts of the examination.

4500.2.10 Oral Examination Procedures

For multiple position classifications, the qualifications appraisal interview shall be conducted relating to classification qualifications for placement on the eligibility list and not for any specific, vacant position.

4500.2.11 Retention of Examination Materials

Examination records, including any recordings and the rating sheet of each member of the oral board for each candidate, shall be retained by the body authorized to administer examinations for a period of not less than 90 days after promulgation of an eligibility list.

All applications and examination papers are confidential records of the District and shall not be returned to the applicant.

4500.2.12 Applicants' and Eligibles' Names and Scores

- A. The names of the applicants or unsuccessful candidates in any examination shall not be made public.
- B. Candidates shall be notified of their final score on or before the establishment of an eligibility list.
- C. A list showing relative standing by rank shall be made available to successful candidates and accessible to management personnel.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500        APPLICATIONS AND EXAMINATIONS

4500.2 Examinations - Continued

4500.2.13 Review Period

A candidate shall be notified that his examination records may be reviewed, by making an appointment with a designated staff member of the Classified Personnel Office, during the thirty (30) day calendar period following the effective date of the eligibility list.

The purpose of the review is to counsel a candidate relative to his general test performance which may serve to improve future test performance.

4500.2.14 Examination Protests

- A. If a candidate wishes to protest any part of an examination, the protest must be submitted in writing to the Director of Classified Personnel not later than five working days after the effective date of the eligibility list.
- B. The protest must be in writing, and may be based on any of the following reasons:
  - 1. Discrimination because of affiliations, political or religious acts or opinions, race, color, national origin, ancestry, physical handicap, medical status, sex, marital status, or age.
  - 2. Examination process improprieties.
  - 3. Errors/ambiguities contained in the examination questions and/or answers.
- C. The Director of Classified Personnel shall review and act on all protests. If the reason for the protest is found to be valid, all possible changes will be made to correct the results of the examination.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4500        APPLICATIONS AND EXAMINATIONS

4500.2 Examinations - Continued

4500.2.14 Examination Protests - Continued

- D. The Director of Classified Personnel shall inform the candidate of the decision. If the Director of Classified Personnel has not rendered a decision within 30 calendar days, the protest will automatically be forwarded to the Personnel Commission. If the protest has been denied, the candidate may appeal to the Personnel Commission within five working days of the date of notification.
- E. The Personnel Commission will review the examination materials and the protest written by the candidate within 30 calendar days. If the Commission cannot review within the stated time the candidate will be provided with a written explanation. If the Commission sustains the protest, it shall order necessary changes.
- F. No regular appointments from an eligibility list will be made until all protests have been resolved.
- G. All persons remaining on an eligibility list who would be affected shall be notified of any changes made.

4500.2.15 Eligibility for Reexamination

- A. Unless the Classified Personnel Director waives the no repeat rule for a particular examination, applicants who have competed unsuccessfully in an examination shall not be eligible to compete in an examination for the same class or repeat test or test parts which are comprised of essentially the same questions or problems in an examination for the same or another class until thirty (30) days have elapsed since taking the previous examination.
- B. Restrictions must be uniformly applied to all applicants in the examination. However, an applicant who is barred from repeating the same test part may be permitted to compete in the examination for another class on certification of the most recently obtained score on the test or test part which is being repeated.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

**CHAPTER 4500      APPLICATIONS AND EXAMINATIONS**

4500.2 Examinations - Continued

4500.2.15 Eligibility for Reexamination - Continued

- C. The Classified Personnel Director may refuse to examine an unsuccessful applicant for the same class more than three times within any 12-month period, provided that the same restriction is uniformly applied in the examination for that class.

4500.3 RECRUITMENT PROCEDURES

4500.3.1 Opening Announcement Procedures

A) The Personnel Commission shall direct and administer the holding of examinations for the purpose of filling vacancies or creating eligibility lists for Classified Service.

B) No examination announcement may be made, and no part of any examination may be held for a new position until the Board has properly designated the position duties and the Commission has established the class specifications including the establishment of minimum qualifications.

C) Whenever it is necessary to fill existing or anticipated vacancies and an appropriate eligibility list does not exist (as determined by the Commission), the Personnel Commission shall announce each examination and it shall be sent to all employees, posted in the Human Resources Department, and on the District website for a minimum of 15 working days.

D) Vacant positions will be filled within three (3) months after the position is posted. Any position that has not been filled within the time period specified, will be posted again for a minimum of 5 working days and candidates will have an opportunity to re-apply (if they choose to supplement their original application) or apply for the first time.

ED CODES: 45109, 45260, 45261, 45272, 45278, 88080, 88081, 88091, 88097

Revised: 03/1993  
Revised: 07/2006  
Revised: 11/2010  
Revised: 06/2021

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4600          EMPLOYMENT LISTS

4600.1 Reemployment Lists

A reemployment list shall take precedence over all other employment lists in appointment. This list shall contain the names of all permanent classified service employees who have been laid off or demoted from any position because of lack of work or lack of funds.

4600.2 Eligibility Lists

4600.2.1 Establishment and Life of Eligibility Lists

A. Establishment

After an examination, the names of successful candidates shall be arranged on a list in the order of examination score by rank after including additional points for Veteran's credit or for dual certification seniority credits where applicable. The list shall be presented to the Personnel Commission for approval.

B. Dual Certification

When the Personnel Commission authorizes dual certification for an examination, the first three ranks certified shall consist of open and promotional eligibles having the three highest scores including seniority credit of five points for all successful permanent promotional employees and excluding Veteran's credits for any candidate. (Refer to Rule 4500.1.5)

Promotional eligibles receive seniority credits only on dual certification examinations.

When all promotional eligibles have been removed from the list, through appointment or otherwise, Veteran's credit shall be added to scores of remaining open eligibles, and their ranks shall be adjusted accordingly.



GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4600          EMPLOYMENT LISTS

4600.2 Eligibility Lists - Continued

4600.2.1 Establishment and Life of Eligibility Lists  
Continued

C. Veteran's Credit

Veteran's credits are applicable only to open eligibility lists or a list designated for dual certification after no promotional candidates remain for certification to a specific position.

D. Life

An eligibility list shall be in effect for one year, unless extended by the Personnel Commission or exhausted or there are fewer than three names of eligibles remaining on the list who are available for appointment. Names of successful candidates may be added to eligibility lists resulting from continuous examinations. (Education Code Section 45300)

E. Obligation of Persons on Expired Lists

Any person whose name is on an eligibility list at the time of expiration and who desires to be placed on the new eligibility list for that class must file a new application for reexamination in accordance with application procedures and requalify in the new examination unless the list is extended prior to expiration by the Personnel Commission.

4600.2.2 Consolidation of Eligibility Lists

Combinations of successive eligibility lists may be made during their first year. Eligibles on lists established within the first year of the life of another list may be placed in the order of their relative excellence in the examination on the like list, if lists so merged have been promulgated under conditions and techniques which are sufficiently similar to preserve their competitive character. (Education Code Section 45291)

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4600           EMPLOYMENT LISTS

4600.2 Eligibility Lists - Continued

4600.2.2 Consolidation of Eligibility Lists - Continued

A. Merging by rank

The new list shall then be merged with the existing list with eligibles ranked in the order of examination score, after including additional points, such as may be received for Veteran's preference and dual certification seniority, where applicable. Promotional lists shall be merged only with promotional lists, except that, where dual certification applies, open and promotional lists shall be merged for certification.

B. Expiration of Eligibility

When lists are consolidated under this rule, the earlier list shall expire one year after its establishment, and the names of the eligibles shall be removed from the consolidated list.

4600.2.3 Removal of Names from Eligibility Lists

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. A written request by the eligible for removal.
- B. Failure to respond to a written inquiry regarding availability for employment.
- C. Waiver of three offers of regular appointment after interview and selection by the supervisor of a vacant position.
- D. Any of the causes listed in Rule 4500.1.3.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4600        EMPLOYMENT LISTS

4600.2 Eligibility Lists - Continued

4600.2.4 Withholding Names from Certification

The name of an eligible may be withheld from certification to a specific position when the eligible:

- A. Expresses unwillingness or inability to accept appointment.
- B. Fails to respond within five business days next following official inquiry regarding availability for permanent employment or request to appear for interview regarding such employment.
- C. Fails to appear for processing or duty at the time agreed upon after having accepted an appointment.
- D. Cannot be reached in time for appointment when immediate temporary employment is required.
- E. Fails to present the license, registration, certificate, or any other credential required. The name of any such eligible shall be restored for certification when the particular requirement has been met.
- F. For any reason listed in Rule 4500.1.3

4600.3 Certification from Employment Lists

4600.3.1 Order of Precedence

Names shall be certified for appointment to a specific position in the following sequence:

A. Reemployment List

The name of the one eligible standing highest on the reemployment list for the appropriate class shall receive the first appointment, and eligibles shall be taken in order until the list is exhausted.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4600           EMPLOYMENT LISTS

4600.3 Certification from Employment Lists - Continued

4600.3.1 Order of Precedence - Continued

B. Other Sources of Eligibility

Whether or not an eligibility list is in existence, a vacancy may be filled by transfer, demotion, reinstatement, restoration to a former class after voluntary demotion, or other means provided in the rules, in the absence of a reemployment list for a class.

C. Promotional Eligibility List

Appointments shall be made from one of the first three ranks on the eligibility list who are ready and willing to accept the position.

D. Open Eligibility List

When the eligibility list is the result of an open examination, the appointment shall be one of the three ranks standing highest on the list who are ready and willing to accept the appointment.

E. Dual Certification

Certification from eligibility lists designated for dual certification will be made from merged open and promotional lists, as appropriate.

F. Substitute Appointments

A substitute employee may be assigned to a vacant position if there are no qualified eligibles available to accept appointment.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

**CHAPTER 4600          EMPLOYMENT LISTS**

4600.3 Certification from Employment Lists - Continued

4600.3.2 Selective Certification

Appointments may be made from other than the first two or three, as the case may be, applicants on the eligibility list when the ability to speak, read, or write a language in addition to English or possession of a valid driver's license is a requirement of the position to be filled.

The recruitment bulletin announcing the examination shall indicate the special requirements which may be necessary for filling one or more of the positions in the class. Where such a position is to be filled, using the authority of this section, the appointment shall be made from among the highest two or three, as the case may be, applicants on the appropriate eligibility list who meet the special requirements and who are ready and willing to accept the position. If there are insufficient applicants who meet the special requirements, the commission shall certify the top applicant or applicants plus those applicants who meet the special requirements, not to exceed two or three candidates, as the case may be. (Education Code Section 45277)

4600.3.3 Procedure When Fewer Than Three Ranks Remain on the Eligibility List

- A. When fewer than three ranks are available on the promotional list, the available eligibles shall be certified with a sufficient number of ranks from the open list to provide a total of three ranks from which a selection will be made.
- B. When fewer than three ranks are available on the promotional list and there is no open list, the available eligibles shall be certified. However, the appointing authority may choose not to make an appointment and may request a new examination.
- C. When fewer than three ranks are available on the open list, the available eligibles shall be certified. However, the appointing authority may choose not to make an appointment and may request a new examination.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4600           EMPLOYMENT LISTS

4600.3 Certification from Employment Lists - Continued

4600.3.4 Unavailability for Certification

- A. Eligible candidates may make themselves unavailable for certification to specific locations or shifts and to part-time or full-time positions and to limited term or permanent positions by indicating their unavailability to the staff of the Classified Personnel Office.
- B. Eligible candidates who have made themselves unavailable shall not be certified to interviews for positions for which they have indicated unavailability.
- C. Eligible candidates may revise or withdraw their unavailability in writing.

4600.3.5 Refusals of Appointment

An eligible candidate may refuse appointment to a specific position and retain eligibility. However, after refusal of three offers of appointment within the areas of availability, the candidate's name will be removed from the eligibility list.

4600.3.6 Duties of Eligibles

- A. An eligible who has been certified shall be allowed two (2) working days from the date of the offer to accept or reject an offer of an appointment and shall be allowed two weeks to report for duty after an offer of appointment to a permanent position has been made. If the eligible is unable or unwilling to report by the end of two weeks, the eligible may be considered to have refused appointment; and the appointing supervisor may request certification of another name from the reemployment list or rank from the eligibility list.
  - 1. The date of the offer of appointment shall be the date on which the eligible is notified by the staff of the Classified Personnel Office of selection.
  - 2. Notification may be made by telephone, electronic mail, or registered or certified mail.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4600           EMPLOYMENT LISTS

4600.3 Certification from Employment Lists - Continued

4600.3.6 Duties of Eligibles - Continued

3. An appointee may be allowed a period longer than two (2) weeks without forfeiting a position, at the discretion of the appointing supervisor.
4. When appointment is to a limited term position, the eligible must be available on the date specified by the appointing supervisor.
5. It is the responsibility of the applicant, candidate, or eligible to promptly report to the Classified Personnel Office, any change in mailing address, place of residence, or telephone number. Failure to report such information may operate as a waiver of certification and/or appointment.

4600.3.7 Rights of Eligible

A promotional eligible who has accepted a position shall be released from his current position on the effective date requested by the appointing supervisor.

- A. The start date may be extended by the appointing supervisor when requested by the current supervisor.
- B. If the new position is occupied at the time of the appointment of the eligible, the start date may be extended until the position has been vacated.
- C. In either A or B above, the appointment to the new position (for purposes of pay and classification) shall commence on the effective date requested for the position.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4600           EMPLOYMENT LISTS

4600.4 Limited Term Employees

4600.4.1 Limited Term Employees (Temporary or Substitute)

Limited term appointments may be made for a duration not to exceed six months. If the appointment is made in lieu of an absent employee, it shall not exceed the authorized absence of the employee. Appointments shall be made from appropriate eligibility lists. (Education Code Section 45286)

Acceptance or rejection of assignment to a limited term position shall not affect the eligibility of any applicant for a regular assignment when the applicant's name is reached on the reemployment or eligibility list.

4600.5 Provisional Appointments (Substitute)

Provisional appointments may be made when no eligibility list exists or certification from an existing eligibility list in accordance with these rules cannot be made. Provisional appointments to a position will extend for no more than 90 working days.

A provisional assignment may be terminated at any time by the supervisor.

4600.5.1 Emergency Appointments

The appointing power may, to prevent the stoppage of public business when an actual emergency arises and persons on eligibility lists are not immediately available, make appointments for a period not to exceed 15 working days, in accordance with commission rule.

Revised 03/1993  
Revised 11/2010



GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700           IN-SERVICE STATUS AND TRANSACTIONS

4700.1 Probationary Period

4700.1.1 Duration of Probation

- A. A new employee appointed from an eligibility list shall serve a probationary period of six months or 130 days of paid service, whichever ever is longer, in one class before attaining permanency in the classified service. An employee who has been promoted shall serve a probationary period of six months or 130 days of paid service, whichever is longer, in the higher class before attaining permanency in that class. Credit toward completion of probation shall be granted only for service in regular positions in the class after appointment from the eligibility list.
- B. For those classes designated by the Commission as executive or administrative, the probationary period shall be one year or 260 days of paid service.
- C. Credit towards completion of the probationary period shall not be given for time served under emergency, substitute or provisional appointment nor while the employee is absent from work in an unpaid status.

4700.1.2 Rights of Probationary Employees

- A. A new employee who resigns in good standing during the initial probationary period shall, upon request, have his name restored in proper rank to the eligibility list. Such action shall not extend the life of the eligibility list or the period of eligibility of the employee.
- B.
  - 1. A new employee who is suspended or dismissed during his initial probationary period shall be notified of the action taken and the charges against him. He shall not have the right of appeal.
  - 2. No person dismissed from a position during probation shall again be certified to a position in the same class for a period of one year after the date of dismissal, except upon approval of the Director of Classified Personnel.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700 IN-SERVICE STATUS AND TRANSACTIONS

4700.1 Probationary Period - Continued

4700.1.2 Rights of Probationary Employees - Continued

- C. An employee who has permanent status in the classified service, and who has been promoted to a higher class, may be demoted during the probationary period to his former class. If the demotion is the result of disciplinary action, as provided in Rule 4700.8.1, the employee shall be notified in writing of the action and the charges against him, and shall have the right of appeal as provided in Rule 4700.8.3.
- D. A permanent employee who is suspended or dismissed or demoted to other than his former class during a probationary period as a result of disciplinary action, as provided in Rule 4700.8.1, retains full rights of appeal.
- E. A permanent employee who has vacated a position to accept a promotion to a position in a higher class, and who is rejected during the probationary period due to unsatisfactory job performance as evidenced on the probationary evaluation(s) shall be elected to a position in his former class and may exercise "bumping rights" in accordance with Rule 4700.6.1.D.
- F. Should the work for which a probationary employee has been appointed prove temporary instead of permanent as certified, and should he be laid off without fault or delinquency on his part before his probationary period is completed, his name shall be restored to the eligibility list and the time he has served shall be credited to him on his probationary period.

4700.2 Changes in Position and Class

4700.2.1 Transfer

- A. An employee may be transferred from one position to another, in the same class, as provided in the Collective Bargaining Agreement.
- B. A permanent employee may be transferred upon request of the employee and with approval of the supervisor, to a position in a related class on the same salary schedule. Such transfers shall be made only with the approval of the Commission.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700 IN-SERVICE STATUS AND TRANSACTIONS

4700.2 Changes in Position and Class - Continued

4700.2.1 Transfer - Continued

- C. The Personnel Commission shall determine whether classes are sufficiently related to permit transfer between them on the basis of similarity of duties, minimum qualifications, examination content, occupational group, and promotional field.
- D. A permanent employee who transfers to a position in a class in which the individual has not previously completed a probationary period shall be considered probationary in that class for a period of six months or 130 days of paid service, whichever is longer. At any time during the probationary period, the individual may be returned (transferred) to the former class without right of appeal, unless such action results in layoff, demotion, (or reduction in assigned time). In the latter cases, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.
- E. Transfers shall have the following effects on seniority:
  - 1. Within the same class: None.
  - 2. From one class to another: The employee shall not receive seniority credit in the new class for service in other classes; however, he shall retain such credit as seniority in the classified service.

4700.2.2 Demotions

- A. A permanent employee may request voluntary demotion to a class with a lower maximum salary rate. Such requests require the approval of his department head and that of the head of the department to which he is to be assigned.
- B. Voluntary demotion is a privilege available to a probationary employee only in cases when he would otherwise be laid off for lack of work or lack of funds.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700        IN-SERVICE STATUS AND TRANSACTIONS

4700.2 Changes in Position and Class - Continued

4700.2.2 Demotions - Continued

- C. Involuntary demotion is a disciplinary action for reasonable cause and is subject to the pertinent rules and procedures.

4700.2.3 Reemployment

- A. A former permanent employee who resigned in good standing may be reinstated in his former class and status within 39 months of the last date of paid service. Also, he may be reinstated in a lower related class. Such actions are discretionary with the appointing authority.
- B. An employee who has taken a voluntary demotion may be reinstated to his former class or to a related lower class, as determined by the Commission, within 39 months. Such actions are discretionary with the appointing authority.
- C. An employee who has accepted demotion in lieu of layoff for lack of work, lack of funds, or abolishment or reclassification of his position, has the right to be reemployed in preference to new applicants, in accordance with his seniority, in his former class within 63 months after demotion. Intervening reassignments to other classes shall not abrogate that right.
- D. Reinstatement or reemployment of a former employee shall have the following effects:
1. Restoration to the former step in the salary range for the class, or, if reemployed in a lower class, to the rate closest to that of the step to which he would be assigned if he were reinstated in his former class.
  2. If restored to permanent status, restoration of accumulated sick leave and seniority.
  3. Restoration of former anniversary date, but without step advancement credit for the off-duty period.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700 IN-SERVICE STATUS AND TRANSACTIONS

4700.3 Assignments of Employees with Disabilities

4700.3.1 General Policy

When a permanent employee becomes incapacitated and cannot perform the essential functions of his job, as determined by the Board of Education, the individual may be assigned duties which he is capable of performing. The position to which he is assigned shall be subject to classification by the Personnel Commission. (Education Code Section 45279)

4700.3.2 Reassignments

- A. A disabled employee's duties in his regular position may be altered in accordance with the disability. Such changes in duties shall be informally reported to the Director of Classified Personnel, who shall determine whether the position requires classification study.
- B. A disabled employee may accept demotion or transfer to a less demanding class, with the approval of the Commission.
- C. A disabled employee may be assigned to a position in a higher class, with the approval of the Commission, but shall receive no salary benefit from such assignment until he can be appointed to the higher class in accordance with the rules and procedures on eligibility and appointments.
- D. A disabled employee may refuse assignments to other classes without affecting his rights under sick leave provisions of the law and these rules. However, there is no obligation for the appointing authority to renew offers of reassignment which have been refused or to make alternative offers.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700        IN-SERVICE STATUS AND TRANSACTIONS

4700.4 Review of Personnel File

- A. 1. An employee shall, upon request and under the supervision of the Director of Classified Personnel, be given the opportunity to review his personnel file.
- 2. Such material is not to include ratings, reports, or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.
- B. Information of a derogatory nature shall not be placed into the personnel file until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to have placed in his personnel file, a written rebuttal to the unfavorable information. (Education Code Section 44031)

4700.5 Absence for Examinations

Every employee in the classified service shall be permitted to be absent from his duties during working hours in order to take any examination for which he is qualified in the District without deduction of pay or other penalty, provided that two days notice is given to the immediate supervisor.

4700.6 Layoff

4700.6.1 Procedure Regarding Layoff

- A. Classified employees shall be subject to layoff for lack of work or lack of funds.
  - 1. Whenever a classified employee is laid off, the layoff shall be made in reverse order of seniority in the class which the layoff occurs. The employee who has been employed the shortest time in the class, plus higher classes, shall be considered to have the least seniority and, therefore, will be laid off first.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700        IN-SERVICE STATUS AND TRANSACTIONS

4700.6 Layoff - Continued

4700.6.1 Procedure Regarding Layoff - Continued

2. For purposes of this rule, for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Education Code Section 45128.
  - a. Any authorized reduction in the regularly assigned work hours of an employee shall be construed as a layoff and the employee shall be accorded the rights provided in this section.
  - b. "Hours in paid status" shall include hours when an employee is receiving pay, such as vacation, sick leave, compensatory time, or any paid leave, but shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the District except service in restricted positions.
3. Employees to be laid off shall be given written notice on or before April 29 of their layoff effective at the end of the school year if the layoff is a result of the expiration of a specially funded program and lack of funds.

If the termination of the specially funded program is other than June 30, or the layoff is due to lack of work, the notice shall be given not less than forty five (45) days prior to the effective date of the layoff.

A classified employee may not be laid off if a short term employee is retained to render a service that the classified employee is qualified to render.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700      IN-SERVICE STATUS AND TRANSACTIONS

4700.6 Layoff - Continued

4700.6.1 Procedure Regarding Layoff - Continued

4. These rules do not preclude the governing board from implementing either of the following actions without providing the above notice requirements:
  - a. Layoff for a lack of funds in the event of an actual and existing financial inability to pay salaries.
  - b. Layoff for a lack of work resulting from causes not foreseeable or preventable by the governing board.
- B. The names of permanent and probationary employees thus laid off shall be placed upon a reemployment list for the class from which they were laid off. Names on the reemployment list shall be in the relative order of seniority. Persons whose names are placed on a reemployment list shall retain their eligibility for reemployment for a period of 39 months from the date of layoff or demotion. Employees who take voluntary demotions or reductions in assigned time in lieu of layoff or remain in their present positions rather than be reclassified or reassigned shall have their names remain on the reemployment list for an additional 24 months.
- C. Seniority
  1. When reclassification results either in the merger of two or more classes or the separation of a class into two or more classes, seniority rights of regular employees who are reclassified with their positions and whose former class or classes have been abolished or separated shall be computed from the date of their earliest entrance into regular service in such classes.
  2. An employee transferred from one class to another shall not be credited in the new class with seniority accumulated in the class from which transferred.
  3. Laid-off employees do not accumulate seniority credit while on reemployment lists.



GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700 IN-SERVICE STATUS AND TRANSACTIONS

4700.6 Layoff - Continued

4700.6.1 Procedure Regarding Layoff - Continued

D. Bumping Rights

1. Regular classified employees who are to be laid off may exercise bumping rights in any equal or lower class in which they hold seniority credit greater than that of an incumbent. The employee to be bumped shall be the one with the least seniority credit in the class.
2. An employee who has been bumped shall have the same bumping rights afforded by this rule as if the individual's position had been abolished or discontinued.
3. An employee who is laid off may elect demotion to a lower classification in which the individual has not served provided 1) there is a vacant position with the job family in the lower classification and 2) the employee meets the minimum qualifications of the classification.
4. An employee who demotes to a lower classification in which he has not served in a probationary status, shall be considered as probationary in the class.
5. Eligibility to demote to a lower classification in which an employee has not served in a permanent or probationary status shall be determined by seniority within the District.

E. Rights of Laid-Off Employees

1. The reemployment list for a class shall be used before any other means of filling vacancies for that class with the exception of the exercise of bumping rights.
2. Offers of reemployment shall be made in inverse order of the layoff.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700        IN-SERVICE STATUS AND TRANSACTIONS

4700.6 Layoff - Continued

4700.6.1 Procedure Regarding Layoff - Continued

E. Rights of Laid-Off Employees - Continued

3. An employee accepting a transfer, voluntary demotion or voluntary reduction in status or assigned time in lieu of layoff, shall have his name placed on the reemployment list for the class.
4. An employee on a reemployment list may decline three offers of reemployment in his former class and status. After his third refusal no additional offers need be made and the employee shall be considered unavailable until he indicates otherwise.
5. If an employee is on an eligibility list and is laid off, he shall retain his place on the eligibility list for the life of that list.
6. Employees on reemployment lists shall be eligible to compete in promotional examinations for which they qualify.
7. If an incumbent cannot be placed following the reclassification of his position, he shall be laid off and given reemployment rights in the class from which reclassified.

4700.6.2 Limited-Term Positions

- A. No regular employee shall be laid off from any position while employees serving under limited-term appointment are retained in positions of the same class unless the regular employee declines the limited-term position.
- B. A limited-term employee may be laid off at the completion of his assignment without regard to the procedure set forth in this rule.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700        IN-SERVICE STATUS AND TRANSACTIONS

4700.7 Resignation .

- A. When an employee desires to resign from his position, he shall forward his resignation in writing to the supervisor, and a copy of such resignation shall immediately be forwarded by the supervisor to the Classified Personnel Office.
- B. The resigning employee will be given the opportunity for an exit interview in the Classified Personnel Office prior to his termination date.
- C. A resignation relates only to the specific position from which the employee resigns and does not impair his rights to other positions which he may hold on eligibility lists.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700            IN-SERVICE STATUS AND TRANSACTIONS

4700.8    Disciplinary Action and Appeal

4700.8.1    Causes for Suspension, Demotion, Dismissal

- A. Persons employed in the classified service may be disciplined or dismissed for any of the following causes:
1. Incompetence, inefficiency, insubordination, inattention or dereliction of duty, discourteous treatment of the public or of fellow employees, or any other failure of good conduct tending to injure the public service, or any violation of the provisions of the Education Code or of rules, regulations, or procedures adopted by the Board of Education or the Personnel Commission.
  2. Dishonesty or immoral conduct.
  3. Being under the influence of, possessing, dispensing, exchanging, selling, or partaking of illegal or controlled substances, except in accordance with documented medical authorization.
  4. Being under the influence of, possessing, dispensing, or partaking of intoxicating liquor while on duty.
  5. Political activities engaged in by an employee during his assigned hours of employment.
  6. Abuse of sick leave privileges or excessive absence or tardiness.
  7. Conviction of a serious crime by a court of law including those outlined in Education Code Section 44940; a record of one or more convictions which indicates that the person is a poor employment risk; failure to disclose material facts regarding criminal records, other false or misleading information on application forms or examination and employment records concerning material matters.
  8. Failure to report for review of criminal records or for health examination after due notice.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION .  
RULES AND REGULATIONS

CHAPTER 4700           IN-SERVICE STATUS AND TRANSACTIONS

4700.8   Disciplinary Action and Appeal - Continued

4700.8.1   Causes for Suspension, Demotion, Dismissal  
- Continued

9. Abandonment of position. An employee who fails to report for duty after one working day without authorization from the supervisor shall be deemed to have abandoned his position. An employee who fails to return from a leave of absence within one working day after the expiration of the leave, unless other arrangements acceptable to the personnel office have been made, shall be deemed to have abandoned his position.
  10. Damaging or defacing District property.
  11. Gambling on District premises.
  12. Violation of any of the established Safety Rules for the position held or of any common safety practices.
  13. Distribution of literature or solicitations during work hours on District premises.
  14. Illness leaves, when habitually taken for trivial indispositions.
  15. Violation of Board of Education Policies or Administrative Procedures or Personnel Commission Rules and Regulations.
- B. Persons employed in the classified service shall be dismissed for any of the following reasons:
1. Advocacy of overthrow of the government of the United States or any State by force, violence, or other unlawful means.
  2. Knowingly becoming or knowingly remaining a member of the Communist Party.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700      IN-SERVICE STATUS AND TRANSACTIONS

4700.8 Disciplinary Action and Appeal - Continued

4700.8.2 Procedure for Disciplinary Action

A. No employee in the classified service shall be suspended, demoted, dismissed, or in any way discriminated against because of his affiliations, political or religious acts or opinions, race, color, sex, or marital status, subject to the provisions of Rule 4700.8.1.

1. When a regular permanent classified employee is to be suspended, demoted or dismissed, specific written charges must be delivered to the employee in accordance with Rule 4700.8.2.H. Such written charges must include the proposed disciplinary action and the detailed reason(s) for the discipline citing date(s), time(s), place(s) and rule violation(s). Such notice shall also state the date the disciplinary action is to become effective. The charges must be stated clearly so that the employee will know the exact reasons for the proposed disciplinary action.

The employee must be advised of his right to respond either orally or preferably in writing within five (5) calendar days from receipt of this notice to the person so designated in the notice. The employee shall also be advised of his right to review and copy all documents in his personnel file on which the disciplinary action is based.

2. The Director shall document whether or not the employee chose to avail himself of the above described right to respond within the time limit specified.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700           IN-SERVICE STATUS AND TRANSACTIONS

4700.8 Disciplinary Action and Appeal - Continued

4700.8.2 Procedure for Disciplinary Action - Continued

- B. 1. At the next regularly scheduled Board of Education meeting, occurring after the date the employee is notified of the proposed disciplinary action, the Board of Education shall decide what disciplinary action is approved. The action and the charges shall be reported to the Director of Classified Personnel who shall immediately notify the employee. The Board shall also, within ten (10) days of the suspension, demotion or dismissal, file written charges with the Commission.
2. Notice to the employee shall include a copy of the charges and a statement of his right to appeal, if any, together with a copy of Rule 4700.8.3 and must be delivered or postmarked not more than ten (10) days from the date of suspension, demotion or dismissal.
- C. Notwithstanding the procedures prescribed above, an employee may be suspended prior to Board approval at the discretion of the Superintendent, subject to later ratification by the Board within two weeks. Requirements in regard to charges and notifications must be met when the Board ratifies the administrative action.
- D. A regular employee charged with the commission of any sex offense as defined in Section 44010 of the Education Code by complaint, information, or indictment filed in a court of competent jurisdiction may be suspended as provided for in the Education Code. Such a suspension will be processed as an involuntary personal leave in accordance with the provisions of this rule relative to suspensions. The employee may receive compensation as provided for in the Education Code. Such suspension shall be reviewed by the Personnel Commission every 90 calendar days.
- E. Dismissal shall cause removal of the employee's name from all employment lists and loss of all seniority.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700      IN-SERVICE STATUS AND TRANSACTIONS

4700.8    Disciplinary Action and Appeal - Continued

4700.8.2    Procedure for Disciplinary Action - Continued

- F. Failure to appeal, as provided in 4700.8.3 shall make the action of the Board of Education final and conclusive.
- G. The Board of Education may dismiss an employee at any time during his probationary period for any reason, but the Personnel Commission must be notified in writing within one week from the date of dismissal.
- H. All communications from the District to the employee under this article shall be either:
  - 1. Delivered personally for which the employee must sign a statement delineating the items received, or
  - 2. Sent by registered or certified mail, return receipt requested, with postage prepaid addressed to the employee at his last known mailing address on file in the Classified Personnel Office.
- I. The employee or his designated representative with written authority from the employee to do so shall be given the opportunity, if requested, to review and copy all documents upon which the disciplinary action is based.

4700.8.3    Appeal to the Personnel Commission

- A. A permanent employee who has been suspended, demoted, or dismissed may appeal to the Personnel Commission within 14 days after notification pursuant to Education Code Section 45304 and 45305, by filing a written answer to such charges. Appeal can be made only on the following grounds:
  - 1. That the procedures set forth in these rules have not been followed.
  - 2. That the removal was made because of affiliations, political (subject to provisions of Rule 4700.8.1) or religious acts or opinions, race, color, sex, or marital status.



GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700      IN-SERVICE STATUS AND TRANSACTIONS

4700.8 Disciplinary Action and Appeal - Continued

4700.8.3 Appeal to the Personnel Commission - Continued

3. That there has been abuse of discretion.
  4. That the action taken was not in accord with the facts.
  5. That the charges made do not constitute sufficient cause for the action taken.
- B. A permanent employee who has not served the full probationary period for the class and who is demoted to the class from which promoted may request an investigation by the Commission within 14 days after the receipt of the copy of written charges. The request for the investigation shall be based only on one or more of the five grounds provided above for appeals. The Commission shall conduct an investigation but shall not be required to follow the procedures for appeals and hearings set forth in these rules. The Commission shall notify the Board and the employee in writing of its findings. If the Commission's investigation and findings, however, indicate any discriminatory action, the Commission may order a formal hearing. The decision of the Commission shall be binding on the Board of Education.
- C. Immediately following receipt of a formal Notice Of Appeal on behalf of any classified employee of the District, the Classified Personnel Director shall contact the members of the Personnel Commission for the specific purpose of selecting not fewer than three (3) potential appeal hearing dates, the first of which shall be neither earlier than thirty (30) days from the receipt of such Notice Of Appeal, nor later than seventy five (75) days from such receipt. The Classified Personnel Director and the Personnel Commission shall there upon select one or more convenient dates within such time frame as the circumstances of the nature of the appeal may appear necessary and/or appropriate. Upon such selection(s), Staff will immediately so advise all parties concerned.

GLENDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700      IN-SERVICE STATUS AND TRANSACTIONS .

4700.8    Disciplinary Action and Appeal - Continued

4700.8.3    Appeal to the Personnel Commission - Continued

- D.    The Commission shall convene any appeal hearing pursuant to Rule 4700.8.3, at a time and place specified by the Commission, no later than 180 calendar days after the employee files the notice of appeal. Unless excused by the Commission an employee's failure to attend an appeal hearing will result in the commission's dismissal of the employee's appeal. The Commission reserves the right to waive the 180 calendar day time line for the conduct of an appeal hearing for good cause as determined by the Commission. .

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700      IN-SERVICE STATUS AND TRANSACTIONS

4700.8 Disciplinary Action and Appeal - Continued

4700.8.4 Hearing Procedure

- A. Following the receipt of a written appeal by an employee pursuant to Rule 4700.8.3.A. the Personnel Commission may conduct hearings of appeals or may appoint a hearing officer to conduct the hearing of an appeal and to report findings and recommendations to the Commission.
- B. Hearings shall be conducted in the manner most conducive to determination of the truth, and neither the Commission nor its hearing officer shall be bound by technical rules of evidence. Decisions made by the Commission shall not be invalidated by any informality in the proceedings.
- C. The Personnel Commission or its hearing officer shall determine the relevancy, weight, and credibility of testimony and evidence. It shall base its findings on the preponderance of evidence.
- D. Each side will be permitted an opening statement (Board first) and closing arguments (employee first). The Board shall first present its witnesses and evidence to sustain its charges and the employee will then present his witnesses and evidence in defense.
- E. Each side may examine and cross-examine witnesses.
- F. Both the Board and the employee may be represented by legal counsel or other designated representation.
- G. The Commission may, and shall if requested by the Board or the employee, subpoena witnesses and/or require the production of records or other material evidence.
- H. The Commission may, prior to or during a hearing, grant a continuance for any reason it believes to be important to its reaching a fair and proper decision.
- I. Whether the hearing is held in a public or closed session, the Commission, after it concludes the hearing, may deliberate its decision in closed session. No persons other than members of the Commission, its counsel, and its staff shall be permitted to participate in the deliberations. If the Director of Classified Personnel or any staff was a witness in the proceedings, he shall also be barred from the Commission's final deliberations.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4700      IN-SERVICE STATUS AND TRANSACTIONS

4700.8 Disciplinary Action and Appeal - Continued

4700.8.4 Hearing Procedure - Continued

- J. The Commission may sustain or reject any or all of the charges filed against the employee. It may sustain, reject, or modify the disciplinary action invoked against the employee. It may not provide for discipline more stringent than that invoked by the Board.
- K. The Commission's written order of judgment will be filed with the Board of Education, sent to the charged employee and will set forth its findings and decision. If a dismissal is not sustained, the Commission's order shall set forth the effective date the employee is to be reinstated, which may be any time on, or after, the date of disciplinary action.
- L. The employee shall be notified of the decision made by the Personnel Commission, either in person or by deposit in the United States registered mail with postage prepaid, within 24 hours from the time the Commission signs its decision.
- M. The Commission shall announce its judgment at its next regularly scheduled monthly meeting following signing of its written decision. Its decision shall set forth which charges, if any, are sustained and the reasons therefore.
- N. The decision of the Personnel Commission shall not be subject to review by the Board of Education.

Revised: 03/1993  
Revised: 08/2003  
Revised: 02/2004  
Revised: 09/2004  
Revised: 11/2010  
Revised: 09/2014

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

CHAPTER 4800 WAGE AND SALARY PROVISIONS

4800.1 Determination of Salary Schedule

4800.1.1 Factors in Salary Determination

The Director of Classified Personnel shall recommend the allocation of classes to salary schedules for approval by the Personnel Commission. These recommendations shall take into account the following factors:

- A. Wages and salaries paid for similar work by private business and industry in the local labor market area.
- B. Wages and salaries paid by other governmental agencies which may be competing for the same labor pool.
- C. The principle of like pay for like work within the classified service.
- D. Appropriate differentials between related classes to reflect differences in duties and responsibilities.
- E. Other data that the Commission may designate.

4800.2 Classifications Exempt from Overtime Payment

Employees in the following classes are designated as overtime exempt.

Administrator: Planning, Development, and Facilities  
Assistant Director, Food Services  
Assistant Director, Facility and Support Operations  
Assistant Director, Financial Services  
Assistant Director, Classified Personnel  
Chief Business & Financial Officer  
Construction Project Manager  
Coordinator, Integrated Health Programs  
Director, Facility and Support Operations  
Director, Classified Personnel  
Director, Financial Services  
Director, Food Services  
Director, Procurement & Contract Services  
Facilities Project Manager  
Financial Analyst  
Manager, Warehouse  
Public Information and Partnerships Coordinator  
Supervisor, Educational Technology and Information Services

Revised: 12/2000  
Revised: 03/2004  
Revised: 11/2010

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

**CHAPTER 4900 MISCELLANEOUS PROVISIONS**

4900.1 New Employee Clearances

4900.1.1 Health Examination and Testing

A. Health Examination

1. Except when physical qualifications are rated competitively, no health examination shall be required of any candidate, not currently employed, prior to the establishment of an eligibility list and offer of employment to the candidate. However, the District may require each candidate for a classified position to submit a urine sample to be tested for drugs or use of illegal or controlled substances. In the case of provisional, temporary, or substitute employment in the absence of an eligibility list, a health examination may be required at the discretion of the Superintendent and/or designee.
2. The right of appointment from an eligibility list is subject to passing the qualifying health examination, including drug testing of applicants for classified positions, in case of original appointments. Health examinations will be given by a physician designated by the Board of Education. Nothing in these rules shall be construed as preventing the Board of Education from ordering a health examination of an employee to determine physical or mental fitness to continue occupancy of the position.

B. Drug Testing

1. The District may use pre-employment screening to identify applicants for classified positions who use drugs and to deny employment to those applicants who test positive for illegal and/or controlled substances. This procedure applies to new hires.
2. An applicant's consent to a drug test and the release to the District of the results of the test under this policy are required as a condition of the application process. Any applicant who refuses to consent to testing or to release of the results of testing will not be considered for employment.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

**CHAPTER 4900 MISCELLANEOUS PROVISIONS**

4900.1 New Employee Clearances - Continued

4900.1.1 Health Examination and Testing - Continued

B. Drug Testing - Continued

3. Prior to the pre-employment testing, the applicant must sign an Applicant Consent to Drug Testing form and a Consent for Release of Information form.
4. All pre-employment test results are confidential and are the property of the District.
5. Procedures:
  - a. Consent. Applicant consent to Drug Testing, and Consent for Release of Information forms must be used when collecting and testing samples.
  - b. Samples. All samples will be appropriately labeled to assure correct identification. All samples will be sent to a laboratory approved by the District.
  - c. Collection. Drug tests will be performed by the laboratory approved by the District, utilizing acceptable methods of collection, preservation and testing of samples.
  - d. Results. All test results are confidential and are the property of the District. Results will be maintained with other medical records and will be disclosed only to authorized persons with a need to know.

C. Positive Test Results

- a. Applicants. Positive test results shall be reported to the Classified Personnel Department and will result in rejection of the applicant as a candidate for employment in a classified position. Exception will be made for the use of legally prescribed medications taken under the direction of a physician which do not pose a safety danger.

GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

**CHAPTER 4900 MISCELLANEOUS PROVISIONS**

4900.1 New Employee Clearances - Continued

4900.1.1 Health Examination and Testing - Continued

C. Positive Test Results - Continued

- b. Inquiries. Inquiries from applicants regarding test results will be referred to the Classified Personnel Department.

4900.1.2 Medical Review

- A. Any rejection for medical reasons of an eligible or of an employee who has been on leave of absence may be appealed to the Commission.
- B. The Commission may employ outside medical experts to give a medical advisory opinion.
- C. The Commission, based on evidence submitted and the advice of medical experts to the Commission, shall determine whether or not the denial of appointment or return from leave shall be sustained.

4900.1.3 Criminal Records Check

- A. Fingerprinting. Every new employee shall permit a criminal records check in accordance with prescribed procedures, or shall forfeit eligibility for employment. The Classified Personnel Office will notify the new employee where and when to report for fingerprinting, which shall take place no later than the tenth day of employment.
- B. Review of Criminal Records
  - 1. All criminal record reports are to be treated as confidential. Any employee charged with receiving and/or reviewing them who divulges information contained therein to an unauthorized person is subject to disciplinary action.



GLENDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RULES AND REGULATIONS

**CHAPTER 4900 MISCELLANEOUS PROVISIONS**

4900.1 New Employee Clearances - Continued

4900.1.3 Criminal Records Check - Continued

2. The criminal records report from the California Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation will be reviewed together with the person's application form. If there is a criminal record, the appointing authority shall decide whether or not the person should be employed or retained in employment.

If the record discloses no information beyond that supplied by the person on his application form, and he was accepted for examination and/or appointment, he shall be considered employable.

Revised: 03/1993  
Revised: 11/2010