



SCENARIO # 1

Our site just received funding to open a new position but it appears to be taking forever to hire. It seems like we have to beg for additional names for interview. Proactively, we submitted the necessary paperwork as soon as we received the money to create a new position but the hiring process is still delayed.

Topics covered: Eligibility list process, Request for Personnel Action, Nepotism form

SCENARIO #1

- When you learn that your site has received funds to create a new position, the way to expedite hiring/assignment is to:
- Instruct your site's Fiscal Specialist to create the position and obtain the position control number.
- Contact your Assignment Technician for the eligibility list and start your interviews as soon as possible.
- Notify your Assignment Technician of your selection so that the official offer can be made as soon as possible and employee can be scheduled for processing (if necessary).
- **Please note:** *The offer made by the principal, director, etc. is a contingent offer until the "official" offer is made by the PC-Classified Employment Services.*
- Submit the Request for Personnel Action (RPA) and Nepotism forms completed in their entirety to your Assignment Technician
- If applicable, submit the Request for Bilingual Differential at that time as well

SCENARIO # 2

Two of our employees have come to me regarding their paycheck. The Senior Office Technician is stating that she has been underpaid since transferring to our site as a bilingual Senior Office Technician. She claims that she has always been paid the bilingual differential since her first day with the district. Now, she is no longer receiving it. The Buildings and Ground Worker has received an overpayment letter from Payroll stating that he was overpaid for the last three months due to shift change.

Topics covered: Bilingual and shift differential process

SCENARIO # 2

- For bilingual and shift differentials, it is important to remember to seek advisement from your Assignment Technician to avoid under and over payments.
- To prevent overpayments, ALWAYS notify your Assignment Technician if you changing the shift of your BGW. If he/she works in the evening and your administrator has made an operational decision to have him/her work days...please call your Assignment Technician to process the shift change which will entail REMOVING the shift differential. Otherwise, the employee will be OVERPAID.
- To prevent underpayments, submit bilingual and shift differential request at the time of hire to ensure the employee is paid correctly for the service he/she provides daily.

SCENARIO # 3

My administrator has stated that she is disapproving the Request for Transfer form of our current Office Technician. She communicated that our school cannot afford to lose this Office Technician nor do we have time to train a new Office Technician.

- *Topics covered: Request for Transfer process*

SCENARIO # 3

- For Request for Transfer, please remember to advise your administrator that he/she cannot disapprove a request for transfer however may defer it based on employee's union contract.
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- Unit C – 6 months (Custodial support classifications)
- Unit D – 45 days (Other classified support staff)
- Unit S – 6 months (Classified Supervisory – SAA and Plant Manager)

SCENARIO # 4

- Our site has a great substitute working in one of our vacancies. I just learned that our substitute did not pass the exam and the new eligibility list will be established in a couple of days or we received a reduction-in-force letter for a new employee to report on August 15 but we want to keep the substitute. What do we need to do to keep the substitute?
- *Topics covered: Eligibility lists and provisional/substitute assignments; reduction-in-force reassignments.*

SCENARIO # 4

- Remind your administrator that a substitute or provisional employee cannot be retained in a vacancy when there is an active eligibility list or reemployment list.
- During reduction-in-force, a reassigned employee (although the assignment is future dated to August 15) is considered the **new** incumbent/holder of the position. Once your site received a reduction-in-force reassignment letter that an employee has been assigned to your location, the position is considered FILLED.