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SERVICE:	Certificated Supervisory, Management, and Confidential	APPOINTMENT FROM AN APPROVAL LIST
ISSUED BY:	Personnel Research (12-22-11)	(Administrative Regulation 4213)
REPLACES:	PPG A15 (7-1-05)	

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1. Establishment of an Approval List (Administrative Regulation 4213).
  - a. In the absence of an eligible or reassignment list for a class, or when fewer than five candidates from the current eligible list apply for a particular position, the Human Resources Division shall establish an approval list for the vacancy. The approval list shall be used for the assignment of employees to provisional (V1) status for a limited period of time.
  - b. The approval list shall consist of employees who meet the requirements for the class and who are approved by the Human Resources Division.
  - c. The appointment for a principal position must be confirmed by the Superintendent of Schools.
  - d. Provisional (V1) assignments shall be terminated no later than the beginning of the third pay period following the effective date of the next established eligible list for the class.
2. Affirmative Decision Process.
  - a. Local district superintendents or division heads must meet annually to review the performance of administrators in provisional (V1) assignments and determine if they will continue in their position for the following school year.
  - b. Affirmative decision to continue in a provisional (V1) status or a decision to release an administrator must be made by March 30<sup>th</sup>.
3. Conversion to Regular Status.
  - a. Employees in provisional (V1) assignments must file for, take, and pass the examination for the class when the examination is next offered. Upon successful completion of the examination, the incumbent's assignment may be converted into a regular status, subject to the affirmative decision process.
  - b. If the examination is not offered, an employee appointed under this Administrative Regulation may be converted to regular status in the class and have examination requirements waived if the employee:
    - (1) has served satisfactorily for at least three consecutive school years (minimum of 130 full time days each school year) in the class, and
    - (2) is recommended by the local district superintendent or division head and approved by the Superintendent of Schools or designee.
  - c. Local district superintendents or division heads must meet with and inform administrators who are not converted to the regular status in the class after serving three school years. A decision regarding conversion of the employee to regular status in the class must be made no later than March 30<sup>th</sup> of the third year.