

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

647

LAW AND RULES

September 8, 2008

647 SUBSTITUTE AND RELIEF LISTS

A. Whenever necessary in any class, there may be established and maintained a list for substitute and relief assignments by the Employment Transactions Services Branch of the Personnel Commission. Election of persons to such a list shall be made from

1. regular part-time employees
2. regular employees who request reduction in status and former regular employees who request reinstatement in substitute and relief status
3. the reemployment list for the class
4. the reemployment list for the class at the time of its expiration
5. a reemployment list for an equal or higher class, provided that the employee meets the entrance qualifications for the class
6. the eligibility list for that class
7. the most appropriate eligibility list as determined by the Personnel Commission staff

in the order of seniority or rank on such list and the willingness of eligible persons to accept such employment. Notwithstanding the order of precedence provided above, substitute or relief assignments may be made in classes in which a regular employee formerly held permanent status or for which the employee would qualify for voluntary demotion or transfer.

B. Acceptance or rejection of election to a substitute or relief list shall not affect eligibility for a regular assignment.

C. A permanent employee who has established eligibility for a class may, upon request, be certified to limited-term assignments in that class.

1. If the limited-term assignment is for less than 20 working days, the employee may be given leave to accept the appointment, at the discretion of the responsible administrator. If leave is denied, the employee's name shall be passed over on the employment list.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: May 22, 2002, page 1 of 3. Add: September 8, 2008, page 1 of 3.

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August 31, 1987

LAW AND RULES

2. If the limited-term assignment is of 20 working days or longer duration, the Personnel Commission staff shall notify the responsible administrator at the time of certification and at least five working days before the appointment date. The notice shall specify the location and duration of the limited-term assignment. A certification to a limited-term assignment under this subparagraph may be rescinded only at the request of the employee, and a name shall be passed over only if the employee refuses the appointment.
 3. If a limited-term assignment must be made before adequate notice can be given as prescribed above, an emergency appointment may be made. The length of the emergency appointment shall be deducted from the total length of the assignment in determining whether subparagraph 1 or 2 above, is applicable. If an emergency appointment is required by a concerted labor action, the time limitations specified in Paragraphs 1 and 2, above, shall not apply, and the employee shall be granted leave to accept the appointment for the duration of the emergency or until the expiration of the limited-term assignment.
 4. Each assignment shall stand alone in the determination of whether subparagraph 1 or 2 is applicable; however, a limited-term assignment shall not be fragmented in order to avoid application of subparagraph 2, above.
- D. After election to the substitute or relief list, employees with substitute or relief status only shall be assigned to substitute or relief vacancies on the basis of seniority. Those with part-time regular status may, as to time available over their regular part-time assignments, be assigned by the Personnel Commission staff as needed. An exception to assignment on the basis of seniority may be made for a substitute or relief assignment of a nonprovisional employee that does not exceed ten working days, if an administrator or his/her representative requests a substitute and relief employee who has served at the same site within the preceding three months.
- E. All persons whose eligibility for regular assignment expires shall retain their substitute or relief status, but must again qualify by competitive examination for a place on subsequent eligibility lists from which regular employees are assigned.

CHANGE:

Paragraphs C.2. and D. amended to reflect organizational changes.

Remove: September 1, 1986, page 2 of 3. Add: August 31, 1987, page 2 of 3.

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- F. Names may be removed from substitute and relief lists by the Employment Transactions Services Branch of the Personnel Commission for the following reasons:
1. Failure to accept three consecutive offers of assignment.
 2. Lapse of one year after termination of the most recent substitute or relief assignment.
 3. Any of the reasons listed for rejection as an applicant, candidate, or eligible under Rule 600.
 4. A record of unsatisfactory service in a substitute or relief assignment with the District.
- G. An individual who has been removed from a substitute or relief list may request an administrative review by the Personnel Director or designee. A request for this review must be made in writing within seven calendar days of the date of removal from the list. The decision of the Personnel Director or designee is final.
- H. An employee with limited-term status only may refuse offered assignments or be absent from duty without losing opportunity for future assignments if the refusal or absence is the result of illness, as attested by a licensed physician. Other substantive reasons for refusal of assignments as the basis for retaining a name on a substitute and relief list may be accepted at the discretion of the Personnel Director or designated representative.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: May 22, 2002, page 3 of 3. Add: September 8, 2008, page 3 of 3.

Substitute and Relief List

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