

T.A.
HacyHogarth
Glasby
Turner
6/25/14

ARTICLE 5
WORK YEAR-WORK WEEK-WORK DAY

5.6 Summer and District Recess Assignments

- 5.6.1 When it is necessary to assign classified employees not regularly so assigned to serve between the end of one academic year and the commencement of another or during a district recess, such assignment shall be made on the basis of qualifications for employment in each classification of service which is required. No classified employee whose regular yearly assignment for service excludes all, or any part of, the period between the end of the academic year in June to the beginning of the next academic year in August, shall be required to perform services during such period.
- 5.6.2 A classified employee shall, for services performed as herein provided, receive, on a pro rata basis, not less than the compensation and benefits which are applicable to that classification during the regular academic year.
- 5.6.3 Selection Procedure for ~~Clerical Assistant~~, Summer school office support and Campus Security Specialist and Summer Enrollment Clerk Positions.

This section shall only apply to the following positions: ~~Clerical Assistant~~, Summer school office support and Campus Security Specialist and Summer Enrollment Clerk Positions.

Notices of these vacancies shall be posted throughout the District, in the same manner as promotional only opportunities open only to current employees of the District. The posting will include the selection procedure stated in the contract.

Qualified applicants shall be given the opportunity to work based on the selection criteria listed below. Qualified applicants for the Summer School Office Support and Summer Enrollment Clerk positions are those who have served a minimum of one full work year in a position requiring day-to-day working knowledge/ability and usage of the current student data information system. Qualified applicants for the Campus Security Specialist position are those who have served a minimum of one full year as a Campus Security Specialist. ~~in the eligible classification~~. In both cases, applicants must ~~and have received an overall "meets standards"~~ "satisfactory" rating on their most recent evaluation. Selection for positions shall be

offered annually on the basis of:

1. Recency of service in a summer position – Qualified applicants, who have the least recent service date, will be given the opportunity to work.
2. Date of Hire – In the case of a summer recency of service tie, the qualified applicants' date of hire will serve as the tiebreaker.
3. Employees who transfer from one site to another will bring their summer recency of service date with them.
4. For positions other than a substitute, the appointment to the position shall be credited as having worked for purposes of the selection procedure.
5. Newly hired employees will be credited with a summer recency of service date of the first summer following their employment.

Positions shall be filled from the District-wide qualified applicant pool on a rotational basis commencing with the applicant with the least recent summer service date. In the case of a tie, the ~~most senior~~ applicant with the greatest district-wide seniority will be given the opportunity to work. ~~(In cases where the position is filled from positions in the job family, District date of hire will be used to break a tie.)~~

All employment is contingent upon sufficient summer student enrollment and may be terminated during the first week of summer school if anticipated attendance is not achieved.