



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7440

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EFFECTIVE: q-29-62

REVISED: 2-03-93

CATEGORY: Personnel, Classified Staff

SUBJECT: Application and Examination of Classified Employees

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing application, examination, and employment or promotion of personnel in classified service of the district.
2. For information concerning conditions under which **retired** classified employees may be hired for temporary work, see Procedure No. 7175.
3. **Related Procedures:**

Employee complaints alleging harassment or discrimination	No. 7110
Affirmative action policy and procedure	No. 0100
Nondiscrimination on the basis of handicap, employee	No. 0110
Employee health evaluations	No. 7060
Eligible lists for employment and promotion of classified employees	No. 7450

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-3000, I-1050, I-1300, I-1360, I-5500, I-7500; Ed. Code 7001-02, 39902, 45100-09, 45122-26, 45259, 45293-96, 45301, 45314, 49406; Merit System Rules, Art. V, VII; Affirmative Action Policy and Procedure for Equal Employment Opportunity for Certificated and Classified Personnel.
2. **Equal Employment Opportunity and Affirmative Action.** District employment policies and procedures shall ensure all applicants equality in consideration and impartiality for employment, regardless of race, creed, color, sex, sexual orientation, national or ethnic origin, age, or handicap. To achieve this equal employment opportunity, the district supports a policy of affirmative action toward recruitment, employment, and promotion of minority personnel, handicapped persons, and men and women in employment categories in which minority personnel or either sex are under-represented in relation to the number of qualified and available applicants. (See Procedure No. 0100.)

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to Personnel Administration Department, Human Resource Services Division.
2. **Regular Classified Service Positions.** Regular classified positions are governed by Merit System Rules; the selection procedure is designed to ensure impartiality and equality of opportunity for all applicants regardless of race, color, sex, sexual orientation, religious creed, national or ethnic origin, age, or handicap.

3. **Restricted Status Positions.** Positions available under Education Code provisions and/or programs that restrict the privilege of all citizens to compete for such positions are not filled under selection procedures of Merit System Rules. Applicants for such positions must meet program eligibility requirements and be qualified for positions.
4. **Applications (Merit System)**
 - a. **Applications** for classified positions are filed in the Personnel Administration Department on or before the deadline stated in the examination announcement. Applicants must meet minimum requirements stated in the examination announcement for a position; verification of qualifications may be required.
 - b. **Applications may be rejected** for cause relating solely to the welfare of the school district.
5. **Examinations (Merit System)**
 - a. **Notice of examination.** Notice will be posted in a readily accessible place for at least five work days prior to the deadline for filing for an examination.
 - b. **Examination procedure.** The superintendent establishes regulations governing the detail of examination procedures. These regulations are subject to review by the **Advisory Council for Classified Employees**.
 - c. **Conduct of examinations.** Examinations are conducted in a public place and are open to all eligible applicants. They may be written, oral, or require practical demonstration of skill and ability, or any combination of these. Inquiry pertinent to education, experience, character, identity, technical knowledge, manual skill, or physical or mental fitness may be made.
 - d. **Qualifying score.** Candidates may be required to attain designated scores on examinations, or the lowest qualifying score may be that of the lowest-ranked candidate within the number designated to constitute an eligible list for each examination.
 - e. **Continuous filing.** Examinations for which continuous filing of applications will be accepted may be announced at any time. Examinations may be administered from time to time as applicants are available. Candidates who successfully pass all parts of examinations shall be placed on a master eligible list in rank order of final scores. For candidates retaking examinations, the latest test score will take precedence.
 - f. **Credit for service in U.S. Armed Forces.** In every open examination, a credit of five (5) percent of the maximum rating prescribed for such examination, in addition to all other credits, shall be given to any applicant who has been on wartime active duty in the U.S. Armed Forces (see Merit System Rules for details). Such credit is

only granted during a five-year period immediately following honorable release to civilian status, or the end of war, whichever occurs earlier. The spouse of a veteran with a service-connected disability which prevents him/her from engaging in any remunerative occupation shall be eligible for such credit. An additional five percent may be granted to applicants with a service-connected disability established pursuant to federal law without regard to the deadline stated above.

- (1) Documentary evidence of service connection may be required.
- (2) Any applicant must first attain a passing grade in an examination in order to receive such credits.

g. Appraisal interview. Candidates who attain a passing score on written and/or performance portions of an examination may be interviewed to evaluate personal, professional, and technical training and educational and experience qualifications.

h. Results of examination. Candidates receive written notice of results of their examinations. Additional information regarding rank or test performance may be obtained by calling the Personnel Administration Department during the two-week period after finalizing of an examination, and is limited to district employees who are placed on an eligible list but not one of the top five candidates.

i. Change of address. Applicants must report changes of address to the Personnel Administration Department.

j. Promotional examinations (Merit System)

- (1) Only permanent district employees who meet requirements outlined in an examination announcement may take promotional examinations.
- (2) **Exceptions.** In instances relating directly to the best interests of the district, the Personnel Administration director may open promotional examinations to probationary employees who have been in the service of the district in present positions and classifications for a period of not less than six months.

6. State and School District Requirements. Requirements listed below must be met by all candidates, including restricted status candidates, prior to employment:

a. Oath of allegiance. Administered and witnessed in the Personnel Administration Department; aliens are exempt from this requirement.

b. Fingerprinting. Accomplished in the Personnel Administration Department at time of employment. A fee to cover costs of fingerprint processing by Department of Justice is charged each new employee.

- c. **Physical examination/health evaluation.** Satisfactorily completed and approved in accordance with Procedure No. 7060 when required.
- d. **Tuberculosis examination.** Required at hiring and each four years thereafter (see Procedure No. 7065). New employees pay any required fee for this examination.

D. IMPLEMENTATION**1. Applicant or Employee (Merit System)**

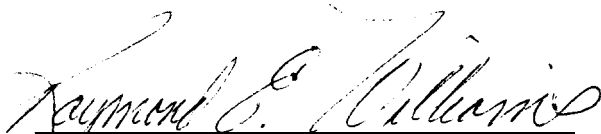
- a. Submits application to Personnel Administration Department before filing deadline.
- b. Appears for examination at scheduled time and place as notified by Personnel Administration Department.
- c. Upon notification, appears for appraisal interview and/or selection interview at specified time and place.

2. Personnel Administration Department

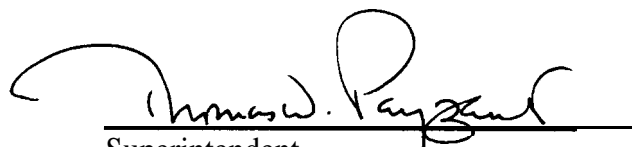
- a. Administers examination; notifies successful candidates of date, time, and place of appraisal interview.
- b. **Computes scores on all parts of examination; establishes a list of candidates eligible** for employment or promotion (see **Procedure** No. 7450).
- c. Notifies successful and unsuccessful candidates by mail of examination results.
- d. When vacancies **occur**, certifies to designated selecting officials names of five highest-ranking candidates available on appropriate eligible list, who may be requested to appear for selection interviews (see Procedure No. 7450).

E. FORMS AND AUXILIARY REFERENCES

- 1. All necessary forms are available from the Personnel Administration Department.

F. REPORTS AND RECORDS**G. APPROVED BY**

Assistant Superintendent
Human Resource Services



Superintendent