

TO: Brent Stephens, Ed.D., Superintendent
FROM: Samantha Tobias-Espinosa, Assistant Superintendent, Human Resources
DATE: June 10, 2020
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT
 FOR CLASSIFIED EMPLOYEES
 The following is submitted for approval.

CLASSIFIED EMPLOYEES

Name	Classification (Temporary, Probationary or Permanent)	Position	FTE	Location	Date	Date
					(From)	(To)
<u>SEPARATIONS</u>						
King, Courtney	Permanent	School Administrative Assistant II	1.00	Jefferson	5/18/2020	Hire Date: 3/13/2017
<u>NEW ASSIGNMENTS</u>						
King, Courtney	Permanent-Probationary	Senior Employee Benefits Specialist	1.00	Business Services	5/18/2020	*
<u>LEAVES***</u>						
Jupiter, Merle	Permanent	Instructional Assistant, Special Education	0.80	Berkeley High	5/4/2020	6/12/2020
Toofan, Foroozan	Permanent	Buyer	1.00	Receiving	5/11/2020	7/2/2020

LIMITED TERM/PROVISIONAL/TEMPORARY

E = Extra Support

P = Provisional

V = Vacancy

*Upon completion of six work months

** Upon completion of twelve work months

*** Suspended during the closure per the MOU with the Unions