

LIMITED-TERM CLASSIFIED PERSONNEL: OUT-OF-CLASSIFICATION (All Duties)

Working out-of-classification and assuming all of the duties of the out-of-classification assignment therefore will assume the salary rate of the higher class.				
NAME		POSITION	CLASS RANGE STEP	VA# Start/End Date
1.	Navarro, Olga	From Classification: Campus Monitor To Classification: School Community Liaison Work Hours: 3 Location: Helen Keller Elementary School Funding Source: NCLB: Title I, Part A Reason: Backfill due to employee on medical leave	Range: 118 Step: 01	202100167 03/22/21 to 06/23/21 or sooner

CSEA PERFECT ATTENDANCE STIPEND

Request approval of the Perfect Attendance Incentive Stipend schedule for classified employees Per CSEA contract for the first semester of 2020-2021. Each employee receives \$500.			
NAME		CLASSIFICATION	LOCATION
2.	Gayton, Martha	Child Care Assistant	Lindbergh Child Care Center

LEAVES

A leave of absence may end sooner than the end date that was originally approved, if requested by the employee. To request to return sooner than the date originally approved, the employee MUST (1) furnish official paperwork releasing them to return to work to their supervisor for review who will then forward the information to Classified Personnel for review and approval (if a release is required to return to work), and (2) turn in an amended absence request form to their supervisor for review and signature to be forwarded to Classified Personnel for review and approval. (Any amended leave will be resubmitted to the Board for ratification.)

MEDICAL LEAVES

NAME		POSITION	LOCATION	Effective Start/End Date
3.	Cook, Donald	Gardener	MOT	02/03/21 – 005/02/21
4.	Macias, Ramiro	Carpenter	MOT	10/12/20 – 05/01/21
5.	Marin, Maria D.	Campus Monitor	Washington ES	01/24/21 – 08/01/21
6.	Valencia, Claudia	Sr. Nutrition Service Worker	Lynwood HS	03/17/21 – 04/09/21

UNPAID LEAVE (Must Exhaust All Available Time)

NAME		POSITION	LOCATION	Effective Date
7.	Navarro, Jason	Instructional Assistant Special Needs	Lynwood HS	03/23/21 – 06/18/21