

- Consent
- Information/Discussion
- Action/Discussion

SUBJECT: REVISED Classified Assignment Order #12

DATE: February 4, 2021

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

REVISED
Page 1 of 2

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #12

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Classified Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ASSIGNMENT ORDER NO. 12
February 4, 2021

REVISED Page 2 of 2

ADDITIONAL SHORT TERM ASSIGNMENT:

Laurie Weddington, PGHS Instructional Assistant (Special Education), short term increase of 1 hour per day for a total of 8 hours per day, to support student in person learning, additional hour paid per time sheet, Range 31, Step G, effective February 1, 2021 and dependent upon student enrollment and DL program status.

LEAVE OF ABSENCE:

Teresa DeWitt, RDE Paraprofessional, 7 hours per day, 180 day work calendar, requests maternity/paternity leave beginning approximately March 5, 2021 through May 28, 2021

RETIREMENT:

Nancy Bernahl, Confidential Fiscal Officer, D.O. full time, 12 month work calendar, retires after 15.5 years of successful service with the Pacific Grove Unified School District, effective June 30, 2021