

PERSONNEL

SUBJECT: Determining Seniority

The Assistant Superintendent Personnel Services shall maintain a seniority list for each classification of employees. At the close of each fiscal year, on June 30, service for that year will be credited.

Each classification seniority list shall rank employees of the classification on the basis of total paid hours of service within the classification. Paid hours shall include hours worked, earned vacation hours, hours of earned illness leave, and hours of compensated industrial accident leave as a regular employee in that classification. Length of service credit shall not include military leave, unpaid illness leave, unpaid industrial accident leave or unpaid special leave.

Such lists shall be made available to administrative and supervisory personnel of the District, as needed, and shall be made available for inspection to employees by supervisors or the Assistant Superintendent Personnel Services upon request.