

**CHECKLIST FOR HIRING AND ASSIGNING WORKERS
OTHER THAN ACADEMIC AND CLASSIFIED WORKERS**

[Professional Expert Condensed Version]

If a prospective worker (i.e., exception to Education Code section 88003) is to be hired, subject to approval by the Board, copies of this checklist must immediately be provided to Human Resources to determine if the hire is consistent with the law. Education Code Section 88003. Human Resources will provide to CSEA a copy of each and any checklist for the hiring of those individuals it intends to submit to the Board for approval. CSEA must return these checklists with its responses within seven (7) days of receipt of the checklist from Human Resources.

If the prospective worker is hired for one position and then subsequently moved to another, or if an employee is moved to subsequent position(s) immediately after the initial assignment ends, (e.g., a substitute who fills different classified vacancies on different days) a new checklist for each simultaneous or subsequent assignment must be prepared and forwarded to Human Resources. In sum, **a checklist must be prepared for each assignment/hiring.** The supervisor, Human Resources, and CSEA representative must sign the form as indicated at the end of this checklist.

Prospective Worker's Name: _____

All workers must be employed within the classified service unless they fall within one of five statutory exceptions. The largest exception is for academic employees, who are not subject to this checklist. Please circle the letter in front of the other exception that you believe applies to this prospective worker. Then read the corresponding section of the checklist and provide the requested information. [This version of the checklist presumes it applies to a professional expert. Please circle D to confirm.]

- A. Student worker
- B. Short-term worker
- C. Substitute
- D. Professional expert

To Supervisor, Human Resources, and CSEA representative: Upon completing the pertinent section of the checklist, proceed to page 3 of this checklist and sign and date the checklist.

D. PROFESSIONAL EXPERTS

1. The Nature of the Services Performed

Professional experts can only be employed outside the classified service if hired on a temporary basis for a specific project, regardless of length of employment.

Please identify the special project and its estimated duration.

Please identify the area of expertise of this prospective worker.

Please describe the specific duties to be assigned to this prospective worker, if hired.

2. Bargaining Unit Work

Professional experts cannot be employed to perform duties that have previously been exclusively performed by CSEA bargaining unit workers. Further, professional experts cannot be employed if that results in the displacement or replacement of classified workers. "Displacement" includes layoff, demotion, reduction of hours, and all involuntary transfers. "Replacement" is the filling of a position a classified worker left vacant.

TO SUPERVISOR, HUMAN RESOURCES, AND CSEA REPRESENTATIVE: PLEASE CONFIRM THE COMPLETION, FORWARDING AND RECEIPT OF CHECKLIST AS INDICATED

To be Completed by Supervisor:

Name of Prospective Worker: _____

Signature of Supervisor who Completed Checklist: _____

Date Forwarded Checklist to Human Resources: _____

To Be Completed by Human Resources ("HR"): Note: HR must forward checklists approved by HR to CSEA before requesting Board to approve prospective worker.

Date Received Checklist from Supervisor: _____

HR Representative Signature and Date Forwarded to CSEA Representative:

Name of CSEA Representative to Whom Forwarded: _____

Date to be Returned to HR by CSEA: _____

To Be Completed by CSEA Representative:

CSEA must review and return its approval or objections to each checklist within seven (7) days of receiving the checklist from HR, and if CSEA fails to return the checklist within seven (7) days, it will be assumed CSEA approved the checklist.

Date CSEA Received Checklist from HR: _____

Date to be Returned to HR by CSEA: _____

CSEA Approves the Hiring Checklist:

Yes. Sign and Date below. No. State Objections below.

CSEA Objections to Hiring or Assigning of Employee:

CSEA Representative Signature and Date: _____

Date CSEA Returned Checklist Approvals/Objections to HR: _____

To Be Completed by Human Resources:

District's Response to CSEA Objections:

District Representative Signature and Date: _____