

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Vacancies - Personnel Commission

Appointment to vacancies occurring subsequent to the initial appointment shall be made by the appropriate appointing authority, either for a new full term or to fill an unexpired term.

On or about August 1 of each year the Personnel Director shall notify the Board of Education or the classified employees or their respective appointees, as the case may be, of the name and home address of the Commissioner whose term is expiring. The notification shall list the appointing authority and indicate that the following provisions of Education Code Section 45246 must be followed:

1. Where a vacancy will exist on December 1, but not later than September 30:
  - a. The Board of Education shall publicly announce the name of the person it intends to appoint or reappoint, if the vacancy is its appointee.
  - b. The appointee of the Board of Education and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointee. If such two members do not appoint a third member by September 30, the Executive Officer of the State Personnel Board shall make the appointment within 30 days.
2. At a Board meeting to be held after 30 and within 45 days of the date specified in subdivision 1(a) above, the Board in open hearing shall provide the public and employees and employee organizations the opportunity to express their views on the qualifications of those persons recommended by the Board for appointment. The Board at the time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.
3. Where a vacancy in the position nominated by the classified employees will occur, the classified employees shall submit the name of their nominee to the Board of Education at least 30 days prior to the date on which the vacancy will occur and the Board of Education shall appoint that nominee to be effective on the date on which the vacancy would occur unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee, in which case the Board shall then appoint the new nominee.
4. In the event a vacancy exists because of a failure of the classified employees to agree on a nominee, the Board of Education may make an emergency appointment as authorized in subdivision (b) of Education Code Section 45248. If there is no Personnel Director, the Board of Education may nevertheless make an emergency interim appointment under this subdivision.

Vacancies - Personnel Commission - contd.

5. Vacancies occurring other than those specified above shall be filled pursuant to the applicable provisions of Education Code Section 45248.

(Education Code Sections 45245-45248)