





# Conejo Valley Unified School District

## HUMAN RESOURCES DEPARTMENT - CLASSIFIED EMPLOYMENT

1400 E. Janss Road, Thousand Oaks, California 91362-2198

Telephone (805) 497-9511 FAX (805) 494-3741

### SUMMER EMPLOYMENT APPLICATION - SUPPLEMENTAL FORM

---

Initial

Below

\_\_\_\_\_ I understand that summer school assignments shall be made from a list of eligible employees per rules and procedures set forth by the Personnel Commission and in agreement with CSEA Contract of Agreement and/or related Memorandum of Understanding. I further understand that in that order to be considered eligible for summer employment, I must a) be regularly employed on less than a 12-month basis; b) be available for assignment during the summer session period for the respective assignment, and c) meet the qualifications established for the class to which the appointment is to be made.

\_\_\_\_\_ I understand that it is critical that I complete all relevant information accurately on the Summer Employment Application, as consideration for summer assignments may in part be based on the information that I provide. In the event that an available classified position requires specific skills, training, or experience, then only those with such attributes will be considered, and within a pool, employees will be offered the job based on seniority and rotational order.

\_\_\_\_\_ I understand that the effective operation of summer school requires employees to be regular in attendance. I hereby attest that as of the date of my request for summer assignment, I have no knowledge of a commitment, such as vacation, or other pending obligation which will necessitate my being absent for 3 or more days during the summer assignment period.

\_\_\_\_\_ I hereby attest that as of the date of my request for summer assignment, my most recent fully resolved performance evaluation is "meets standards" or higher.

\_\_\_\_\_ I understand that summer school assignments are hourly as needed according to the needs of the school site and/or District including, but not limited to adequate student enrollment. Should the summer school assignment be withdrawn based on insufficient program enrollment, such that the staffing need is eliminated or decreased, my name will be reinstated back on the seniority list for consideration for other available summer assignments.

\_\_\_\_\_ I understand that if I accept a summer assignment and then rescind such acceptance after June 1, 2019, doing so may jeopardize my eligibility for summer school assignments the following year.

NOTE: Official notification for classified summer employment can be given ONLY by the Classified Human Resources staff.

---

Print Name

---

Employee Signature

---

Date