

Resolution No. 2021-49

**BEFORE THE BOARD OF EDUCATION
of the
LODI UNIFIED SCHOOL DISTRICT**

Concerning the Hiring of Short-term Classified Employees

WHEREAS, pursuant to Education Code section 45103 the District may employ classified persons to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. These individuals are known as “short-term employees”;

WHEREAS, pursuant to Education Code section 45103, before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the short-term employees and certify the ending date of the short-term employees’ service;

WHEREAS, pursuant to Education Code section 45103, the short-term employees’ employment ending date may be shortened or extended by the governing board, but shall not extend beyond seventy-five percent (75%) of a school year (195 days);

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Lodi Unified School District that the District shall hire short-term employee(s) pursuant to the terms certified in Exhibit A, which is incorporated herein by reference.

THE FOREGOING RESOLUTION was duly passed and adopted by the Board of Education of the Lodi Unified School District at a regular meeting held on the 3rd day of August 2021, by the following call vote:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

President of the Board of Trustees

ATTEST:

Clerk of the Board of Trustees

LODI UNIFIED SCHOOL DISTRICT
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EXHIBIT A

1. The service required to be performed by the employee(s) will be:
 - a. Limited Technology Assistance
Assist the Information Technology Department with various tasks such as cleaning device carts; clean and test tablets; perform minor repairs; perform technical maintenance duties; install and operate hardware and software systems; communicate with management personnel; replace keys; scan tablets to carts; affix new asset labels; and other related activities.
 - b. Limited Purchasing Assistance
Assist the Purchasing Department with various tasks such as: Contact vendors; obtain prices; process orders; research complaints; respond to questions; and other related duties.
 - c. Limited Budget/Accounting Assistance
Assist the Budget Department with various tasks such as; prepare budget transfers and revisions, review requisitions; analyze budgets; approve purchases, supply, and personnel requests; monitor and review expenditures for discrepancies; distribute budget information; monitor account balances; communicate with administrators; resolve discrepancies, make revisions; ensure compliance with established policies and procedures; and other related activities.
 - d. Limited Program Accounting Assistance
Assist the Curriculum and Instruction offices with various tasks such as; monitor and review time cards, contracts, financial documents, budget expenditures, inventories, schedules, and timelines; communicate with other agencies, districts, schools, and district employees; ensure accuracy and compliance with program, legal, and procedural requirements; prepare program, state and federal, financial, and other reports; prepare correspondence; and other related activities.

2. The pay for these employee(s) shall be:

a. <u>Limited Technology Assistance</u>	\$20.00 per hour.
b. <u>Instructional Purchasing Assistance</u>	\$22.00 per hour
c. <u>Limited Budget/Accounting Assistance</u>	\$22.00 per hour
d. <u>Limited Program Accounting Assistance</u>	\$22.00 per hour

3. The term of this employment shall be no more than 185 days beginning September 1, 2021 and ending June 30, 2022.