

**Resolution No. 2021-01**

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

**Concerning the Hiring of Short-term Classified Employees**

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**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 19<sup>th</sup> day of January 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

## Resolution Concerning the Hiring of Short-term Classified Employees

### EXHIBIT A

1. The service required to be performed by the employee(s) will be:
  - a. Limited Warehouse & Delivery Assistance  
Receive warehouse stock orders, inspect quantity and condition of materials received; assemble items requiring assembly; assist in loading and unloading delivery vehicles; pull, wrap and prepare materials and equipment for delivery; update warehouse records on a computer terminal; store materials in a neat, orderly and efficient manner; participate in inventory counts; fill orders for custodial supplies, food supplies, school supplies, textbooks, computers, audio-visual equipment, mail, and other materials, equipment and supplies; utilize various types of equipment, such as a pallet jack and forklift, to assist with moving stock in a warehouse environment; check delivery vehicle to ensure proper working condition; check oil and fluid levels, lights and tires; fuel vehicles; deliver equipment, and supplies to sites throughout the district's service area according to established procedures.
  
2. The pay for these employee(s) shall be:
  - a. Limited Warehouse & Delivery Assistance \$16.00 per hour.
  
3. The term of this employment shall be no more than 120 days beginning January 1, 2021 and ending June 30, 2021.