



Date: June 23, 2009

To: Dr. Brian Sarvis, Superintendent

Cc: Eric Smith, Deputy Superintendent
Kristine L. Robertson, Ed.D, Director of Personnel

From: Elaine Alvarado, Classified Personnel Coordinator

RE: Contracted and Temporary Staffing

The Personnel Office oversees the requests and placement of temporary staffing needs. The need for additional staffing is based on an employee's absence or a vacancy. The request may be short term or long term depending on the situation.

As a general rule, the personnel office will provide custodial coverage to the sites based on health and safety issues. This is particularly true in the elementary district, since there are only two custodians, a day head custodian, and a night custodian. Either absence greatly impacts the general health and safety of an elementary school site (bathrooms, cafeteria).

Other standards used must meet the needs of the students and community. If a clerical employee is out, it can greatly impacts other co-workers and/or administrators to operate a school site.

Another important component when authorizing temporary staffing is when the employee is absent due to a workers' compensation injury. The district receives the state-mandated workers' compensation salary as reimbursement for that employee. Therefore, the overall cost to cover the absence is greatly reduced.

In 2008-2009, the District costs for contracted and temporary staffing was \$73,800 in the elementary district and \$133,000 in the secondary district. Many of these positions were filled due to injury/illness and/or vacation.

Every temporary assignment is reviewed closely by me and budget personnel. If the assignment does not meet our requirement, then the administrators are contacted to provide a separate funding source for that coverage.

If you need further information, please let me know.

Adams Elementary School	Harding Elementary School	Peabody Charter School	Goleta Valley Junior High School	Dos Pueblos High School
Cesar Chavez Charter School	McKinley Elementary School	Roosevelt Elementary School	La Colina Junior High School	La Cuesta Continuation High School
Cleveland Elementary School	Monroe Elementary School	Santa Barbara Charter School	La Cumbre Junior High School	San Marcos High School
Franklin Elementary School	Open Alternative School	Santa Barbara Community Academy	Santa Barbara Junior High School	Santa Barbara High School
		Washington Elementary School		