

Rules

Chapter 1 - Introduction

Section 1.000 – Scope and Objective of Rules

1. The purpose of these rules is to provide systematic and equitable regulations relating to the examination, appointment, employment and dismissal of custodians and assistant custodians as defined in ORS 252.022.
2. The Rules and Regulations of Civil Service Board of School District No. 1 (dated April 1, 1988) are hereby superseded and all actions taken or events after the adoption of these rules shall be governed by these rules. These rules shall not apply to any matter occurring prior to their adoption.
3. All employees of School District No. 1 - Portland Public Schools/ described in ORS 252.022 and subject to the exceptions set forth in ORS 252.022 -1/, -a/, -b/, and -c/ are considered to be under the jurisdiction of this Board as provided in this law.
 - a. The Board recognizes the custodial classifications, with those exceptions noted above, as set forth in the current agreement between the School District and the District Council of Trade and Service Unions to be the Custodial Services of the School District.
4. In the event of any conflict between a provision of these rules and the provisions of any collective bargaining agreement between the School District and the collective bargaining agent for employees covered by these rules, the collective bargaining agreement shall prevail.

Section 1.005 - Procedure for Adopting Rules

1. These rules are adopted pursuant to ORS 252.021. In amending these rules, the Board shall proceed as follows:
 - a. Notice of a hearing and copies of proposed rules shall be printed by the Civil Service Board and distributed to, no less than interested parties and published in a newspaper of general circulation not less than ten days prior to the meeting at which the Board will consider adoption of the rule.
 - b. Upon adoption of a rule by the Board, the Board shall give notice of the adoption to interested parties and in a newspaper of general circulation and the rule shall not become effective until ten days after the publishing date for such newspaper.
 - c. Any rule adopted by the Board shall not contain subject matter other than set forth in the published notice.
2. At the request of any person interested in such adoption, amendment or repeal of rules, the Board may at its discretion convene a hearing. The final decision as to the adoption,

amendment or repeal of any rule shall be by majority vote of the board.

remedy under these rules. If this election is made by mailing, the election shall be effective on the date of postmark.

Section 105 – Hearings

1. The time and place of any hearing under these rules shall be set by the board, and notice

such action, as it deems necessary to fulfill the purposes and principles of these rules and the custodial civil service law.

Chapter 101, Article 10 (Appointment and Promotion)

Section 101.000

The district shall from time to time establish an eligibility list of candidates for initial appointment. When it is determined by the district that such a list is necessary, the following process shall be followed:

1. The district shall invite applications for a period of time that shall be at least 9 days, but shall not be more than 15 days, regardless of the number of applicants received:

a. Job notification shall be via district website, various job search engines and collective bargaining agent for all city and county custodial employees.

b. If the number of applicants exceeds 25, the district may, by public lottery, select an appropriate number to be examined or may examine all applicants. If the number of applicants is 25 or fewer, all applicants shall be examined.

c. The Secretary to the Board or another designee of the Board shall superintend the examination of the candidates.

d. The examination shall be practical in character and relate only to those matters which test the relative fitness of the persons examined to discharge the duties for the respective positions for which they are applicants.

e. The examination process shall consist of the following steps:

1/ Written test: The written test shall be administered to identified applicant pool:

a/ The competencies of the written test shall address general knowledge of industrial safety practices

b/ General knowledge and ability to clean and disinfect

c/ Ability to read and interpret appropriate written instructions

b/)pplicant ran ,ing6 The 1 ritten test and oral intervie1 1 ill be equally considered in ran ,ing the candidates.

2. The &istrict 1 ill call from the eligibility list in ran , order 1 hen a vacancy becomes available. The candidate must clear a security bac,ground chec , , fingerprinting clearance, reference chec ,s, and the physical s ,ills test pursuant to ORS 2 2.4 " before becoming eligible for hire.

!. \$andidates 1 ho are veterans and eligible for the employment advantages of state statute upon submitting satisfactory evidence shall be a1 arded the benefits including five -4/ additional percentage points for honorable discharge or separation from the) rmed Borces of the 3nited States 1 ith a minimum of six -:/ months active duty and five -4/ additional percentage points for an) merican prisoner of 1 ar or a veteran of military service 1 ith ! " D or more service<connected disability, all as prescribed in ORS " *.21" through " *.2!4.

. The &istrict shall screen candidates to determine their fitness as described in ORS

Section .005 - Involuntary Freezing

When one of the three most senior employees is not selected for promotion, that employee shall be considered passed over for promotion. An employee who accepts an interview, but later declines to attend the interview or accept the promotion, will also be considered involuntarily frozen. A candidate passed over for promotion three times shall be considered ineligible for future promotional interview for 12 months except as specifically provided herein. If a candidate is passed over three times upon request, that candidate shall be given