

PERSONNEL COMMISSION RULES & REGULATIONS

60.400 PCRR

60.400 Assignments of Handicapped Employees**60.400.1** **General Policy**

When a permanent employee becomes unable to perform the duties of his/her classification because of illness or injury as determined by medical authority designated by the Commission, effort shall be made to place him/her in a position the duties of which are within his/her capabilities. Reassignment, if any, shall be at the discretion of the appointing authority, with the approval of the Commission in the cases noted below.

60.400.2 **Reassignments**

- A. A handicapped employee's duties in his/her regular position may be altered in accordance with his/her handicap. Such changes in duties shall be informally reported to the Director of Classified Personnel, who shall determine whether the position requires classification study.
- B. A handicapped employee may accept demotion or transfer to a less demanding class with the approval of the Commission.
- C. A handicapped employee may be assigned to a position in a higher class, with the approval of the Commission, but shall receive no salary benefit from such assignment until he can be appointed to the higher class in accordance with the rules and procedures on eligibility and appointments.

60.400.3 **Effect of Refusal by Employee**

A handicapped employee may refuse assignments to other classes without effect on his/her rights under sick-leave provisions of the law and these rules. However, there is no obligation for the appointing authority to renew offers of reassignment which have been refused or to make alternative offers.

OXNARD SCHOOL DISTRICT

Personnel Commission Rules and Regulations

Adopted: October 23, 1968

60.400.1 Revised: May 7, 1992

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