



## Human Resource Services

### Career Lattice for Home Visitor

#### Head Start/Early Head Start Home-Based Program

#### Classified Employees

The information listed below sets forth the procedures and regulations governing placement and movement on the career lattice for Home Visitors and includes important time and unit limitations. These procedures will be added to the agreement between the district and SEIU, Local 1021, and subject to change through the negotiations process.

#### Who is Eligible?

All regular classified employees meeting the requirements listed below are eligible to be placed and move on the career lattice. Employees serving in substitute and/or temporary positions are not eligible to move on the career lattice and shall only be hired at the Home Visitor I level.

#### Classification and Training, Education, and Experience Requirements for Classes Included on the Career Lattice

The career lattice for Home Visitor, Head Start/Early Head Start Home-Based Program, includes the following classifications: Home Visitor I, Home Visitor II, Home Visitor III, and Home Visitor IV.

#### Training, Education, and Experience Requirements and Licenses and Other Requirements

Graduation from high school, at least 12 early childhood units, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, or completion of at least two years of study (48 semester units) in an institution of higher education that is Child Left Behind (NCLB) compliant.

Home Visitor I requires one year of experience in school community work, as a home visitor, or related experience. Home Visitor II requires one year of college-level work (30 accredited units). Home Visitor III requires two years of college-level work (60 accredited units), and must have served 75% of the school year as a Home Visitor II. Home Visitor IV requires three years of college-level work (90 accredited units), and must have served 75% of the school year as a Home Visitor III.

#### Licenses and Other Requirements:

automobile, and required insurance. Pass the employee entrance evaluation (lifting test). Obtain First Aid/ Cardio-pulmonary Resuscitation (CPR) Certificate within six months of employment; maintain First Aid/CPR certification.

## **Placement on the Career Lattice**

At the time of initial appointment to a regular position on the career lattice, Human

## **Filing of Units**

Copies of transcripts or official grade cards containing evidence of units earned should be filed no later than October 1 for changes retroactive to September and March 1 for changes in April; but in no case can units be considered which are not received by Human Resource Services by October 1 for changes which will be made retroactive to September 1 and March 1 for changes in April. Records filed will not be returned to the employee.

At the time of initial placement on the career lattice, employees have a maximum of sixty (60) days from their first day of required service in which to file units.

## **Salary Step Placement**

An employee, upon initial appointment, shall be placed on the first step of the salary range of the classification to which they are appointed. Employees upon initial appointment may provide information to support placement above the first step. When an employee is reassigned to a classification on the career lattice or when an employee is promoted on the career lattice, his/her salary step placement shall be determined using one of the following rules:

- If eligible, the employee first shall be granted an earned increment on his/her previous range.
- If the previous salary, including increment adjustment, is below the first step in the new range, the employee shall be placed on the step which most closely approximates a five percent (5%) salary increase.
- If the previous salary, including increment adjustment, is found on the new range, the employee shall be placed one (1) step higher.
- If the previous salary, including increment adjustment, is in between steps on the new range, he/she shall be placed two (2) steps higher.