TULARE/KINGS COUNTIES PERSONNEL COMMITTEE

Tulare County Office of Education Redwood Room C, D, E, F Wednesday, December 3, 2025 9:00 a.m. - 11:00 a.m.

*	Welcome	& Introd	uctions
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*	 Hot Topics – open discussion Reduction of force – thinking ahead 	9:05
*	Legal Topic – Desiree Serrano, Lozano Smith • Legal updates	9:30
*	 STRS Creditable Service Creditable Service Checklist When to complete the ES372 form 	10:00
*	Credential Updates – Sara Marvin • CCAC updates • STRS meetings	10:40

*	Open	Forum:	recap,	questions,	future	topics
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<u>Upcoming Events</u>					
Law Seminar - Layoffs	Thursday, December 4, 2025	8:30-10:30am			
Personnel Committee Mtg - Hiring Practices	Friday, January 23, 2026	9:00-11:00am			
Law Seminar - Overtime & Exemptions	Thursday, February 5, 2026	8:30-10:30am			
TK Teacher Recruitment Fair	Friday, March 6, 2026	4:00-7:00pm			



Labor and Employment New Legislation Update

Presented by: Desiree Serrano and Taylor Todd

Tulare County Office of Education | December 3, 2025

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Overview



New Legislation Affecting:

- Workers' Rights Notification
- Employee Convictions Impact Retirement Benefits
- Catastrophic Leave
- New State Holiday: Diwali
- Safe Learning Environments Act
- State Disability Paid Family Leave
- Pupil Transportation Driver Qualifications

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SB 294 | The Workplace: Know Your Rights Act

- On or Before February 1, 2026: Annual written notice regarding labor and immigration rights.
- Employees may designate an emergency contact to be notified if the employee is arrested or detained.
- Must notify designated emergency contact if employee is detained or arrested on worksite or during the performance of job duties.





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AB 1067 | Public Employees' Retirement: Felony Convictions

- Addresses pension forfeiture for certain crimes by public employees.
- Requires misconduct investigation to continue even if employee retires while under investigation.
- If investigation indicates a crime was committed, the matter must be referred to the appropriate law enforcement agency.
- Employee conviction of specified felony (e.g., extortion, bribery, embezzlement, theft, perjury) results in forfeiting rights and benefits in retirement system.

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AB 642 | School Employee: Catastrophic Leave

- Extends the permitted reasons employees may donate leave credits under a Catastrophic Leave program
- May permit employees to donate leave to an employee impacted by a declared state of emergency.





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AB 268 - State Holiday: Diwali



- Adds Diwali as a recognized state holiday.
- Authorizes LEAs to close on Diwali.
- Could have implications on CBA and provided holidays.

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SB 848 – Safe Learning Environments Act

- Expands requirements of AB 2534 to include classified employee with egregious misconduct reports.
- Establishes a statewide system for tracking employee misconduct investigations, if such statewide system is funded.
 - LEAs will be required to report investigations of egregious misconduct and results.
 - LEAs will be required to review the statewide tracking system before hiring noncertificated positions.



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SB 848 – Safe Learning Environments Act (Continued)

- On or before July 1, 2026, adopt written policies that promote safe environments for pupil learning and engagement that:
 - Address professional boundaries (i) between pupils and employees, adult volunteers, and school contractors, (ii) between pupils, and (iii) between adults employed, volunteering, or under contract
 - Establish appropriate limits on contact between pupils and employees, volunteers, and school
 contractors via social media internet platforms, text messaging, and other forms of communication th
 do not include the student's parent/guardian.
 - Adopt written policies, plans, or specifications regarding school facilities, and the furnishing of school facilities, that address classroom and non classroom environments to promote safe environments

State Superintendent shall develop a policy by July 1, 2026



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SB 848 – Safe Learning Environments Act (Continued)



- Adds requirements to comprehensive school safety plans, including:
 - Developing procedures to address the supervision and protection of children from child abuse or neglect or sex offenses
 - Intent of legislature that staff be trained on the comprehensive school safety plan



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SB 848 – Safe Learning Environments Act (Continued)



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- Updates who is considered a "mandated reporter" to include:
 - An employee, volunteer, or governing board member, and
 - specified contractors whose duties require contact with or supervision of pupils.
 - Volunteer is over 18 years of age and who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee.

SB 848 – Safe Learning Environments Act (Continued)

- Expands child abuse prevention training requirements.
 - Provide annual training using the State Department of Social Services online training to employees, volunteers, and persons working on their behalf who are mandated reporters.
 - Allows for an alternative training approved by the District's liability insurance carrier.
 - Provide annual training on the prevention of abuse, including sexual abuse and assault, of children on school grounds, by school personnel and volunteers, or in school-sponsored programs.
 - Develop a process for all persons required to receive training to provide proof of completing the training within the first six weeks as specified.
 - Volunteer over 18 years of age and who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee.



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SB 848 – Safe Learning Environments Act (Continued)



 Changes what crimes are included as sex offenses under Ed Code 44010.



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SB 590 | State Disability: Paid Family Leave: Eligibility for Care of Designated Persons



- Expands State Disability Paid Family Leave to care for "designated person."
- Employee must, under penalty of perjury, attest to how "designated person" is related by blood OR how the "designated person" is equivalent of family.
- Effective July 1, 2028.

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SB 88: Pupil Transportation Driver Qualifications

SB 88: Basics

- Effective July 1, 2025
- Expands health, safety, and oversight standards for all paid drivers who transport students for school related transportation
- Applies to home-to-school, field trips, afterschool, preschool, childcare, athletics, and extracurriculars
- Covers both compensated district employees and private transportation providers



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SB 88: General Rule

- Unless an exception applies, SB 88 safety requirements apply to all schoolrelated student transportation to or from school campus, including:
 - Home-to-school transportation
 - Field trips
 - After school
 - Preschool and childcare related programs
 - Athletics
 - Other extracurricular programs



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SB 88: Exceptions

- Contracts signed before July 1, 2025
 - May continue under old rules until they expire
 renewals must comply
- Unpaid volunteer drivers
 - Parents using their own cars and not employed by the LEA
- Emergencies or imminent health or safety threats



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SB 88: Exceptions

- District employees driving fewer than 40 hours per year do not need to meet SB 88 safety requirements
- If use District employee less than 40 hours per year:
 - District must first make reasonable effort to find a qualified driver
 - If not possible, must notify parents that District employee is driving students and that because fit under this exception, don't have to comply with SB 88 safety requirements

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SB 88: Safety Requirements

- Driver Requirements:
 - All drivers (LEA or private) must hold a valid license, meet state safety standards, and pass any required background checks
 - LEA must verify driver qualifications and keep records
- Vehicle requirements for Private Transportation Providers:
 - Must inspect each vehicle every 12 months or 50,000 miles (whichever comes first)
 - Inspection must be done at a BAR-licensed facility
 - Must give the LEA a written attestation confirming compliance. LEA must verify the attestation and keep inspection records on file
- Vehicle requirements for LEA-Operated Vehicles:
 - School buses continue under existing inspection laws
 - Other LEA vehicles must also be inspected every 12 months or 50,000 miles at a BARlicensed facility
 - LEA must keep proof of inspections for all vehicles.



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SB 88: How does this relate to HR?

- Who is going to track which employees drive fewer/more than 40 hours per year?
- For employees that drive fewer than 40 hours, who responsible for sending notice to parents re exception from SB safety requirements?
- For the employees that go over the 40 hours per year, who is going to make sure they follow SB safety requirements?
- Who is going to track vendor contracts that expire? Coordinate with Transportation or Facilities?



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4919-3130-8668





Personnel Committee Meeting

December 3, 2025



Tim A. Hire, County Superintendent of Schools

Reduction of Force Other...





STRS Creditable Service

CHECKLIST

Creditable Service Checklist

Must meet three conditions:

- 1. Employing Agency
- 2. Minimum Requirements & Exemptions
- 3. Creditable Service Activities

When in doubt, send it to STRS for review.

CHECKLIST



Tulare County Office of Education
JOB DESCRIPTION

Job Title: Assistant Superintendent - Human Resources (9885)

Job Summary:

The job of Assistant Superintendent Human Resources is created for the purpose/s of developing, coordinating, and maximizing services related to human resources, educational credentialing, labor relations and to provide direct services to employees regarding employment and fiscal-related issues. Coordinates and directs personnel, resources, communications, and information to meet school, district, and Tulare County Office of Education (TCOE) needs. Hires, trains, supervises, and evaluates the performance of assigned human resources staff.

Essential Functions:

- Develops/Implements/Revises/Interprets personnel systems and procedures for the purpose of maintaining a smooth and efficient delivery of services.
- Develops/Maintains a system for personnel records for all employees for the purpose of providing comprehensive, efficient, accurate and current records of all matters pertinent to employment, assignment, reassignment, transfer, tenure, retirement, leaves, demotion, and promotion.
- Develops/Revises job descriptions for the purpose of defining for employees their job responsibilities.
- Develops/Manages budgets for the purpose of operating the division.
- Meets with classified and certificated bargaining units for the purpose of negotiating contracts and developing memorandums of understanding.
- Acts as a role model for the purpose of nurturing the desired manner of interaction with others, values placed on people and ideas and priorities.
- Assumes responsibility for the purpose of developing, implementing, and monitoring programs for the recruitment, selection, employment, and retention of all certificated, classified and management employees.
- Attends all regular meetings of the TCOE Board of Education for the purpose of representing the human resources department.
- > Attends regional and state meetings for the purpose of facilitating the work of the division and representing the county office.
- Administers salary schedules and salary provisions for the purpose of complying with county office policy and regulations.
- Maintains a positive relationship with colleges, universities, and alternate certification programs for the purpose of finding good candidates to be trained as teachers in an intern program.
- Serves as a member of superintendent's cabinet for the purpose of providing information and recommendations to the superintendent and/or other members of the cabinet.
- Provides professional development for county office and school district staff for the purpose of increasing necessary knowledge and skills
- Researches information for the purpose of analyzing potential implications, making recommendations and/or addressing a variety of administrative needs.
- Responds to inquiries, complaints and concerns from the general public, school district personnel, community organizations and staff for the purpose of providing information and resolving issues.
- Serves as TCOE's officer for responding and investigating complaints filed under the Uniform Compliant Procedures, Equal Employment Opportunities Commission and Department of Fair Employment and Housing.
- Coordinates and ensures TCOE's compliance with the Americans with Disabilities Act, Return to Work practices, and interactive processes.
- Supervises/Evaluates personnel for the purpose of providing coaching and feedback regarding their performance.
- Supports the superintendent for the purpose of providing assistance with his/her administrative functions.
- > Manages the Worker's Compensation program for the purpose of assisting employees to return successfully back to work.
- > Serves as the county office's Title IX officer and the grievance officer for the purpose of complying with state and federal laws.
- Oversees the absence tracking system program for the purpose of ensuring that all employees are inputting their absences
- correctly into the system and in a timely manner in order for substitutes to be called automatically through the system.

 Maintains compliance with government statutes, regulations and rules relating to personnel administration for the purpose of
- Maintains compliance with government statutes, regulations and rules relating to personnel administration for the purpose of advising appropriate parties of the provisions of law.
- Maintains confidentiality for the purpose of working through issues with programs and staff.
- Attends/Facilitates/Coordinates/Conducts a variety of meetings, staff development trainings and workshops for the purpose of receiving or providing information.
- Establishes/Maintains cooperative and effective working relationships with others for the purpose of supporting staff and school district personnel.
- Reviews/Critiques/Analyzes/Evaluates/Synthesizes data, publications, and other relevant information for the purpose of preparing verbal and written reports, summaries, and other documents.
- Communicates with administrators, school district personnel, human resources staff, state representatives and others for the purpose of coordinating activities and programs, resolving issues and exchanging information.
- > Conducts staff meetings for the purpose of providing information, exchanging ideas, and resolving issues.

Examples for Human Resources management positions

DIRECTOR OF HUMAN RESOURCES Burton Elementary School District

ESSENTIAL FUNCTIONS OF THIS POSITION

- Performs a wide variety of specialized, confidential, and responsible administrative work independently; interpret and apply rules and regulations as appropriate.
- Reviews, checks, corrects, and compiles a variety of information; verify data for accuracy, completeness
 and compliance with established procedures; input and retrieve computerized data in computer systems as
 required; Prepares and maintains a variety of records, logs and files.
- Plans, organizes, and directs personnel recruitment, examination, selection, staffing, transfers and assignments in finding and hiring highly-qualified employees.
- Responds to requests for information from staff and the general public regarding District programs, policies, procedures and regulations, including negotiated agreements with exclusive bargaining agents representing employees of the District.
- Serves as the District's chief negotiator for Certificated and Classified collective bargaining agreements under the direction of the Superintendent, and prepares materials to be used in the negotiation process; Communicates with bargaining unit representatives regarding issues that affect unit employees or negotiated agreements.
- Oversees transfers, reassignments, dismissals, resignations, retirements, layoffs, reemployment, vacations, leaves of absence, and administrative leaves in accordance with negotiated bargaining unit agreements, District policies and regulations, and other applicable laws.
- Coordinates with District administrators and managers at their school sites or in their departments for appropriate supervision, evaluation, and discipline of Certificated and Classified personnel; Assists in developing strategies for assistance; oversees personnel release and terminations.
- Coach new site administrators as assigned to assist in the assimilation into the Burton School District and to
 ensure that the transition to their new position is successful.
- Evaluate district assigned certificated teachers as assigned in order to support supplemental programs within the district.
- Administers employee benefit programs, including disability, health and welfare, life, unemployment, and workers' compensation.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files
 related to assigned activities and personnel; Maintain accurate records of absence, illness, vacation and
 other leaves for payroll application; Prepare and maintain personnel records and reports.
- Coordinates and conducts new employee orientation activities to foster positive attitudes toward District goals and objectives.
- Attends appropriate meetings on a regular basis, including Board of Education, Cabinet Management, Site Management, and County Personnel.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

Examples for Human Resources management positions

Creditable Service Checklist - practice

3 job descriptions to analyze for Social Worker

- 1. Employing Agency
- 2. Minimum Requirements & Exemptions
- 3. Creditable Service Activities

Partner work





Credentials



CCAC Updates

STRS Meetings



ES372

Must be given to employee within 10 days of the employee's hire date (first day of certificated work).

Must be submitted to STRS within 60 days of the employee's hire date.

If applicable, the form is issued with each qualifying position change, not only at initial hire with the district.

Advise employees to consult PER/STRS directly when making decisions; we should not provide retirement guidance or advice.







TULARE INTERNATIONAL AGRI-CENTER 4500 S Laspina St. Tulare, CA 93274



For questions or to be added to the event mailing list please contact Jose Covarrubias at Jose.covarrubias@tcoe.org.

Find Out More







https://thecentervirtualevents-tk2026.vfairs.com/



