



SAN LUIS COASTAL

UNIFIED SCHOOL DISTRICT

Human Resources
1500 Lizzie Street
San Luis Obispo, CA 93401
(805) 549-1233

All Applicants to San Luis Coastal Unified School District,

San Luis Coastal Unified School District is an equal opportunity employer, and prohibits unlawful discrimination and/or harassment of district employees or job applicants based on any legally protected characteristics, actual or perceived, including, but not limited to, race, color, national origin, immigration status, ancestry, religion, age, marital status, parental status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity, or gender expression.

Classified Applicants to San Luis Coastal Unified School District,

SLCUSD is a Merit System district and operates under the rules established by the California Education Code 45240-45320.

Individuals applying for a position in a Merit System district must go through an objective qualifying examination process in order to be considered for a position. This process varies by position but may consist of one or more of the following: a written examination, a structured objective oral or performance examination, or a technical panel interview. All oral examinations and technical panel interviews are recorded. In order for candidates to pass the qualifying examination the threshold is typically 70% for written examinations. Thresholds for other types of examinations will vary depending on the format and number of questions, typically a raw score rather than a percentage. Candidates achieving a passing score are ranked and placed on an eligibility list for the classification (job title). Eligibility lists are valid for six months and the candidate may be considered for any vacant position within the classification during that period.

Each candidate will be notified following the examination of his/her final score and, if qualified, of his/her relative standing on the eligibility list. An applicant has the right to protest any part of an examination by presenting reasons in writing to the Director of Personnel Services no later than five working days after the examination and establishment of the eligibility list. Only the top three ranked

candidates will be forwarded to the hiring interview. As eligible candidates are hired or withdraw, lower ranked candidates will move up the list. An eligibility list is considered no longer valid with less than three ranks of candidates. It is possible for a tie score to exist which creates more than one candidate at that rank. Candidates who are not on an eligibility list cannot be considered for a position. If a valid eligibility list exists when a vacancy arises, the vacancy will not be posted for additional applicants.

More information on the Merit System can be found in our Personnel Commission Rules which are posted on the Human Resources section of our website: <https://www.slcsd.org/departments/human-resources>.

For information about nondiscrimination in employment, please contact the District's Human Resources office (805) 549-1233 or via mail at 1500 Lizzie Street, San Luis Obispo, CA 93401.