

Ventura County Community College District

Rules of
the Personnel Commission
for
Classified Employees

Rules and Regulations as Adopted by the Personnel
Commission Effective August 24, 2023

INTRODUCTION

THE MERIT SYSTEM

The Merit System, as it affects the employment, salary and service of classified employees in the Ventura County Community College District, was adopted by the Governing Board of the Ventura County Community College District in March 1962. Upon the adoption of the Merit System in a public school district, the classified service is governed and subject to the provisions of the California Education Code pertaining to the Merit System (Ed. Code, §§ 88060, 88061) in addition to those provisions applicable to all employees of a public school district. In school districts that have adopted the provisions of the Merit System, a Personnel Commission shall be appointed. (Ed. Code, § 88060.) The Personnel Commission shall prescribe and amend rules and regulations necessary to ensure the efficiency of the classified service and the selection and retention of employees upon a basis of merit and fitness. The rules and regulations adopted by the Personnel Commission shall be binding upon the classified service and the Governing Board. (Ed. Code, § 88080.)

This handbook contains the rules and regulations adopted by the Ventura County Community College District's Personnel Commission as of the date of revision regarding recruitment, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, payoffs, re-employment, leave, vacations, leaves of absence, compensation within classification, job analyses, and specifications, seniority, ratings, advertisement of examinations, selection of applicants, and other policies and procedures necessary to carry out the provisions and purposes of the Merit System.

DEFINITION OF TERMS

The following definitions apply throughout these rules, unless the context clearly requires another meaning:

Applicant—A person who has filed an application for employment with the Ventura County Community College District.

Appointing Authority—The Board of Trustees of the Ventura County Community College District or designee.

Appointment—The result of approving the employment/assignment of a person by the appointing authority.

Board—The Board of Trustees of the Ventura County Community College District.

Candidate—A person who has been certified from an eligibility list.

Certification—The submission of a qualified candidate's name to the hiring supervisor responsible for selecting employees prior to approval by the appointing authority. (Ed. Code, § 88129.)

Classification—Positions in the classified service having similar duties and responsibilities, same descriptive titles and salary range.

Classified Services—All positions in the Ventura County Community College District not excluded by the provisions of Education Code sections 88003 or 88076.

Classification Specification—A formal statement of the duties and responsibilities of the positions in the classification, illustrated by examples of typical duties and responsibilities, and of the qualification requirements of the positions in the classification.

Commission—The Personnel Commission, as provided for in Education Code section 88036.

Demotion—A change in assignment of an employee from one classification to another that is allocated to a lower salary.

District—The Ventura County Community College District.

Eligibility List—A list of people who have participated in a competitive examination and are eligible for certification for a specific classification.

Emergency Appointment—An appointment for a period not to exceed fifteen (15) working days to prevent the stoppage of business when persons on an appropriate eligibility list are not available. (Ed. Code, § 88109.)

0.9 1529.oe

Employee-A person legally holding a position in the Classified Serv8821 Cl s

TABLE OF CONTENTS

		Introduction
		Definition of Terms
SECTION	100	THE PERSONNEL COMMISSION
	101	Organization
	102	Responsibilities of the Commission
	103	Personnel Commission Staff
SECTION	110	CLASSIFIED SERVICE
	111	Classified Service
	112	Regular Employees
	113	PartTime
	114	Employees
	115	Provisional, Limited Term, or Restricted Position Assignments
		Professional Expert
SECTION	120	APPLICATIONS FOR EMPLOYMENT
	121	Filing Applications
	122	Qualifications
	123	Disqualification of Applicants
	124	Notifying Disqualified Applicants
	125	Veteran's Preference
SECTION	130	EXAMINATIONS
	131	Examination Announcements
	132	Religious Doctrines Exceptions
		Examination Retake Policy
		Scope of Examinations
		Examination Policy
		Oral Examination
		Scoring of Examinations
		Notice of Results
		Appeal of Examination
		Review of Examination Materials

SECTION	210	POSITION CLASSIFICATION
	211	Position Classifications Job
	212	Specifications Creating New
	213	Positions
	214	Changes in Duties of Existing Positions
	215	Reclassification
	216	Reallocation
	217	Incumbents Filing to Qualify for Reclassified Positions
	218	Probationary Period After Reclassification
	219	Determining Initial Salary After and Retroactive Cost Payment Upon Reclassification
SECTION	220	PROMOTION
	221	Promotion Defined
	222	Probationary Period After Promotion
	223	Determining Salary in Promotion
SECTION	230	DEMOTIONS
	231	Demotion Defined Involuntary
	232	Demotion Voluntary
	233	Demotion
	234	Probationary Period After Demotion Determining
	235	Salary in Demotion Reinstatement After
	236	Voluntary Demotion
	237	Reinstatement After Voluntary Demotion in Lieu of Layoff
SECTION	240	TRANSFERS, REASSIGNMENTS, AND LATERAL CLASS CHANGES
	241	Transfer
	242	Reassignment
	243	Lateral Class Change
	244	Probationary Period Following Transfers, Reassignments and Lateral Class Changes
	245	Transfer List
	246	Temporary Reassignment
	247	Class Changes Because of Illness or Injury
SECTION	250	TERMINATION OF EMPLOYMENT
	251	Resignations
	252	Layoffs and Reemployment Unemployment
	253	Insurance Notification
SECTION	260	DISCIPLINARY ACTIONS
	261	Disciplinary Actions
	262	Sex Offense or Narcotics Offense
	263	Causes for Disciplinary Action
	264	Procedure
	264.1	Intent to Impose Disciplinary Action
	264.2	Notice of Disciplinary Action
	264.3	Notice of Appeal Rights
	264.4	Appeal

SECTION	270	GRIEVANCES
	271	Definition
	272	Exclusions
	273	Grievance Procedure
SECTION	280	HOURS OF WORK, OVERTIME AND COMPENSATORY TIME OFF
	281	Definition of WorFa -25.19 -1.8 13.1G.8gkōran(e)]TJ Fa -25.19 -1.8 1 (MC
	281.1	

SECTION 330 LEAVE OF ABSENCE WITH PAY
331 Bereavement Leave
332 Subpoena or Jury Service Leave
333 Industrial Accident or Illness Leave
333.1 Reemployment Preference
334 Sick Leave
334.1 Accumulation of Sick Leave Granting
334.2
334.3
334.4
334.5
335
336
337

SECTION 100 THE PERSONNEL COMMISSION

101 ORGANIZATION

SECTION 11 CLASSIFIED SERVICE

111 CLASSIFIED SERVICE

All employees under the jurisdiction of the Governing Board, except positions requiring certification, playground positions, full-time students employed part-time, apprentices, and professional experts shall be included in the classified service. (Ed. Code, § 88076.)

The Commission shall classify all employees and positions within their jurisdiction. No person whose work consists in rendering personal services and whose employment does not come within the scope of the positions listed above shall be employed outside the classified service. (Ed. Code, § 88076.)

No discrimination shall be exercised in accepting applications, registration, or employment of persons because of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation of any person. (Gov. Code, § 12940.)

112 REGULAR EMPLOYEES

A regular employee is any classified employee who is not designated as a provisional. A probationary employee is a regular employee who has not completed his/her probationary period. A permanent employee is a regular employee who has successfully completed his/her probationary period.

113 PARTTIME EMPLOYEES

A parttime employee is a regular employee who is in a position for which the assigned time, when computed on an hourly, daily, weekly or monthly basis, is less than 87.5 percent of the assigned time of the majority of employees in the classified service.

114 PROVISIONAL, LIMITED TERM, OR RESTRICTED POSITIONS

All persons assigned as provisional, limited term, or restricted shall have the minimum qualifications as outlined in the job specifications for the classification in which they are serving. Verification of the minimum qualifications shall be certified by the Personnel Director prior to the start date.

115 PROFESSIONAL EXPERT

A person who possesses unique qualifications in the area in which they are employed on a temporary basis for a specific project.

SECTION 120 APPLICATIONS FOR EMPLOYMENT

121 FILING APPLICATIONS

All applications must be on a standard District application form filed with the Office of the Personnel Commission on or before the closing date specified in the announcement. Filing of the application must include all required documents as specified in the job announcement.

122 QUALIFICATIONS

Applicants for positions in the Ventura County Community College District must possess the minimum established for the classification. Certain classifications may require applicants to successfully complete background investigation/polygraph at the expense of the District before being certified as a qualified candidate for position. Certain classifications may require conditional offers of employment based upon successful physical and/or psychological examination.

123 DISQUALIFICATION OF APPLICANTS

The Personnel Commission or designee may disqualify an applicant, remove a candidate's name from the list, or refuse to certify any candidate as being eligible, for any of the following reasons:

- A. Failure to meet minimum requirements or qualifications for classification
- B. Failure to submit application correctly or within the prescribed time
- C. Conviction of a felony or misdemeanor involving moral turpitude
- D. False statement or failure to list material information on application
- E. Dismissal from any position for cause
- F. Using or attempting to use political pressure or bribery to secure advantage or appointment
- G. Securing unauthorized information regarding the classification
- H. Taking part in the administration, correction or compilation of results of an examination
- I. Knowingly

SECTION 130 EXAMINATIONS

131 EXAMINATION ANNOUNCEMENTS

Whenever it is necessary to fill existing or anticipated vacancies in the classified service or whenever a list is about to expire or has been exhausted (see Section 142), competitive examinations provide a new list of eligibles. At least fifteen (15) days' public notice of such examinations will be given. The announcement will contain the following information:

- A. The date and place of examination
- B. The final date for filing applications
- C. Information, where available, regarding the expected number of vacancies and any unusual conditions of employment such as place of employment, varied shifts, workweek,
- D. The minimum qualifications including education, experience and knowledge,
- E. Description and requirements of any qualifying tests.

3. Temporarily suspend examination activities;
4. Dispose of the examination results and order for another administration of all or part of the examination to be conducted;
5. Withhold certification from all or part of the test(s).

The Director may, at any time, rescind or modify a decision to withhold certification upon review of the examination appeal.

138 REVIEW OF EXAMINATION MATERIALS

Examination materials are considered confidential and will not be available to District employees not responsible for the administration of the examination or the review of associated complaints of unlawful discrimination. Examination materials will be made available to applicants under the following conditions:

1. Requests to review scores or evaluations must be made to the analyst in charge of the examination three (3) business days following notice of the examination results. The date an applicant is notified of results counts as a business day.
2. Only applicants' scores and evaluations are subject to review. Questions, items, scoring keys, rater comments, and rating criteria are not subject to review by applicants due to test confidentiality and security considerations. However, for written tests, applicants may request that they wish to have reviewed. Personnel Commission staff will make any necessary corrections or adjustments to the applicant's written test question is found to be flawed. If corrections are required, they shall be applied uniformly to all applicants, if applicable.
3. A qualified representative of the Personnel Commission will be present during the examination session.
4. Applicant's scores and evaluations will not include the identification(s) of the applicant(s).
5. Applicants may not leave with or make copies of any examination materials.

The Director of Employment Services/Personnel Commission may deny a request to review examination materials if he or she determines that granting the request would violate the security or confidentiality of the examination.

SECTION 140 ELIGIBILITY LISTS

141 ESTABLISHING ELIGIBILITY LISTS

SECTION 1500 CERTIFICATE OF CONFIDENTIALITY (5.96) (R) 13e ET EMCTRFI IN(T2 (D)

155 TEMPORARY WITHDRAWAL FROM ACTIVE

An eligible individual may have his/her name temporarily removed from an active eligibility list by submitting a satisfactory reason in writing to the Personnel Director. Reinstatement may be made by the Personnel Director during the period the list is in effect.

SECTION 160 APPOINTMENTS

161 APPOINTMENTS

All vacancies in the classified service shall be filled from applicants on eligibility lists. Appointments made by means of transfer, demotion, reinstatement, or reemployment in accordance with the rules of the Commission. (Ed. Code, § 88091.)

162 INITIAL APPOINTMENTS

Upon initial appointment and upon each change in classification thereafter, each classified employee shall be furnished two (2) copies of his/her specifications, salary, assignment of work location, duty hours, and preferred workweek. The employee shall sign the forms, retain one (1) copy and return the other to his/her supervisor. (Ed. Code, § 88168.)

163 LIMITED TERM APPOINTMENTS

When the appointing power requires the appointment of a person to a position, the duration of which is six (6) months or less, or when a replacement is needed for the term of an employee's absence, candidates shall be selected in accordance with their positions on the appropriate eligibility list and their willingness to accept limited term employment. The acceptance or refusal of an appointment shall not affect an eligible's standing on the list. Successive limited term appointments to the same position shall not be made. (Ed. Code, § 88105.)

164 PROVISIONAL APPOINTMENTS

When no eligibility list exists for a classified position, the Personnel Director may certify a qualified individual for a provisional appointment which may accumulate to a total of ninety (90) working days. Successive provisional appointments of any one person may not be made to any one position without a lapse of ninety (90) calendar days. The Personnel Director may extend the provisional appointment beyond the ninety (90) days by up to thirty (30) additional days if an examination for the class failed. (Ed. Code, § 88106.)

SECTION 190 PERFORMANCE EVALUATIONS

191 PROBATIONARY EMPLOYEES

The purpose of the performance evaluation process is to assist new employees to establish and maintain

SECTION 201 NONDISCRIMINATION

201 NODISCRIMINATION

No person who is in the classified service or who is on any eligibility list shall be appointed, demoted, or in any way discriminated against because of his/her political acts, opinions, or affiliations except as provided in the Government Code or by the Oath or Affirmation of Allegiance.

SECTION 210 POSITION CLASSIFICATION

211 POSITION CLASSIFICATIONS

Position classification is a system for identifying and describing duties performed by employees, group together under common job titles, creating job families, and placing them in appropriate salary ranges.

251 RESIGNATIONS

- x Work-related dishonesty, theft, willful destruction or mishandling of property of the District
- x Unauthorized possession of a firearm or other weapon while on duty
- x Political activities engaged in by any employee during his/her assigned duty hours
- x Any willful or persistent violation of the rules, provisions, regulations, or procedures adopted by the Governing Board or the Personnel Commission
- x Knowing membership by the employee in the Communist Party, or other conduct specified in section 10 of the Government Code
- x Arrest and/or conviction of any sex or controlled substance offense as outlined in section 88123 of the Education Code
- x Any other work-related offense so grievous that a reasonable person would interpret it as an unacceptable work behavior or action

264 PROCEDURE

The following procedure shall be followed in all cases of suspension, demotion, dismissal, or other discipline taken against an employee.

264.1 INTENT TO IMPOSE DISCIPLINARY ACTION

No probationary or permanent classified employee may be subject to disciplinary action until the employee has been provided a written notice of Intent to Impose Disciplinary Action and the employee has had an opportunity to be heard.

The notification shall include a copy of the charges, related rules, contract and Education Code provisions.

SECTION 270 GRIEVANCES

271 DEFINITION

A personnel rule grievance is a complaint alleging misinterpretation or misapplication of Personnel Code.

272 EXCLUSIONS

Matters related to discipline (see Rule 260) are excluded from the grievance process.

273 GRIEVANCE PROCEDURE

A grievance must be submitted within ten (10) working days after the grievant first knew, or should have known, of the condition(s) upon which the grievance is based.

Step 1

A. An employee shall discuss the grievance with his/her immediate supervisor in an effort to resolve the grievance.

Step 4

- A. If there is no satisfactory resolution to the employee's grievance, the employee submits the Employee Personnel Commission Rule Grievance

SECTION 280 HOURS OF WORK, OVERTIME AND COMPENSATORY TIME OFF

281 DEFINITION OF WORKWEEK AND WORKDAY

281.1 NORMAL WORKWEEK AND WORKDAY & PROVISIONS

The normal workweek of a classified employee as defined in Education Code section 88026 shall be forty (40) hours a week. The workday shall be eight (8) hours. These provisions do not restrict the employee's regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.

281.2 ALTERNATIVE WORKWEEK

The Governing Board of the District may establish alternative workweeks in excess of eight (8) hours with the concurrence of the employee organization, or in the absence of an employee organization, with the concurrence of the affected employee. If the Governing Board establishes a workday in excess of eight (8) hours per day, the overtime rate shall be paid for all hours in excess of the established workday hours per week. (Ed. Code, § 88040.)

281.3 REGULAR WORKDAY LESS THAN EIGHT HOURS BUT MORE THAN SEVEN

The Board may approve a regular workday of less than eight (8) hours but more than seven (7) hours and a workweek of less than forty (40) hours but more than thirty-five (35) hours for classified positions. (Ed. Code, § 88027.)

281.4 FLUCTUATING DAY SCHEDULE

Specific classes, such as police, may have a fluctuating schedule on a daily basis due to the nature of the job when approved by the Board and the Personnel Commission. (Ed. Code, § 88026.)

281.5 REGULAR PART-TIME POSITIONS

The Board may establish regular part-time positions with an assigned workday of less than seven

- 1) Compensation for Employees Having an Average Workday of Four Hours or More During the Workweek
Employees having an average workday of four (4) hours or more during the workweek shall be compensated for any work required to be performed on the sixth or seventh day following commencement of the workweek at a rate equal to one and one-half (1 1/2) times the regular rate.
- 2) Compensation for Employees Having an Average Workday of Less Than Four Hours During the Workweek
Employees having an average workday of less than four (4) hours during the workweek shall be compensated for any work required to be performed on the sixth or seventh day following commencement of the workweek at a rate equal to one and one-half (1 1/2) times the regular rate of pay.

283.6 HOURS USED TO COMPUTE OVERTIME

- 1) Holidays and Other Paid Leaves/Absence
In addition to regular hours worked, time during which an employee is excused from work on holidays, sick leave, vacation, compensating time off, or other paid leave of absence, shall be considered as time worked by the employee. (Ed. Code, § 88027.)
- 2) Rest Periods and Lunch Breaks
The rest period(s) are counted as working time. Lunch breaks are not counted as working time provided the employee is completely relieved of all duty during such period.
- 3) Time Related to Conference or Meetings Which the Employee is Required to Attend as Part of His/Her Employment
The general rule is that time spent traveling to and from such conferences or meetings is not counted as work time except travel away from the employee's home community and during the employee's regular work hours.

283.7 COMPUTATION OF THE REGULAR RATE OF PAY THAT IS USED AS A BASIS FOR OVERTIME PAYMENT

Compensation or compensatory time off shall be provided at a rate at least equal to the regular rate of pay of the employee designated and authorized to perform the overtime.

The regular rate of pay includes the following factors:

- 1) The current placement of employee on the schedule
- 2) Shift differentials
- 3) Differential for bilingual ability
- 4) Supervisory responsibility

The regular rate of pay for purposes of overtime computation does not include fringe benefits and contributions to state and federal programs, such as:

- 1) Uniform allowance
- 2) Medical insurance payments
- 3) Dental insurance payments
- 4) PERS contribution
- 5) Social Security employer contributions
- 6) Unemployment insurance contribution
- 7) Workers' Compensation Insurance contribution

283.8 ASSIGNMENT OF REGULAR AND EMERGENCY OVERTIME

1) Assignment of Regular Overtime

Employees may be assigned overtime when such is necessary to carry on the business of the District. (Ed. Code § 88026.) Overtime must be authorized in advance by the designated supervisor.

2) Assignment of Overtime Emergencies

Employees may be assigned overtime in emergencies. Emergency overtime may be assigned without prior notice.

283.9 PAYMENT FOR OVERTIME

Payment for overtime will be made on the next regular paycheck provided payroll deadlines are met.

284 LIABILITY FOR OVERTIME

The District is liable for all overtime work by covered employees. If the District knows or has reason to know that an employee is being assigned overtime without proper authorization, the District is liable for the overtime work.

SECTION 2905 SALARY PLAN

291 SALARY

first or second half (See Section 282).

295.2

Employees approved for advanced step placement upon promoting shall be subject to probationary procedures and policies. In no instance shall that placement be higher than the maximum salary range for the classification.

296.2 RECLASSIFICATION OR REALLOCATION TO A HIGHER LEVEL

Employees reclassified or reallocated from an existing classification to a higher classification, either existing or newly created, shall receive a minimum step increase or the first step of the new salary range, whichever is greater.

296.3 RECLASSIFICATION OR REALLOCATION ON THE SAME LEVEL

Employees reclassified or reallocated from an existing classification to an existing or newly created classification on the same level shall receive the same step level on the salary schedule.

296.4 RECLASSIFICATION OR REALLOCATION TO A LOWER LEVEL

Employees reclassified or reallocated from an existing classification to an existing or newly created classification on a lower level shall receive the highest step level on the salary schedule that does not decrease the salary more than one step if possible.

If the highest step in the lower range would result in more than a one (1) step decrease, the employee will be placed on the highest step of the lower range unless an exception is granted by the Personnel Commission to "Y" rate the individual, wherein salary is frozen and not subject to cost-of-living allowances or any other salary increase until the range catches up to the individual's earned rate.

296.5 RECLASSIFICATION OR REALLOCATION TO A LOWER LEVEL

SECTION 300 PAYROLL PROCEDURES

301 CERTIFICATION FOR PAYMENT

SECTION 320/VACATIONS

321 PAID VACATION TIME

Classified employees accrue vacation time in accordance with their employment classification, i.e., basic classified employee, classified confidential employee, supervisory employee, or classified manager as determined by the Board. In no instance shall the accrual of vacation credit be less than that specified in Education Code section 88197 for classified employees. Limited provisional employees are excluded from this provision unless specifically authorized. (Regular classified employees serving in a provisional assignment shall, during such an assignment, continue to accrue vacation for their regular position.)

Regular part-time classified employees shall be entitled to paid vacations on a prorated basis in accordance with the board approved schedule as provided in Education Code sections 88035 and 88036.

Employees must request vacation time in advance of use. Employees shall request approval of their vacation so a satisfactory operation schedule for the department can be arranged. Department supervisors shall determine for all employees to take their accrued vacation time off in the fiscal year in which it is accrued.

When a holiday falls within a vacation period of an employee, no accrued vacation credit shall be deducted for the holiday. Earned vacation shall not become due until the completion of six (6) months of service. (Education Code, § 88197, subd. (e).)

If an employee separates from the classified service after permanency is attained, any accrued vacation shall be paid at the rate of pay applicable to their last regular assignment. If an employee separates from the classified service after having worked half or more of the days in the month of termination, vacation time credit for that month shall be credited to the employee. No credit shall accrue for a month in which an employee has worked less than half of the days.

SECTION 330 LEAVE OF ABSENCE WITH PAY

331 BEREAVEMENT LEAVE

Regular classified employees shall be allowed a leave of absence with pay not to exceed five (5) days

the absentee report. A physician's certificate of disability shall be requested at regular intervals from the employee's supervisor for

SECTION 340 LEAVE OF ABSENCE WITHOUT PAY

341 SHORT TERM LEAVE

Up to ten (10) days leave of absence without pay may be granted a classified employee by the supervisor approval of the College President or appropriate District Office administrator. Granting of such leave is subject to the provisions of appropriate collective bargaining agreements.

342 LONG TERM LEAVE

The Governing Board may grant a maximum of six (6) months' leave without pay to permanent classified employees. An additional six (6) months maximum may be granted by another action of the Governing Board. Total leave without pay shall not exceed one year.

The leave request shall specify the purpose of the leave and, if the leave is for education or personal development training, the request should indicate how the program will enhance the employee's future performance and/or opportunities for advancement within the District. The administration will recommend approval or disapproval of the leave request. Any recommendation for disapproval shall include documentation explaining why the leave should be denied.

343 ADDITIONAL LEAVE FOR INDUSTRIAL ACCIDENTAL ILLNESS

347 CANCELLATION OF LEAVE

The Governing Board may, for cause, cancel an authorized leave of absence by giving the employee a

SECTION 350 ABSENCES WITHOUT LEAVE

351 DEFINITION

Any unauthorized absence may be declared absence without leave by the supervisor and reported to the Personnel Director. Absence from duty without leave for any length of time shall be considered cause for disciplinary action under the provisions of Section 264.

352 AUTOMATIC RESIGNATION

Absence from duty without leave for ten (10) consecutive working days shall be considered as an automatic resignation and recorded as such. The employee shall be notified in writing of such action by the Personnel Director. Such notification either given to the employee personally or sent by registered mail with postage prepaid, addressed to the employee at his/her last known place of address. If satisfactory explanation is made to the Personnel Director within thirty (30) calendar days from the first day of absence, the Personnel Director shall rescind the resignation.

ofPage

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
SUPERVISOR GRIEVANCE RESPONSE

Name of Supervisor

Supervisor's Title

Name of Employee

Position of Employee

Date

SUPERVISOR'S RESPONSE STATEMENT

Supervisor's Signature