

VIRTUAL PERSONNEL COMMISSION MEETING

August 11, 2020 at 4:30pm

MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:

As per Executive Order N-29-20 from Governor Newsom, the Santa Monica-Malibu Unified School District Personnel Commission meetings will move to a virtual/teleconferencing environment using Zoom. The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The intent is not to limit public participation, but rather to protect public health by following the Governor's Stay at Home executive order and LA County's Safer at Home order.



JOIN ZOOM MEETING

<https://bit.ly/AUGUSTPCMEETING>

Meeting ID: 871 3066 9893

Password: SMMUSD



PROVIDE PUBLIC COMMENT

You may submit a request to make a public comment by e-mail to: jhatch@smmUSD.org

- **Requests must be submitted no later than 5:00 p.m. on Monday, August 10, 2020**
- **Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item**
- **During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

August 11, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, August 11, 2020**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on August 11, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

- G.06 Approval of Minutes for Regular Meeting on July 8, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

August 11, 2020

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, August 11, 2020**, at **4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Monday, August 10, 2020. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on August 11, 2020

G.06 Approval of Minutes for Regular Meeting on July 8, 2020

G.07 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

G.08 Personnel Commissioner Comments/Reports:

This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 Communications:

The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

Classification

Eligibles

Paraeducator-1	11
Paraeducator-2	2
Paraeducator-3	6

C.02 Advanced Step Placement:

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Second Reading of Changes to Merit Rule:

Chapter XIII: Seniority, Layoff, Displacement and Reemployment

IV. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- None

V. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

D.01 First Reading of Changes to Merit Rules:

Chapter IV: Application for Employment

Chapter VI: Eligibility Lists

Chapter VIII: Employee Clearances

VI. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

I.01 Open Personnel Requisitions Status Report

I.02 Filled Personnel Requisitions Status Report

- None

I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)

- July 16, 2020

I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)

- None

I.05 Personnel Commission's Twelve-Month Calendar of Events

- 2020 - 2021

I.06 Board of Education Meeting Schedule

- 2020 – 2021

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: TBD	Commissioner Training	TBD

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 9, 2020, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

X. CLOSED SESSION:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

XI. ADJOURNMENT:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

July 8, 2020

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, July 8, 2020**, at **4:37 p.m.**, via Zoom.

❖ Instructions on Public Comments:

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, July 7, 2020. Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:37 p.m.

G.02 Roll Call: Commissioners Robinson, Stewart, and Tate were present.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Maria Stewart		✓		✓			
Phillip Tate	✓			✓			

G.03 Pledge of Allegiance: Commissioner Stewart led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: July 8, 2020

It was moved and seconded to approve the agenda as submitted. The motion passed.

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Maria Stewart		✓		✓			
Phillip Tate	✓			✓			

G.06 Motion to Approve Minutes: June 10, 2020

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Maria Stewart		✓		✓			
Phillip Tate	✓			✓			

G.08 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates
 - **Director Kahn updated the Personnel Commission on the Personnel Commission Office daily operation as staff continues to perform their duties remotely.**
 - **Director Kahn informed the Personnel Commission about the remote exam for Physical Therapist. It was a successful pilot in which the raters provided a positive feedback on a remote candidate engagement and the new remote rating system using Survey Monkey. He expressed his gratitude to Ms. Caldera for her contribution in the exam development and administration.**
 - **Director Kahn reported on Personnel Commission staff processing unemployment claims for classified employees from the Employment Development Department that has increased from 25 claims in spring 2019 to 279 claims this year. By providing accurate data in a timely manner to the EDD, the Personnel Commission staff prevents approving unemployment benefits for ineligible classified employees. Director Kahn expressed his gratitude to Cindy Johnston, Julie Younan, and Jana Hatch for completing these claims in an efficient manner. He also recognized Christine Garrett from the Human Resources department who processes certificated claims.**
 - **Director Kahn acknowledged the District staff's hard work in a preparation for the new school year.**

G.09 Personnel Commissioner Comments/Reports:

This is a time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- **Commissioner Robinson extended her gratitude to the District staff for their dedication preparing several learning models for upcoming school year.**
- **Commissioner Steward expressed her appreciation of Director Kahn and Ms. Caldera's effective approach and creativity in developing new**

examination processes in order to provide the District with the best candidates for the next school year.

G.10 Communications:

The Communications Section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- **SEIU Report**
 - **Mr. Mock, the Chief Steward, reported to the Personnel Commission on the classified employees' layoffs in the Child Development Services.**
 - **Mr. Mock informed the Personnel Commission about the Union's conversations with Superintendent Drati and the Senior Cabinet regarding classified employees' role in the various learning models proposed for the next school year.**
 - **Mr. Mock informed the Personnel Commission about rescinded layoffs for Lead Custodian positions being classified as essential.**
 - **Mr. Mock expressed his gratitude to Dr. Kelly and Director Kahn for their collaboration in resolving challenging issues.**

Board of Education Report

- **Dr. Kelly reported that the next fiscal year District budget was approved by the Board of Education on June 25, 2020. It included major reductions, mostly in the fiscal stabilization plan. The District expects a positive certification from the Los Angeles County Office of Education in the near future.**
- **Dr. Kelly informed the Personnel Commission about several town hall meetings with the community to discuss proposed learning models for the next school year. He provided a detailed description of each model. Model A represents opening the school year with students in physical classrooms. Model B represents a hybrid of physical and asynchronous learning. Model C represents a distance synchronous learning for all students.**

Dr. Kelly stated that on July 16, 2020 the Board of Education will be presented with all three (3) models to choose the most suitable one under the current circumstances of increasing numbers of COVID-19 cases in the Los Angeles County.

Dr. Kelly also stated that in adopting of the state budget, Governor Newsom didn't implement some of the previously proposed reductions, but he set some expectations for opening of the new school year with the emphasis on in-person learning but not precluding the hybrid or distance learning models the District has developed. There is no significant financial impact since Santa Monica-Malibu is a Basic Aid School District. Commissioner Robinson inquired about a potential increase in state funding to implement these new educational models. Dr. Kelly replied that it partly depends on federal funding.

- **Dr. Kelly concluded his report with the statement that all school districts are struggling with the same problems and questions as there is no clear direction from the state leadership.**

- **Commissioner Steward inquired about the first day of school. Dr. Kelly replied that it will not likely change as the state legislature still requires 180 days of instruction per school year.**

G.11 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **Mr. Eduardo Suaste, Lead Custodian, inquired about his employment status. Dr. Kelly explained that the state legislature precluded school districts from laying off employees in what they deemed as essential classifications. Dr. Kelly suggested to Ms. Suaste that he contact him directly to discuss further.**

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

Classification # Eligibles

Physical Therapist	3
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Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Maria Stewart		✓		✓			
Phillip Tate	✓			✓			

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01. The motion passed.

REPORT AND DISCUSSION

- **None**

C.02 Advanced Step Placement:

- **None**

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Health Office Specialist within the instructional assistant and paraprofessional unit
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Maria Stewart	✓			✓			
Phillip Tate		✓		✓			

REPORT AND DISCUSSION

- Commissioner Tate inquired about the extent and nature of the revisions.
- Director Kahn clarified that the majority of the revisions involve formatting in order to be consistent with contemporary standards. The most significant content changes are within the minimum qualifications as language referencing certification is redundant since it is already listed as an additional requirement. Additionally, specific areas of experience are now included as part of the minimum qualifications.
- Director Kahn stated that this is a critical classification for school reopening.
- Director Kahn drew attention to replacement of Abilities with Core Competencies as they are a more contemporary method for conducting evaluations in the exam process focusing on candidates' specific traits. Abilities have a lot of overlap with Knowledge.
- Commissioner Robinson inquired about recruiting for this position at this time. Director Kahn confirmed that these revisions were implemented in anticipation of an upcoming recruitment.

IV. **COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- None

V. **DISCUSSION ITEMS:**

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

D.01 First Reading of Changes to Merit Rules - Chapter XIII: *Seniority, Layoff, Displacement and Reemployment*

REPORT AND DISCUSSION

- Commissioner Robinson presented the background information to proposed changes to chapter XIII: *Seniority, Layoff, Displacement and Reemployment*, Rule 13.2.1: *Procedure of Employee Layoff*. This rule contains details about when an employee, being laid off, receive their notice in accordance with Education Code 45117, which has not been revised since 2010. The Education Code used to require employees to receive their notice no less than forty-five (45) days prior to the effective date of their layoff. The Education Code was amended in 2012, and as of January 2013, it requires no less than sixty (60) days' notice. Hence, all references to a forty-five (45) day notice in Rule 13.2.1 have been revised to a sixty (60) day notice.
- Director Kahn stated that the District has been in accordance with the Education Code, but the Merit Rule has not reflected it.

VI. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
 - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - June 25, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 25, 2020
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: TBD	Commissioner Training	TBD

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, August 12, 2020, at 4:30 p.m. - *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of the closed session.

- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at **5:20 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at **5:48 p.m.** and reported on the following action taken in closed session:

- **No report**

XI. ADJOURNMENT:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

It was moved and seconded to adjourn the meeting.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Maria Stewart	✓			✓			
Phillip Tate		✓		✓			

TIME ADJOURNED: 5:48 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Tuesday, August 11, 2020

AGENDA ITEM NO: III.A.01

SUBJECT: Second Reading and Adoption of Changes to Merit Rules - Chapter XIII

BACKGROUND INFORMATION:

Chapter XIII: Seniority, Layoff, Displacement and Reemployment contains rule 13.2.1, Procedure of Employee Layoff. This rule contains details about when an employee being laid off must receive their notice in accordance with Education Code 45117. This chapter was previously revised and approved by the Personnel Commission in January, 2010. At that time, Ed Code 45117 required employees to receive their notice no less than forty-five (45) days prior to the effective date of their layoff. However, this section of Ed Code was amended in 2012 and, as of January 2013, now requires no less than sixty (60) days' notice. The Merit Rules have not been revised to reflect the change.

DISCUSSION:

Based on Education Code section 45117, all references to a forty-five (45) day notice in Merit Rule 13.2.1 have been revised to a sixty (60) day notice.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the proposed revisions as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

CHAPTER XIII: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT

RULE 13.1

SENIORITY PROVISIONS

- | | |
|---------|------------------------------|
| Section | 13.1.1 Seniority Defined |
| | 13.1.2 Seniority Computation |
| | 13.1.3 General Provisions |
| | 13.1.4 Seniority Lists |

RULE 13.2

LAYOFF PROCEDURES

- | | |
|---------|--------------------------------------|
| Section | 13.2.1 Procedure for Employee Layoff |
|---------|--------------------------------------|

RULE 13.3

DISPLACEMENT (BUMPING) RIGHTS

- | | |
|---------|--|
| Section | 13.3.1 Displacement Rights for Permanent Employees |
| | 13.3.2 Rights of Non-Permanent Employees |

RULE 13.4

REEMPLOYMENT

- | | |
|---------|---|
| Section | 13.4.1 Reemployment Rights of Permanent Employees |
| | 13.4.2 Reemployment Rights of Retired Employees |

RULE 13.1 SENIORITY

13.1.1 SENIORITY DEFINED

- A. Seniority shall be defined as the length of service a regular classified employee has served in the class plus higher classes.
- B. For all employment in the regular classified service, seniority shall be determined by the employee's original date of hire in a class plus higher related classes.
- C. No seniority shall be earned during unpaid periods of separation from the service of the school district in excess of thirty (30) working days per year except for military leave. Time spent on military leave shall count toward seniority provided that the employee returns to active service with the District within six (6) months of release or discharge from the military under honorable conditions.
- D. A permanent employee, who is laid off and is subsequently reemployed pursuant to Education Code 45308, shall regain the seniority status held prior to the time of layoff, less the amount of time the employee was in a lay-off status.
- E. Should a permanent employee voluntarily separate from service and be subsequently reinstated to employment pursuant to Education Code 45309. All time spent working in the regular classified service shall count toward seniority accrual when the period of separation does not exceed thirty-nine (39) months.

Reference: Education Code Sections 45308 and 45309

13.1.2 SENIORITY COMPUTATION

- A. Computation of seniority in a class shall include:
 - 1. All time served in the classification from the date of hire into the class in a regular probationary or permanent status.
 - 2. Time for which a regular employee is paid in an equal or higher class on a limited term or provisional basis shall be credited to the employee's regular class.
 - 3. Time served in restricted status upon qualification by the employee as provided in Rule 3.1.6.G.

B. Computation of seniority in a class shall not include:

1. Time served or compensated for in a substitute, limited term or provisional assignment prior to entering into the classified service as a probationary employee.
2. Time, in excess of thirty (30) working days per year, of unpaid separation from service in the school district except for military leave and the normal summer break for employees serving in less than an eleven (11) month per year assignment.

Reference: Education Code Section 45308

13.1.3 GENERAL PROVISIONS

- A. Whenever a tie in seniority in a class exists, the tie shall be broken in the following manner:
1. The employee with the longest total service in probationary/permanent status with the District shall be accorded the greater seniority.
 2. If two (2) or more employees continue to be tied, the Director of Classified Personnel shall provide for the employees to draw lots to break the tie.
- B. When reclassification results either in the merger of two (2) or more classes, or the separation of a class into two (2) or more classes, seniority rights of probationary/permanent employees who are reclassified with their positions shall be computed from the effective date of the reclassification.
- C. An employee changing from one (1) class to another shall retain seniority in the former class; seniority in the new class shall begin on the date of the change.

13.1.4 SENIORITY LISTS

- A. Seniority lists shall be prepared for each class and updated as needed. The lists shall be approved by the Director of Classified Personnel and certified by the Commission.
- B. A record of seniority computation shall be maintained for each employee. This record shall be made available to the employee for review.
- C. When an employee believes that an error has been made on the seniority computation, the employee may notify the Director of Classified Personnel who shall review the computations and any additional information provided by the employee. The Director of Classified Personnel shall determine if a re-

computation is appropriate. Seniority lists shall be corrected and presented to the Commission for certification, as necessary.

- D. In computing seniority for a single class with both full-time and part-time positions, only one list shall be prepared which shall include both the full-time and part-time positions.

RULE 13.2 LAYOFF PROCEDURES

13.2.1 PROCEDURE FOR EMPLOYEE LAYOFF

- A. The Board may layoff employees because of lack of work or lack of funds, and only in accordance with the rules and regulations of the Personnel Commission. Any effects of layoff that may be negotiated by and between the District and any recognized exclusive representative shall be in addition to these rules and regulations. In the event of layoff, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class plus higher classes shall be laid off first. Employees who have been laid off shall have the right of reemployment. Reemployment shall be in the reverse order of layoff. The seniority list for the class shall be used to carry out all applicable Rules in regard to layoff.
- B. When the Board determines that classified employees must be laid off and has approved the positions, services or programs which are to be eliminated, the Assistant Superintendent-Human Resources shall notify the employees affected.
 - 1. Employees who are to be laid off shall be given notice of layoff not less than ~~forty-five (45)~~ **sixty (60)** days prior to the effective date of layoff. Employees who are to be laid off due to the expiration of a specially funded program shall be given notice on or before April 29. However, if the termination date of any specially funded program is other than June 30, such notice shall be given not less than ~~forty-five (45)~~ **sixty (60)** days prior to the effective date of their layoff.
 - 2. The layoff notice shall include the:
 - a. Reason for the layoff;
 - b. Effective date of layoff;
 - c. Employee's displacement (bumping and voluntary demotion) rights;
 - d. Employee's reemployment rights;

- e. Employee's benefit entitlement, unemployment compensation rights, and promotional testing preference;
 - f. Name and classification of the employee, and
 - g. Right to an exit interview during office working hours with the Director of Classified Personnel and bargaining representative.
3. The Board may waive the ~~forty-five (45)~~ **sixty (60)** day notice for lack of funds in the event of an actual and existing financial inability to pay salaries or for lack of work for causes not foreseeable or preventable by the Board.
 4. When the assigned work year and/or the assigned hours of a position must be reduced, or when a position is reallocated to a lower salary level, the incumbent shall be given the opportunity to elect a voluntary reduction in order to remain in the position. This reduction shall be in lieu of layoff.
 5. When a limited term assignment exists in the same class in which a regular employee is to be laid off, the regular employee shall be offered the limited term assignment. If the regular employee accepts the limited term assignment, the limited term employee shall be terminated. The regular employee remains on the reemployment list.
 6. Probationary employees who are to be laid off shall be given ~~forty-five (45)~~ **sixty (60)** days' notice and returned to the appropriate eligibility list.

Reference: Education Code Section 45117

RULE 13.3 DISPLACEMENT (BUMPING) RIGHTS

13.3.1

- A. Permanent classified employees who are to be laid off may exercise displacement rights in their class or in a class with the same or lower salary in which they hold seniority credit greater than an incumbent. The incumbent who is displaced shall be the one with the least seniority in the class plus higher classes. In determining displacement rights, the following rules shall apply.
 1. In cases of reclassification, reorganization or abolishment of position, or in cases where an employee is promoted and subsequently disqualified during probation, an incumbent's seniority in the class shall be computed according to Rule 13.1.2.
 2. An employee has the choice of displacing that employee within the employee's classification who has the least seniority in the class or the one who holds the next most comparable assignment. Assignment is defined as the total number of hours of paid status assigned to a

position per year. The employee finally laid off shall be the one with the least seniority in the class plus higher classes.

3. When an employee displaces into a lower classification, the employee displaced shall be the one with the least seniority who holds the most comparable assignment. The employee finally laid off shall be the one with the least seniority in the class plus higher classes.
4. If an employee waives the opportunity to displace within the employee's classification, these procedures may be followed only in an equal or a lower classification in which seniority is held. If the employee waives the right to displacement or a vacant position the employee shall be laid off and placed on the reemployment list.
5. An employee shall have five (5) working days to notify the Director of Classified Personnel of the intent to exercise displacement rights.
6. Displacement into a lower class under this Rule shall be considered a voluntary demotion and shall qualify the employee for "Y" rate salary placement under Rule 12.2.8.

13.3.2. RIGHTS OF NON PERMANENT EMPLOYEES

- A. Probationary employees who are laid off shall have no displacement rights but shall be restored to their place on the eligibility list from which they were appointed.
- B. All other employees without permanent status in the classified service, shall hold no displacement rights and may be terminated at the end of their work shift by their supervisor without regard to the notification procedures of Rule 13.2.
- C. No regular employee shall be laid off from any position while temporary or limited term employees are assigned to positions in the same class, unless the regular employee declines the temporary assignment.

Reference: Education Code Sections 45114, 45117 and 45308

RULE 13.4 REEMPLOYMENT

13.4.1 REEMPLOYMENT RIGHTS OF PERMANENT EMPLOYEES

- A. A permanent employee after having had the opportunity to exercise all rights guaranteed under this Rule who must be laid off and placed on a reemployment list for the first comparable vacancy occurring in the class from which the employee was laid off for a period of up to thirty-nine (39) months. The following procedures shall also apply:

1. An eligible on a reemployment list may decline three (3) offers of reemployment in the eligible's former class. After the third refusal, no additional offers need be made and the eligible shall be considered unavailable until the eligible indicates availability in writing.
 2. If an employee is on an eligibility list at the time of layoff, the employee shall be restored to or remain on the list until placed from the list or the employee's eligibility expires.
 3. Eligibles on reemployment lists may compete in promotional examinations for which they qualify and shall be granted seniority credit.
 4. Laid off employees shall not accumulate seniority in the class while on the reemployment list.
- B. An employee who has accepted voluntary demotion or voluntary reductions in assigned time in lieu of layoff has the right to be reemployed without examination, in accordance with the employee's seniority, in a vacant position in the employee's former class within sixty-three (63) months after demotion. Intervening assignments or reassignments to other classes shall not abrogate this right.
- C. Upon reemployment the District shall restore all rights, benefits, and burdens of a permanent employee in the classified service. Salary placement shall be determined according to Rule 12.2.12.

References: Education Code Sections 45298 and 45308

13.4.2 REEMPLOYMENT RIGHTS OF RETIRED EMPLOYEES

- A. Notwithstanding any other provisions of law, any person who was subject to being or was in fact laid off for lack of work or lack of funds and who elected service retirement from the Public Employees' Retirement System shall be placed on an appropriate reemployment list. The District shall notify the Board of Administration of the Public Employees' Retirement System of the fact that retirement was due to layoff for lack of work or lack of funds. If the person is subsequently subject to reemployment and accepts, in writing, the appropriate vacant position, The District shall maintain the vacancy until the Board of Administration of the Public Employees' Retirement System has properly processed the person's request for reinstatement from retirement.

Reference: Education Code Section 45115

State of California

EDUCATION CODE

Section 45117

45117. (a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of their layoff.

(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

(c) (1) A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a 60-day layoff notice requirement for any individual hired as a short-term employee, as defined in Section 45103, for a period not exceeding 60 days.

(2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 45103, who is hired for a period not exceeding 60 days after which the short-term service may not be extended or renewed.

(d) This section does not preclude the governing board of a school district from implementing either of the following actions without providing the notice required by subdivision (a) or (b):

(1) A layoff for a lack of funds in the event of an actual and existing financial inability to pay the salaries of classified employees.

(2) A layoff for a lack of work resulting from causes not foreseeable or preventable by the governing board.

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240).

(Amended by Stats. 2012, Ch. 860, Sec. 1. (AB 1908) Effective January 1, 2013.)

IV. Commissioner Training/Briefing:

V. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, August 11, 2020

AGENDA ITEM NO: IV.D.01

SUBJECT: First Reading of Changes to Merit Rules - Chapter IV; Chapter VI; Chapter VIII

BACKGROUND INFORMATION:

Chapter IV: Application for Employment, Chapter VI: Eligibility Lists, and Chapter VIII: Employee Clearances all contain rules that address what steps are to be taken if a candidate is disqualified due to the results of their Department of Justice and/or Federal Bureau of Investigation reports. This includes notifying the candidate (Chapter VIII), removal from the eligibility list (Chapter VI), and providing an opportunity for appeal (Chapter IV). While these sections are interrelated, the language used does contain inconsistencies and an error.

DISCUSSION:

The following revisions were made in Chapter IV:

4.3.2.A.1 – change protest period from five (5) days to ten (10) days to be consistent with 6.1.9.B.

4.3.2.A.3 – change language regarding review of the protest to be consistent with 4.3.2.A and 4.3.2.B's use of *administrative review*.

4.3.2.B.1 – change appeal period from five (5) days to seven (7) days.

The following revisions were made in Chapter VI:

6.1.9.B – clarify appeal period is based on working days and begins with postmark date to be consistent with 4.3.2.A.1.

The following revisions were made in Chapter VIII:

8.2.2.C - clarify appeal period is based on working days and begins with postmark date to be consistent with 4.3.2.A.1 and 6.1.9.B. Remove reference to rule 4.6.2, which does not exist, and replace with 4.3.2.

CHAPTER IV: APPLICATION FOR EMPLOYMENT

RULE 4.1 FILLING A VACANCY

Rule 4.2 APPLICATION

- | | | |
|---------|-------|--------------------------------------|
| Section | 4.2.1 | Filing of Applications |
| | 4.2.2 | General Qualifications of Applicants |

RULE 4.3 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

- | | | |
|---------|-------|------------------------------|
| Section | 4.3.1 | Causes for Disqualification |
| | 4.3.2 | Appeal from Disqualification |

CHAPTER IV: APPLICATION FOR EMPLOYMENT

RULE 4.1 FILLING A VACANCY

- A. Whenever it becomes necessary to fill existing or anticipated vacancies, and an appropriate eligibility list does not exist (as determined by these Rules), the Personnel Commission shall recruit applicants to compete in a competitive examination for the position(s).
- B. The Personnel Commission shall prepare, or cause to be prepared, job announcement bulletin(s).

RULE 4.2 APPLICATION

4.2.1 FILING OF APPLICATIONS

- A. All applications for employment shall be submitted on the official forms provided by the Commission, either on-line or on paper as determined by the Commission. Every item shall be answered in full and the application filed on or before the date and time specified on the Job Announcement Bulletin.
- B. Applicants shall submit a separate and complete application for each classification.
- C. For reporting purposes, questions regarding ethnicity, gender, age, disability, and other protected categories shall be placed on a separate form. Answers to such questions shall be voluntary and kept confidential and shall not be considered by, or made available, to anyone who will assign ratings during the examination process.
- D. The application form shall require that each applicant indicate whether or not he or she has been convicted of a crime. An applicant may be disqualified based on a conviction as set forth in Rule 4.3.1.
- E. Applications and examination papers are confidential and shall not be returned to the applicant.

Reference: Education Code Sections 45260 and 45272

4.2.2 GENERAL QUALIFICATIONS OF APPLICANTS

- A. Applicants must be permanent residents of the United States or must otherwise prove their right to work. Applicants must meet the

qualifications established for the class. Every applicant must, in all aspects, be mentally and physically competent to perform the essential functions of the position for which the applicant applied.

- B. Every qualified applicant shall have an opportunity to seek, obtain and hold permanent employment without discrimination based on race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, gender, sexual orientation, age, or other protected categories.
- C. Residency within the District shall not be a condition for filing applications for employment except in the case of restricted positions that require specific residency.
- D. No maximum age limit shall be set as a condition for initial or continued employment in the District.
- E. Applicants with disabilities shall be given equal employment opportunity and reasonable accommodation for employment shall be made.

References:

- 1. Education Code Sections 45111, 45122-45124 and 45272**
- 2. Labor Section 2805**
- 3. Government Code Sections 12921 and 12926**

RULE 4.3 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

4.3.1 CAUSES FOR DISQUALIFICATION

- A. An applicant, candidate, or eligible may be barred from an examination, or removed from an eligibility list, for any of the following reasons:
 - 1. Failure to meet the general qualifications of Rule 4.2.2.;
 - 2. Advocacy of the overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means;
 - 3. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict to a charge of a sex or narcotics offense, as defined in Education Code 44010 or 44011;
 - 4. A history of drug or alcohol addiction or other substance abuse without acceptable evidence of rehabilitation;

5. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict of a felony or serious crime, or a record of one or more convictions which would indicate that the person is a poor employment risk. A conviction record will be evaluated on the following basis: nature, seriousness and circumstances of the offense(s); recency of the conviction(s); age of the person at the time of the conviction(s); number of convictions; relationship of the offense to the position for which the applicant has applied; evidence of rehabilitation and maturing, including the employment record with respect to job responsibility and duration; truthfulness in admitting to the offense(s); and person's attitude;
6. Making a false statement or intentionally omitting a significant statement of a material fact requested on the application form;
7. Practicing any deception or fraud in connection with an examination or to secure employment;
8. Obtaining or attempting to obtain either directly or indirectly, privileged information regarding test questions or examination content;
9. Dismissal from previous employment for cause if the cause would have subjected the applicant to dismissal by the District under these Rules;
10. Previous dismissal from the District or resignation not in good standing in lieu of dismissal;
11. A record of unsatisfactory service within the District as evidenced by a disciplinary action, needs to improve, or unsatisfactory job performance;
12. Dishonorable discharge from the armed forces of the United States;
13. Refusal to furnish testimony, other than self-incrimination, at a hearing or investigation before the Commission or Board;
14. Attempting to or making contact with any member of the Board, Superintendent, the Personnel Commission or anyone involved in the examination process with the intent of inappropriately attempting to favorably influence any recruitment, examination, and/or selection process in any way. Exempted from this restriction would be any formal appeal of the recruitment/examination/selection process to the Commission as a whole by any candidate through the established process;

15. Failure to report for duty after an assignment has been offered and accepted; or
16. Any other reason determined to be, according to these Rules, cause for disciplinary action of a regular classified employee.

Reference: Education Code Sections 44009, 44010, 45111, 45122-45125, 45134 and 45303

4.3.2 APPEAL FROM DISQUALIFICATION

- A. The Director of Classified Personnel shall be responsible for notifying in writing applicants, candidates, and eligibles who have been disqualified. Those individuals may appeal to the Director for administrative review, subject to the following conditions:
 1. The protest is made within ~~five (5)~~ **ten (10)** working days from the postmark date of the notice.
 2. The appeal is made in writing and states the reason upon which the appeal is based.
 3. After receipt of a timely written appeal, the Director of Classified Personnel shall confirm receipt of the appeal within (10) working days. The Director shall then ~~review the written protest~~ **facilitate an administrative review** ~~and render a decision~~. The decision shall be transmitted in writing to all concerned.
 4. Failure to appeal the disqualification shall make the action final and conclusive.
 5. Anyone who has an appeal of disqualification pending may be permitted to participate conditionally in the examination process.
- B. If there has been an administrative review by the Director of Classified Personnel, as provided above, applicants, any candidate, and any eligible shall have the further right to appeal to the Personnel Commission subject to the following conditions:
 1. The appeal is made in writing and received by the Director of Classified Personnel within ~~five (5)~~ **seven (7)** working days from the postmark date of the notice.
 2. The appeal is based upon a charge that the disqualification constitutes a violation of law, misapplication of the Personnel

Commission Rules, abuse of discretion, or that the reasons for rejection are inconsistent with the facts. The facts supporting such a charge shall be clearly set forth in the appeal.

3. After receipt of a written appeal, the Commission shall set a date for a review at which time the evidence shall be considered, and the Commission will render a decision. The decision shall be transmitted in writing to all concerned and shall be final.
4. If a disqualification is not sustained by the Personnel Commission, the Director of Classified Personnel shall immediately institute action to ensure the rights of the applicant, candidate, or eligible. However, regular appointments made in the interim shall not be disturbed except in cases of promotional examinations where no regular appointments shall be made if a timely appeal has been filed.

Reference: Education Code Section 45111, 45122-45124, 45134, 45274 and 45303

CHAPTER VI: ELIGIBILITY LISTS

RULE 6.1

ELIGIBILITY FOR EMPLOYMENT

- | | | |
|---------|-------|---|
| Section | 6.1.1 | Establishment of Life of Eligibility List |
| | 6.1.2 | Types of Eligibility Lists |
| | 6.1.3 | Duration of Eligibility Lists |
| | 6.1.4 | Merger of Eligibility Lists |
| | 6.1.5 | Reemployment Lists |
| | 6.1.6 | Termination of Eligibility Lists |
| | 6.1.7 | Eligibility of After Appointment |
| | 6.1.8 | Waivers of Certification |
| | 6.1.9 | Removal of Names from Eligibility lists |

RULE 6.2

CERTIFICATION FROM EMPLOYMENT LISTS

- | | | |
|---------|--------|--|
| Section | 6.2.1 | Appointing Authority |
| | 6.2.2 | Order of Precedence in Filing Vacancies |
| | 6.2.3 | Rule of Three (3) Ranks |
| | 6.2.4 | Procedure for Certification and Appointment from Eligibility Lists |
| | 6.2.5 | Procedure When Fewer Than (3) Ranks Remain |
| | 6.2.6 | Certification of Additional Eligibles |
| | 6.2.7 | Withholding Names from Certification |
| | 6.2.8 | Restoration |
| | 6.2.9 | Certification from List for Another Class |
| | 6.2.10 | Duties of Eligibles |
| | 6.2.11 | Selective Certification |
| | 6.2.12 | Reduction in Eligibility |
| | 6.2.13 | Certification of Names for Differential Compensation |
| | 6.2.14 | Confidentiality of Lists |

CHAPTER VI
ELIGIBILITY FOR EMPLOYMENT

RULE 6.1 ELIGIBILITY LISTS

6.1.1 ESTABLISHMENT AND LIFE OF ELIGIBILITY LISTS

- A. After an examination, the names of successful candidates shall be arranged in the order of examination score plus additional points when applicable. The completed list constitutes an eligibility list for that class, after approval by the Commission.
- B. Unless specifically authorized in these Rules, all appointments to positions in the classified service shall be made from eligibles whose names appear on eligibility lists. The Director of Classified Personnel shall be responsible for establishing eligibility lists as a result of examinations authorized by these Rules. An eligibility list shall contain the:
 - 1. Type of eligibility list – open, promotional, open and promotional with the promotional list taking precedence or merged promotional and open competitive;
 - 2. Names of all eligibles in final rank order of total examination scores;
 - 3. Adjusted scores of each part of the examination and the weighted total score;
 - 4. Dates of each part of examination and the weight assigned to that part of the examination;
 - 5. Expiration date of each person's eligibility;
 - 6. Signature of the Director of Classified Personnel attesting to the accuracy of the information on the eligibility list, and
 - 7. Date the list was approved by the Commission.
- C. All eligibility lists shall be certified by the Director of Classified Personnel at the first reasonable opportunity.
 - 1. The Director of Classified Personnel may submit eligibility lists for approval by the Commission subsequent to certification from the list. Appointments may be made from available eligibles pending final decision on the protest(s) and/or appeal(s) and shall not be changed even though the outcome is in the appellant's favor.

Reference: Education Code Section 45272

6.1.2 TYPES OF ELIGIBILITY

A. Appointments to positions shall be made from the following certification lists:

1. Reemployment – A list of employees who have been laid off from permanent positions because of lack of work, lack of funds or exhaustion of benefits. These eligibles shall take precedence over all other persons eligible for appointment. Except for those referenced in Rule 6.1.5.B.
2. Promotional – A list of eligibles resulting from an examination limited to qualified permanent employees only.
3. Promotional and Open Competitive – Separate promotional and open competitive lists of eligibles resulting from a single examination with the promotional list taking precedence.
4. Merged Promotional and Open Competitive – One list of eligibles resulting from a single examination.
5. Open Competitive – A list of eligibles resulting from an examination open to all qualified applicants.
6. Transfer – Employees who, having left in good standing, requested appointment to a vacant position in the same or related classification (Rule 9.5).
7. Reinstatement – Former employees who have requested reinstatement to a vacant position in a class in which they held permanent status.
8. Demotion – Employees who have requested assignment to a vacant position in a lower classification (Rule 9.7).

6.1.3 DURATION OF ELIGIBILITY LISTS

- A. An eligibility list shall be in effect for a period of one (1) year, unless exhausted. A list may be extended for an additional period of two (2) years or less at the discretion of the Commission.
- B. The Commission may approve the establishment of an eligibility list for a period of six (6) months when announced on the recruitment bulletin for the examination.
- C. When fewer than three (3) ranks of available eligibles remain on an eligibility list, the appointing authority may request certification of additional eligibles.

Reference: Education Code Section 45300

6.1.4 MERGER OF ELIGIBILITY LISTS

- A. If a new examination for a class is given during the first year of the life of an existing list, the examination shall be sufficiently similar to the previous examination to ensure the comparability of the scores of eligibles. The new list shall then be merged with the existing list with eligibles ranked in the order of examination score, plus additional points where applicable. Promotional lists shall be merged only with promotional lists.
- B. When lists are merged under this Rule, the earlier list shall be terminated according to its established expiration date and those eligibles' names shall be removed from the merged list, except when the earlier list is extended.
- C. All eligibles on an eligibility list which is terminated shall be notified at the time a new examination is scheduled for the class. Each eligible may retake the examination if a period of ninety (90) days has elapsed since the eligible last took the examination. Notification is not required when an eligibility list expires.

Reference: Education Code Section 45291

6.1.5 REEMPLOYMENT LISTS

- A. There shall be established for each class, as necessary, a reemployment list which shall take precedence over all other employment lists in filling vacant positions. This list shall contain the names of all regular classified employees who have been laid off, demoted, or retired from any position because of lack of work, lack of funds, or exhaustion of medical leave benefits.
- B. An employee who acquires a leave of absence for military duty and those who are ordered, pursuant to the laws of the United States, to serve in any civilian war effort or war industry, shall have their names placed over all other names on the reemployment list in the class which they left.
- C. The life of the reemployment list for persons laid off shall be thirty-nine (39) months. Employees returning from military leave shall be eligible for reemployment for a period not to exceed six (6) months after discharge.
- D. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall retain eligibility for reemployment for an additional period of twenty-four (24) months, provided the same tests of fitness under which they qualified for appointment still apply.

**Reference: Education Code Sections 45114, 45115, 45117, 45118, 45298 and 45308
Military and Veteran Codes 395.1 and 395.3**

6.1.6 TERMINATION OF ELIGIBILITY LISTS

- A. An eligibility list is automatically terminated one (1) year from the date of its approval unless extended by the Commission. Lists established under Rule 6.1.3.B shall terminate six (6) months from the date of approval.
- B. An eligibility list automatically terminates when no eligibles remain on the list.
- C. An eligibility list may be terminated by the Director of Classified Personnel prior to its expiration when no eligible is available for appointment to a specific permanent position in a class or when there are fewer than three (3) eligibles remaining on the list. Eligibles on such a list shall be notified prior to its termination.

Reference: Education Code Section 45300

6.1.7 ELIGIBILITY AFTER APPOINTMENT

- A. An eligibility list shall be used for full-time, part-time, regular, and limited-term assignments in the class. An eligible who accepts a part-time assignment shall continue to be eligible for full-time employment, and an eligible who accepts a limited-term assignment shall continue to be eligible for regular employment.

6.1.8 WAIVERS OF CERTIFICATION

- A. An eligible may request to be made unavailable for certification to specific locations or shifts, to part-time or full-time positions and to limited-term or permanent positions by written notice to the Director of Classified Personnel.
- B. Certification of eligibles who have made themselves unavailable for certification shall not be made. Eligibles may revise or withdraw their unavailability by written notice to the Director of Classified Personnel.
- C. An available eligible may waive certification twice without penalty. When a third waiver is made, the eligible will be informed that, the eligible is being removed from the eligibility list per Rule 6.1.9.

6.1.9 REMOVAL OF NAMES FROM ELIGIBILITY LISTS

- A. The name of an eligible may be removed from an eligibility list by the Director of Classified Personnel for any of the following reasons:
 - 1. Failure to respond within three (3) business days following the notification of an inquiry regarding availability for employment;

2. Any of the causes listed in Rule 4.3.1;
 3. Failure to respond for a scheduled interview after certification;
 4. Termination of employment (Promotional Eligibility List only);
 5. Three (3) waivers of certification during the life of the eligibility list, except that waivers relating to limited-term appointments should not be counted for the purpose of this Rule;
 6. Refusing two (2) employment offers after having been properly certified as eligible and available for the appointment, or
 7. A written request by the eligible for removal.
- B. The Director of Classified Personnel shall notify the eligible of the action taken and the reasons therefore and shall provide the person with the opportunity to appeal the decision within ten (10) **working days of notification from the postmark date of the notice**. The decision of the Director of Classified Personnel shall be final.

RULE 6.2 CERTIFICATION FROM EMPLOYMENT LISTS

6.2.1 APPOINTING AUTHORITY

- A. The appointing authority shall be the Board and its designated managers.

6.2.2 RULE OF THREE (3) RANKS

- A. Eligibles shall be placed on the eligibility list in rank order according to their score on the examination. The final scores of eligibles shall be rounded to the nearest whole percent. All eligibles with the same percentage score shall be placed in the same rank. Certification from the list shall be the first three (3) ranks of eligibles who are ready and willing to accept the positions to be filled.
- B. For classifications approved for continuous testing, certification shall be made at the time the Director of Classified Personnel can first reasonably certify three (3) ranks of eligibles to the appointing authority.

Reference: Education Code Section 45272

6.2.3 PROCEDURE FOR CERTIFICATION AND APPOINTMENT FROM ELIGIBILITY LISTS

- A. When position is to be filled, the appointing authority shall notify the Director of Classified Personnel of the date of anticipated need. The employment request shall state the duties, classification title, hours and location of employment and other pertinent information required by the Director of Classified Personnel.
- B. The Director of Classified Personnel shall determine the availability of eligibles and shall certify the names of all eligibles who are ready and willing to accept the position. Certification shall be in accordance with Rules 6.1.2 and 6.2.2.
- C. Certification from existing eligibility lists to interview for existing vacancies shall be within two (2) weeks after job posting and other contractual requirements have been met.
- D. If an eligible fails to keep the interview appointment or declines the interview opportunity results in less than three (3) ranks, the appointing authority may fill the vacancy from the remaining eligibles or may request certification of eligibles in accordance with Rule 6.2.5
- E. The Site Administrator/Department concerned shall, within five (5) working days of the interview, make a selection from the eligibles presented and shall notify the Director of Classified Personnel of their selection.

6.2.4 FEWER THAN THREE (3) RANKS REMAIN

- A. When a promotional list has fewer than three (3) ranks of eligibles, sufficient eligibles shall be certified from the open or merged promotional open competitive list to allow selection from three (3) ranks.
- B. When fewer than three (3) ranks of eligibles are available for certification, the available eligibles may be certified. However, the appointing authority may choose not to appoint any of them and may request additional eligibles.

6.2.5 CERTIFICATION OF ADDITIONAL ELIGIBLES

- A. If an eligible who has been certified, refuses appointment or fails to respond for an interview the appointing authority shall document such on the certification list.
- B. When a request for additional eligibles is made, the Director of Classified Personnel shall:
 - 1. At his/her discretion, investigate the matter to determine that any appointment refusal is in fact voluntary, and
 - 2. Remove the names of eligibles who failed to report for interviews or refused appointment from the certification list;

3. Certify additional eligibles as required;
4. Request authorization from the Commission to refuse further certification of eligibles should the investigation determine that refusal of appointment by an eligible is in fact not voluntary.

6.2.6 WITHHOLDING NAMES FROM CERTIFICATION

- A. The name of an eligible may be withheld from certification by the Director of Classified Personnel when the eligible:
 1. Expresses unwillingness or inability to accept the terms of a specific position;
 2. Fails to respond within three (3) working days following inquiry regarding availability;
 3. Cannot be reached in time for appointment when immediate temporary employment is required;
 4. Fails to present the license, registration, certificate, or any other credential required, or
 5. Any reason listed in Rule 4.6.

6.2.7 RESTORATION

- A. When an eligible has been withheld from certification, the Director of Classified Personnel may subsequently approve placement or restoration to the list subject to ratification by the Commission, under the following circumstances:
 1. When an eligible was withheld from certification because of the inability to accept employment, failure to respond to inquiry, failure to appear for an interview, and the eligible presents a valid reason, in writing to the Director of Classified Personnel that the eligible is now willing and able to accept an appointment, or
 2. When the withholding was for a reason listed in Rule 4.6, and the eligible has presented verifiable documentation of the correction.

6.2.8 CERTIFICATION FROM ANOTHER CLASS LIST

- A. If there is no eligibility list for the class in which the vacancy occurs, certification may be made from an eligibility list of another class at the same or a higher salary level if the duties and qualifications of the class, for which the examination was given, include substantially all of the duties of the position to be filled; and the Director of Classified Personnel finds,

subject to approval by the Commission, that necessary skills and knowledge were adequately tested in the examination.

6.2.9 DUTIES OF ELIGIBLES

- A. It shall be the duty of every eligible to respond promptly after receiving notice of certification. The eligible will be required to respond within three (3) working days. Failure to respond within the above stated time may result in removal from the certification list. Three (3) waivers of certification may result in removal from the eligibility list.
- B. An eligible who has been selected for a permanent position and is unable or unwilling to report by the end of two (2) weeks or one (1) month in the case of management classes, may be considered to have refused appointment. The appointing authority may allow a longer period at its discretion.
 - 1. The date of the offer of appointment shall be the date on which the eligible is notified by the Personnel Commission Office of selection.
 - 2. Notification may be made by telephone, electronic mail, registered or certified mail.
- C. When appointment is to a limited-term position, the eligible must be available on the date specified by the appointing authority.
- D. Persons placed on any eligibility list shall provide a current address and telephone number to the Commission office. It shall be the responsibility of the eligible to notify the Commission office of any changes in contact information. Failure to file such information with the Commission office may constitute a waiver of certification or selection.

6.2.10 SELECTIVE CERTIFICATION

- A. If a position requires the use of a language other than English, or a valid driver's license, the appointing authority shall so indicate to the Director of Classified Personnel when the position control form is submitted.
- B. The Director of Classified Personnel shall determine which eligibles possess the required language(s) or license(s) and shall certify the names of the first three (3) ranks of eligibles who meet the requirements.
- C. If there are insufficient eligibles who meet the requirements and willing to accept the position, a provisional appointment may be made.

Reference: Education Code Section 45277

6.2.11 CONFIDENTIALITY OF ELIGIBILITY LISTS

- A. Eligibility lists shall be considered public information and shall contain names, ranks, and classification title. They shall be available for review in the Commission office. Individual examination scores will be made available to the eligible(s) or their representative(s). Scores of eligibles shall not be made available to the public.

Reference: Education Code Section 45274 and Government Code Sections 6250-6255

CHAPTER VIII:
EMPLOYEE CLEARANCES

RULE 8.1

PHYSICAL EXAMINATIONS

- | | | |
|---------|-------|----------------------|
| Section | 8.1.1 | Initial Employment |
| | 8.1.2 | School Bus Drivers |
| | 8.1.3 | Medical Review Board |

RULE 8.2

CRIMINAL RECORDS

- | | | |
|---------|-------|----------------------------|
| Section | 8.2.1 | Fingerprinting |
| | 8.2.2 | Review of Criminal Records |

CHAPTER VIII
EMPLOYEE CLEARANCES

RULE 8.1 PHYSICAL EXAMINATIONS

8.1.1 INITIAL EMPLOYMENT

- A. Candidates and eligibles appointed to a position in the District may be required to pass a physical examination prior to initial appointment.
- B. The examination shall be administered by the medical facility designated by the District.
- C. Prior to employment, every candidate and eligible must undergo a skin test or chest X-ray to determine that they are free from active tuberculosis. To be acceptable, the examination must have been conducted within a sixty (60) day period prior to the date of employment appointment.
- D. The medical facility designated by the District shall determine the ability of the candidate and eligible to perform the prescribed duties of the class in which they shall be employed, and shall notify the District of the examination results.
 - 1. If the candidate or eligible does not receive physical clearance from the medical facility, facility shall provide the Assistant Superintendent–Human Resources with a statement describing the candidate's or eligible's conditions and limitations.
 - 2. If the physical examination reveals job-related limitations, the District may require the candidate or eligible to report for follow-up examinations related to the identified job-related limitations. The Assistant Superintendent-Human Resources shall review the final examination results and may approve the individual's employment, which may include a reasonable accommodation.

References: Education Codes 45122 and 49406

8.1.2 SCHOOL BUS DRIVERS

- A. In addition to any other examination that may be required by these Rules, school bus drivers must have a valid School Bus Driver's Certificate which requires a separate medical examination to meet the minimum requirements set forth by the Department of Motor Vehicles.

References: Education Codes 45122 and 49406

8.1.3 MEDICAL REVIEW BOARD

- A. Any medical rejection of candidate or eligible may be appealed to the Personnel Commission.
- B. Upon formal appeal by the candidate or eligible, the Commission shall determine whether the medical rejection should be sustained.
- C. The Personnel Commission shall base its decision upon evidence submitted by the candidate or eligible and advice of independent medical experts employed by the Personnel Commission.

RULE 8.2 CRIMINAL RECORDS

8.2.1 FINGERPRINTING

- A. Every new candidate or eligible shall submit to a criminal records check in accordance with prescribed procedures or shall forfeit eligibility for employment. The District will notify each candidate or eligible where and when to report for fingerprinting.

8.2.2 REVIEW OF CRIMINAL RECORDS

- A. All criminal record reports are to be treated as confidential. Any employee charged with receiving and/or reviewing them who divulges information contained therein to an unauthorized person is subject to disciplinary action.
- B. The criminal records report from the Department of Justice and/or the Federal Bureau of Investigation shall be reviewed with the person's employment application by the Assistant Superintendent-Human Resources. If there is a criminal record which was undisclosed, the Assistant Superintendent- Human Resources shall decide whether or not the person should be employed. In the case of disqualification, the Assistant Superintendent-Human Resources shall notify the Director of Classified Personnel of the disqualification.

- C. If candidate or eligible is to be dismissed because of information obtained on the criminal records report, they shall be removed from all eligibility lists. The Director of Classified Personnel shall notify the candidate or eligible of the action taken and the reasons and shall provide the candidate or eligible with an opportunity to appeal the decision in writing within ~~five (5)~~ **ten (10)** working days ~~of notification~~ **from the postmark date of the notice**. If an appeal is filed, the Director of Classified Personnel shall follow the procedures outlined in Rule ~~4.6.2~~ **4.3.2** – Appeal from Disqualification.

Reference: Education Code 45125

VI. Information Items:

Open Requisitions (8/6/2020)

Req Number	Req Title	Department	Position Type	FTE	Req Status
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open
20-055	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75	Open
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100	Open
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100	Open
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25	Open
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	Open
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100	Open
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100	Open
20-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	56.25	Open
20-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open
20-113	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-114	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-117	BUS DRIVER	TRANSPORTATION	New	87.5	Open
20-121	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75	Open
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Open
20-127	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	Open
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open
20-133	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75	Open
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5	Open
20-144	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75	Open
20-149	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open

20-150	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100	Open
20-153	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-154	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-155	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15	Open
20-158	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Vac	40	Open
20-159	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	Open
20-162	ADMINISTRATIVE ASSISTANT	JOHN MUIR ELEMENTARY SCHOOL	Vac	100	Open
20-163	ADMINISTRATIVE ASSISTANT	M & O (Maintenance & Operations)	Vac	100	Open
20-164	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-165	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	Open
20-166	RISK MANAGER	BUSINESS SERVICES	New	100	Open
20-167	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-168	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-169	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open
20-170	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-171	ELEMENTARY LIBRARY COORDINATOR	SMASH (ALTERNATIVE) SCHOOL	Vac	100	Open
20-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Open

Filled Requisitions (8/6/2020)

Req Number	Req Title	Department	Req Status	Date of Accepted Job Offer
20-070	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Filled	7/16/2020

**Classified Personnel – Merit
7/16/20**

SUMMER ASSIGNMENTS

EFFECTIVE DATE

Alaniz, Federico Food and Nutrition Services	Stock and Delivery Clerk 3 Hrs/Day	6/11/20-8/16/20
Arriaga, Jennifer Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Benjamin, Venecia FNS-Webster ES	Cafeteria Worker II 3.5 Hrs/Day	6/11/20-8/16/20
Bonnel, Melissa Special Education	Occupational Therapist 8 Hrs/Day	6/16/20-7/15/20
Brito, Salvador Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Cooper, Raymond Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Doty, Joel Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Everage, Askia Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Friedman, Talia Special Education	Occupational Therapist 8 Hrs/Day	6/16/20-7/15/20
Gauntt, Deborah Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Gil, Moises FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/Day	6/11/20-8/16/20
Gomez, Jose Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Gould, Travis Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Hernandez, Steven Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Homami, Christina Franklin ES	Senior Office Specialist 8 Hrs/Day	8/7/20-8/12/20
Jimenez, Osvaldo Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Kubicz-Preis, Ania Educational Services	Administrative Assistant 8 Hrs/Day	6/23/20-7/20/20
Lopez, Saby FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/Day	6/11/20-8/16/20

Lucas, Ralph Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Martino, Jessica Special Education	Occupational Therapist 8 Hrs/Day	6/16/20-7/15/20
McGrath, Kathleen Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Medellin, Diana Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Mesrobian, Varso Franklin ES	Senior Office Specialist 8 Hrs/Day	8/7/20-8/12/20
Miller, Karen Grant ES	Senior Office Specialist 8 Hrs/Day	8/6/20-8/13/20
Moore, Sandra Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Moreno, Rosa FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/Day	6/11/20-8/16/20
Morich, Karin Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Newman, Pasley Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Ockner, Sari Special Education	Occupational Therapist 8 Hrs/Day	6/16/20-7/15/20
Pannu, Jessica FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/Day	6/11/20-8/16/20
Preciado, Edwin Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Quiroz, Timothy FNS-Santa Monica HS	Site Food Services Coordinator 4 Hrs/Day	6/11/20-8/16/20
Richards, Ingrid Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Ridley, Tisha FNS-McKinley ES	Cafeteria Worker II 3.5 Hrs/Day	6/11/20-8/16/20
Rosas, Rose Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Ruiz, Juliana FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/Day	6/11/20-8/16/20
Serrano, Elva Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Smith, Angelique Special Education	Occupational Therapist 8 Hrs/Day	6/16/20-7/15/20

Smith, Darlene Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Sullivan, Brianna Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Tirado, Leticia Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Vigoren, Jeanne Special Education	Occupational Therapist Not to exceed: 12 Hrs	6/16/20-6/17/20
Walker, Christine Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Williams, Steven Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Wilson, Stanley Operations	Custodian 8 Hrs/Day	6/15/20-8/1/20
Winzey, Fidel Purchasing	Stock and Delivery Clerk 3 Hrs/Day	6/15/20-8/20/20

TEMP/ADDITIONAL ASSIGNMENTS

Gondo, Janet McKinley ES	Campus Monitor [additional hours; 5 th grade parade support]	<u>EFFECTIVE DATE</u> 6/8/20
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SUBSTITUTES

Avalos, Marlen Human Resources	Office Specialist	<u>EFFECTIVE DATE</u> 7/1/20-6/30/21
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PROFESSIONAL GROWTH

Hannah, Devyna Special Ed-Malibu ES	Paraeducator-3	<u>EFFECTIVE DATE</u> 7/1/20
Springer, Caroline Santa Monica HS	Senior Administrative Assistant	7/1/20

LEAVE OF ABSENCE (PAID)

Castro, Alexander Operations-Malibu ES	Custodian Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 6/8/20-8/20/20
Jala, Ariel Operations-Malibu HS	Custodian CFRA	6/5/20-7/15/20
Nixon, Robert Operations-Roosevelt ES	Custodian FFCRA	6/6/20-6/19/20
Nixon, Robert Operations-Roosevelt ES	Custodian Medical/FMLA/CFRA	6/20/20-6/28/20
Segura, Bethel Operations-Facility Use	Custodian Medical/FMLA/CFRA	6/6/20-5/12/21

Suaste, Eduardo Operations	Lead Custodian FFCRA	6/1/20-6/12/20
Tate, Wiley Operations-Lincoln MS	Custodian FFCRA	5/31/20-6/13/20

ABOLISHMENT OF POSITION

Instructional Assistant - Classroom 3.9 Hrs/SY/Malibu ES	<u>EFFECTIVE DATE</u> 5/26/20
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LAY-OFF

Child Development Services	Bilingual Community Liaison - Total 2.0 FTE 8 hrs/12 Mo - per employee	<u>EFFECTIVE DATE</u> 9/18/20
Child Development Services	Children's Center Assistant-1 - Total 3.0 FTE 3.5 hrs/SY - per employee	9/18/20
Child Development Services	Children's Center Assistant-2 - Total 53.0 FTE various hours/SY	9/18/20
Child Development Services	Children's Center Assistant-3 - Total 3.0 FTE various hours/SY	9/18/20
Child Development Services	Office Specialist 8 hrs/12 Mo	9/18/20

RESIGNATION

Hiroto, Betty Franklin ES	Campus Monitor	<u>EFFECTIVE DATE</u> 6/10/20
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2020 – 2021**

Date	Time	Location	Notes
2020			
July 8, 2020	4:30 p.m.	Zoom	
August 11, 2020	4:30 p.m.	Zoom	
September 9, 2020	4:30 p.m.	Zoom	
October 14, 2020	4:30 p.m.	Board Room – District Office	
November 10, 2020	4:30 p.m.	Board Room – District Office	Moved to Tuesday due to Veteran's Day
December 9, 2020	4:30 p.m.	Board Room – District Office	
2021			
January 13, 2021	4:30 p.m.	Board Room – District Office	
February 10, 2021	4:30 p.m.	Board Room – District Office	
March 10, 2021	4:30 p.m.	Board Room – District Office	
April 14, 2021	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 12, 2021	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 9, 2021	4:30 p.m.	Board Room – District Office	



School Board Meetings: 2020-2021

Thurs., July 16, 2020 District Office Hybrid
Thurs., August 13, 2020 District Office A
Tues., August 25, 2020 District Office Special Meeting
Thurs., September 3, 2020 District Office A
Thurs., September 17, 2020 District Office B
Thurs., October 1, 2020 Malibu A
Thurs., October 15, 2020 District Office B
Thurs., November 5, 2020 Malibu A
Tues., November 17, 2020 District Office Special Meeting
Thurs., November 19, 2020 District Office B
Thurs., December 10, 2020 District Office Hybrid
Thurs., January 14, 2021 District Office Hybrid
Tues., January 21, 2021 District Office Special Meeting
Thurs., February 4, 2021 Malibu A
Thurs., February 18, 2021 District Office B
Thurs., March 4, 2021 District Office A
Weds., March 17, 2021 Malibu B
Weds., March 24, 2021 District Office Special Meeting
Thurs., April 22, 2021 District Office Hybrid
Thurs., May 6, 2021 Malibu A
Thurs., May 20, 2021 District Office B
Thurs., June 3, 2021 District Office A
Thurs., June 17, 2021 District Office Special Meeting
Thurs., June 24, 2021 District Office B

Meeting Format Structures:

Meeting "A"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

Meeting "B"

1. Closed Session
2. Consent Calendar
3. Study Session

4. Discussion Items
5. Major Items (as needed)
6. General Public Comments

Hybrid of "A" and "B"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items
9. Major Items
10. Continuation of General Public Comments (if needed)

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: TBD	Commissioner Training	TBD

VIII. Next Regular Personnel Commission Meeting:

Wednesday, September 9, 2020, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

The Commission adjourned to closed session at _____ p.m.
pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and
reported on the following action taken in closed session:

XI. Adjournment: