

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Agenda

4:00 P.M., April 14, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please complete a "Request to Address the Personnel Commission" slip located at the sign-in table and present it to Personnel Commission staff prior to the start of the meeting. When the Personnel Commission Chair invites you to speak, please state your name, address, and the name of your organization before making your presentation. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Persons wishing to address the Personnel Commission on any Commission-related issue not elsewhere on the agenda are invited to do so when the Commission calls for "Public Comments" under that item of the agenda. Please follow the same directions (above) for speaking to agenda items. Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS:

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PURPOSE OF WORKSHOP

The purpose of this workshop is to provide a public forum for exchange of ideas and information on topics properly relating to the Personnel Commission's role and functions. Any actions, policy decisions or rule changes that in future may be warranted as a result of the information shared during this workshop must first be placed on an agenda for a regular meeting and be subject to public comment prior to the Commission being able to take action.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review in the Classified Personnel Office between 8:00 AM and 4:30 PM, and is available on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Agenda

4:00 P.M., April 14, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER Commission Vice Chairperson
2. PLEDGE OF ALLEGIANCE
3. Approval of the Agenda for the April 14, 2015, Personnel Commission Regular Meeting.

Commissioner Holmerud will be in attendance telephonically from:

Vigilant Hose Company
25 West Main Street
Emmitsburg, MD 21727

The notice of public meeting has been also duly posted.

Motion by _____, second by _____, to approve the agenda for the April 14, 2015, Personnel Commission Regular Meeting.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

4. Approval of the Minutes for the March 10, 2015, Personnel Commission Regular Meeting.

Motion by _____, second by _____, to approve the minutes for the March 10, 2015, Personnel Commission Regular Meeting.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. Motion by _____, seconded by _____, to establish an Eligibility List for Custodian - Floater, SR-33, Open/Promotional, six months eligibility

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

B. Motion by _____, seconded by _____, to establish an Eligibility List for Instructional Assistant Special Education (Non-Severe), SR-34, Open/Promotional-Dual Certification, six months eligibility.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

- C. Motion by _____, seconded by _____, to establish an Eligibility List for Secretary, SR-36, Open/Promotional, six months eligibility.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

- D. Motion by _____, seconded by _____, to establish an Eligibility List for Theater Technician, SR-41, Open/Promotional-Dual Certification, six months eligibility.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

- E. Motion by _____, seconded by _____, to establish an Eligibility List for Facilities Planning Analyst, SR-62, Open/Promotional-Dual Certification, six months eligibility.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

6. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by _____, seconded by _____, to approve an Eligibility List for Information Systems Support Technician, SR-44, Promotional, six months eligibility.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

- B. Motion by _____, seconded by _____, to approve an Eligibility List for Accounting Technician, SR-42, Open/Promotional-Dual Certification, six months eligibility.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

- C. Motion by _____, seconded by _____, to approve an Eligibility List for Administrative Assistant, SR-42, Promotional, six months eligibility.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

- D. Motion by _____, seconded by _____, to approve an Eligibility List for Nutrition Services Transporter I, SR-27, Open/Promotional, six months eligibility.

Commissioner Baird	
Commissioner Holmerud	
Commissioner King	

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. REVIEW OF 2015-16 PROPOSED PERSONNEL COMMISSION BUDGET

A draft proposal of the budget for 2015-2016 is submitted for discussion.

This item will be brought back to the Personnel Commission for public hearing and expected adoption at the May 5, 2015 meeting.

8. CHAPTER 2 AND CHAPTER 3 RULE REVISIONS

A revised draft proposal for revisions to Chapters 2 and 3 of the Personnel Commission Rules and Regulations is submitted for additional discussion.

This item will be brought back to the Personnel Commission for expected approval at the May 5, 2015 meeting.

9. FIRST READ: PERSONNEL COMMISSION RULE 6.1

A draft proposal of Personnel Commission Rule 6.1 is submitted for first read.

This item will be brought back to the Personnel Commission for expected approval at the May 5, 2015 meeting.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing

11. CORRESPONDENCE

12. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association
- B. San Dieguito Union High School District
- C. Public Comments

13. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or session).

Evaluation of the Director

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 5, 2015, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

15. ADJOURNMENT

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Minutes

4:00 P.M., March 10, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 4:00 P.M. by David Holmerud, Commission Chair.
2. Pledge of Allegiance
The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird
David Holmerud
Terry King

Staff in Attendance

Corrie Amador, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Laura August	Alex Guerrero
Carmen Blum	Debbie Johnson
Matt Colwell	Torrie Norton
Sheila Graciano	Tina Peterson

3. Approval of the Agenda for the March 10, 2015, Personnel Commission Regular Meeting.

Motion by JOHN BAIRD, second by TERRY KING, to approve the agenda for the March 10, 2015, Personnel Commission Regular Meeting.
Passed unanimously with correction to Item 5D., Open/Promotional only posting and page numbering.
4. Approval of the Minutes for the February 10, 2015, Personnel Commission Special Meeting.

Motion by TERRY KING, second by JOHN BAIRD, to approve the minutes for the January 6, 2015, Personnel Commission Special Meeting.
Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

- B. Motion by TERRY KING, seconded by JOHN BAIRD, to establish an Eligibility List for GROUNDS MAINTENANCE WORKER II, SR-39, Promotional Only, six months eligibility.

Passed unanimously.

- C. Motion by TERRY KING, seconded by JOHN BAIRD, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Promotional Only, six months eligibility.

Passed unanimously.

- D. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT-HIGH SCHOOL, SR-44, Open/Promotional six months eligibility.

Passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by JOHN BAIRD, second by TERRY KING, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 2/23/15.

Passed unanimously.

- B. Motion by TERRY KING, second by JOHN BAIRD, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility from 2/18/15.

Passed unanimously.

CLASSIFICATION (See Supplements)

7. Approval of classification description revisions for School Bus Driver

Motion by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for the School Bus Driver classification as shown in the attached supplements.

Passed unanimously.

8. Approval of classification description revisions for Lead Grounds Maintenance Worker

Motion by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Lead Grounds Maintenance Worker classification as shown in the attached supplements.

Passed unanimously.

9. RECLASSIFICATION

- A. Approval of recommended class description and salary range allocation for the proposed new class, "Executive Director of Planning Services" at Range 5-8 of the Classified Management Salary Schedule.

Motion by JOHN BAIRD, seconded by TERRY KING, to approve the new class description, "Executive Director of Planning Services" as shown in the attached supplement.

Passed unanimously.

- B. Approval of the recommended reclassification of one Director of Planning Services, SR 5-2, to Executive Director of Planning Services, SR 5-8 by gradual accretion of duties (Rule 3.11.A)

Motion by TERRY KING, seconded by JOHN BAIRD, to approve the new class description, “Executive Director of Planning Services” as shown in the attached supplement.

Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. CLASSIFICATION DESCRIPTION REVISION (Information only)

The Personnel Commission approved Information Systems Support Technician class description revisions in February. Salary information was provided to the Commission as requested.

11. FIRST READ: CHAPTER 2 AND 3 RULE REVISIONS

A draft proposal for revisions to Chapters 2 and 3 was submitted for first read. The following changes were discussed:

2.12 A: Add “all classified employees” to receive the agenda and supporting data. Commissioner Baird requested agenda materials be posted as early as possible.

3.2 B: Change sentence regarding employee being terminated to read “*If the position is eliminated...*” and remove reference to termination for reasons other than cause.

3.11 A: Remove from the last line “... and the most recent performance evaluation was at least satisfactory.”

3.13 A: Proposal to remove “shall not have retroactive effect.” Director Amador to research Education Code and report back to the Commission.

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners’ packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing
- C. Discussion Regarding Presentation of Eligibility Lists

In response to employees’ preference to not have their name publicly displayed on eligibility lists, the Commission discussed using application identification numbers instead. It was agreed a revision to Rule 6.1 would be proposed at the meeting in April.

D. Revisions of the Personnel Commission Rules and Regulations Project Timeline

The Commission discussed establishing a timeline one chapter at a time as progress is made. The Commission expressed interest in allowing as much time as necessary for feedback from all interested parties. The Commissioners suggested reviewing Chapter 7 next.

13. CORRESPONDENCE There was no correspondence.

14. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association – CSEA President, Matt Colwell, stated he appreciated the diligent work of Director Amador to resolve any CSEA issues. He asked for clarification that rules revisions will have a first and second read prior to adoption. Commissioner Holmerud explained there is a first read at one meeting, and second read and adoption will occur in the next meeting. The entire document will be brought back for a final adoption once all chapters have been reviewed.
- B. San Dieguito Union High School District – Torrie Norton proposed omitting any rules that all strictly under the purview of the Collective Bargaining Agreement to avoid conflict with the District, Board and CSEA.
- C. Public Comments – None

15. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 14, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

16. ADJOURNMENT TO CLOSED SESSION

Personnel Commission meeting adjourned to Closed Session at 4:52 P.M.

17. ADJOURNMENT

The meeting adjourned at 5:50 P.M.

San Dieguito Union High School District

Personnel Commission

Promotional

Eligibility List

Effective: 3/20/15

Expiration: 9/20/15

Information Systems Support Technician

	Rank	First	Last
Promo	1	Danielle	Macrorie
Promo	2	Shirley	Blekeberg
Promo	3	Donna	Greenbaum
Promo	4	Norma	Villa

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional-Dual Certification**

**Effective: 04/02/15
Expiration: 10/02/15**

Accounting Technician

	Rank	First	Last
Open	1	Melissa	Spratt
Open	2	Fatima	Gillespie
Promo	3	Maria	Lindley
Open	4	Roland	Lepik
Open	5	Mariela	Nelson
Promo	6	Karen	Bernard

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Promotional**

**Effective: 04/01/15
Expiration: 10/01/15**

Administrative Assistant

	Rank	First	Last
Promo	1	Roberta	Blank
Promo	2	Melissa	Nunez
Promo	2	Tamara	Rey
Promo	3	Sandra	English

San Dieguito Union High School District

Personnel Commission

Eligibility List

Open/Promotional

Effective: 4/2/15

Expiration: 10/2/15

Nutrition Services Transporter I

	Rank	First Name	Last Name
Promo	1	Theresa	Brockhoff

	Rank	First Name	Last Name
Open	1	Carlin	Grogan

April 9, 2015

TO: Personnel Commission
FROM: Corrie Amador
Director of Classified Personnel
SUBJECT: Agenda Item #7 – Review Of 2015-16 Proposed Personnel Commission Budget

The proposed Personnel Commission budget for next year includes a few increases. Recommendations are listed below by "Objt" code corresponding to the budget worksheet provided by the District's Finance Department.

Objt 1900-001 and 2300-001 CLASS.BD.MEMBERS SALARY is the line for Commissioner stipends. Currently, the stipend for attendance at meetings is \$25. Education Code 45250 limits the stipend to Commissioners to no more than \$50 per meeting, and no more than \$250 in a month in the event of multiple meetings in the same month. Should the Commission wish to consider an amount greater than \$25 per meeting starting July 1, 2015, final action on the budget and approval of a Rule change to "2.11 Commission Compensation" would need to be approved by the May 5, 2015 meeting.

Objt 4300 013 CLASSIFIED EMPLOY RECOGNITION is proposed for reestablishment at \$50 in order to host an annual Employee of the Year recognition event.

Objt 5200 020 CONFERENCE, WORKSHOP, SEM. covers Commissioners' attendance at the annual CSPCA State Conference. The Conference next year will be in Anaheim. This increase from \$4,000 to \$4,900 accounts for the increased travel expenses to attend the conference outside the County. In addition, it is proposed this line be increased to provide additional training for staff development, for example workshops/training by groups such as CODESP, related to recruitment and selection activities and Microsoft Excel and Access training.

Objt 5600 002 RENTS AND LEASES and 5600 008 COPY CHARGES/OVRG CHARGES have been adjusted according to usage and lease costs. The costs associated with the unit are divided equally between Personnel Commission and Human Resources department budgets.

April 9, 2015

Page 2 of 2

Subject: Agenda Item 7 Review of 2015-16 Proposed Personnel Commission Budget

Objt 5800 004 LEGAL EXPENSE was previously allocated at \$8,000. An increase to \$15,000 is proposed based on current year spending and potential need for legal resource for the ongoing Rule revision project.

Objt 5900 002 POSTAGE is proposed to be established to cover mailing expenses for items separate from routine correspondence, such as mailing information to Commissioners.

The adopted budget will be forwarded to the County Office of Education and is due May 31, 2015 for approval.

**2015-16 BUDGET
PERSONNEL COMMISSION**

Fund	Sub Fund	Res	Sub Res	Goal	Func	Objt	Sub Objt	Site	Op Unit	DESCRIPTION	12-13	13-14	14-15 (as of 3/12/15)			15-16	
											Actuals	Actuals	Rev. Budget	Trans	Encumb	Bal	Budget
PERSONNEL COMMISSION													Resource-Sub Total:			298,604	
01	00	0000	641	0000	7490	1900	001	016	001	CERT.BD.MEMBERS SALARY			-	75	100	(175)	600
										Certificated Benefits				4	5	(9)	92
01	00	0000	641	0000	7490	2300	001	016	001	CLASS.BD.MEMBERS SALARY	900	1,081	900	577	200	123	1,200
										Classified Benefits	208	247	206	132	46	28	285
01	00	0000	641	0000	7490	2300	000	016	001	CLASS SUPERV & ADMIN SALARIES	-	112,338	88,804	56,874	30,663	1,267	107,137
										Classified Benefits		35,328	33,123	25,115	9,134	(1,126)	25,414
01	00	0000	641	0000	7490	2300	002	016	001	CLASSIFIED SUPVRS SALARIES	110,901	-					-
										Classified Benefits	35,996						-
01	00	0000	641	0000	7490	2400	000	016	001	CLERICAL AND OFFICE SALARIES	53,068	54,363	91,595	56,686	35,379	(470)	104,406
										Classified Benefits	22,258	22,557	40,968	27,977	13,099	(108)	24,766
01	00	0000	641	0000	7490	2400	056	016	001	CLERICAL OVERTIME WAGES	612	1,882	1,500	353	-	1,147	1,500
										Classified Benefits	141	434	343	81		262	356
01	00	0000	641	0000	7490	2400	057	016	001	CLERICAL SUBS-ILLNESS/LEAVE	-	-					-
										Classified Benefits							-
01	00	0000	641	0000	7490	2400	058	016	001	CLERICAL-EXTRA HELP	458	1,361	500	249	-	251	500
										Classified Benefits	106	314	114	57		57	119
01	00	0000	641	0000	7490	4300	000	016	001	MATERIALS AND SUPPLIES	933	560	1,200	413	375	412	1,200
01	00	0000	641	0000	7490	4300	008	016	001	COMPUTER SOFTWARE	-	459					
01	00	0000	641	0000	7490	4300	012	016	001	REFRESHMENTS	681	823	600	244	397	(41)	600
01	00	0000	641	0000	7490	4300	013	016	001	CLASSIF.EMPL.RECOGNITION	53	49					50
01	00	0000	641	0000	7490	4400	009	016	001	NON-CAPITALIZED TECH EQUIPMENT	-	423	200	-	-	200	-
01	00	0000	641	0000	7490	5200	020	016	001	CONFERENCE,WORKSHOP,SEM.	1,624	2,643	4,000	2,376	500	1,124	4,900
01	00	0000	641	0000	7490	5200	030	016	001	MILEAGE	4		500	115	-	385	500
01	00	0000	641	0000	7490	5300	000	016	001	DUES AND MEMBERSHIPS	2,676	2,676	2,700	1,900	-	800	2,700
01	00	0000	641	0000	7490	5600	002	016	001	RENTS & LEASES	1,671	950	1,026	646	323	56	1,000
01	00	0000	641	0000	7490	5600	003	016	001	REPAIRS BY VENDORS	82	273	400	-	-	400	-
01	00	0000	641	0000	7490	5600	008	016	001	COPY CHGS/OVRG CHGS	1,099	1,089	1,200	472	728	0	1,500
01	00	0000	641	0000	7490	5800	001	016	001	PROFESSIONAL/CONSULT SVS	-	659					800
01	00	0000	641	0000	7490	5800	004	016	001	LEGAL EXPENSE	4,845	11,737	8,000	5,359	8,848	(6,207)	15,000
01	00	0000	641	0000	7490	5800	008	016	001	COMPUTER LICENSING	459	-	2,300	-	-	2,300	2,400
01	00	0000	641	0000	7490	5800	010	016	001	ADVERTISING	823	1,501	1,500	889	200	411	1,500
01	00	0000	641	0000	7490	5900	002	016	001	POSTAGE			-	23	-	(23)	80
											239,600	253,746	281,679	180,616	99,998	1,065	298,604



Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Union High School District

Superintendent
Rick Schmitt

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
Fax (760) 943-3522
www.sduhsd.net

Classified Personnel Commission
John Baird, Commissioner
David Holmerud, Commissioner
Terry King, Commissioner
Corrie Amador, Director

April 9, 2015

TO: Personnel Commission

FROM: Corrie Amador
Director of Classified Personnel

SUBJECT: Agenda Item #8 – Chapter 2 and Chapter 3 Rule Revisions

Enclosed please find proposed revisions for Chapter 2 and Chapter 3 of the Personnel Commission Rules and Regulations.

The changes proposed reflect the discussion from the meeting on March 10, 2015. They are highlighted in yellow on the attached supplements and include the following:

2.12 A: Add "all classified employees" to receive the agenda and supporting data.

3.2 B: Change sentence regarding employee being terminated to read "*If the position is eliminated...*" and remove reference to termination for reasons other than cause.

3.11 A: Remove from the last line "... and the most recent performance evaluation was at least satisfactory."

3.13 A: Proposal to remove "shall not have retroactive effect."

Further discussion is needed regarding this Section. First, Education Code Section 45285.5 requires the Commission provide reasonable notice of the proposed classification changes to the District and the Association before they can be implemented. The Commission does not have the authority to implement a retroactive change in salary allocation of a classification.

The Association has the ability to negotiate salary with the District. The Rules defer to this right in 13.3 B when there is to be a reclassification of a group of positions or a job family. An example of this would be the reclassification of the Secretary I and Secretary II classifications into a single Secretary classification. The District and Association came to an agreement

through negotiations in November of 2001, which was to retroactively implement the reclassification effective July 1, 2001.

Two additional revisions are being recommended for consideration. They include:

2.11 A: An increase to the compensation rate from \$25 to \$50 per meeting

3.14: In the event there is a reclassification of a position, an employee who had not been in the position for two years would be required to compete in an examination in order to be reclassified in accordance with 3.11 B. It is recommended that salary placement following this type of reclassification be treated the same as a promotional salary placement.

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Rules and Regulations for the Classified Service

Chapter 2

THE PERSONNEL COMMISSION

2.1 *(Move 2.1 to New Section "Preface")*

Establishment of the Personnel Commission and Membership

The Personnel Commission of San Dieguito Union High School District was established, under the Act, when the classified employees petitioned the Board of Trustees in September 1972, and the Board elected to become a merit system effective December 1, 1972.

2.2 Appointment of Commissioner

The Act provides for three Commissioners. One Commissioner is appointed by the Board of Trustees. A second Commissioner is nominated by the classified employees and appointed by the Board of Trustees. A third Commissioner is appointed by the other two Commissioners. **(EC 45245)**

A. Minimum qualifications for appointment as a Personnel Commissioner ~~that~~

The person appointed shall be:

1. ~~(1)~~ A registered voter;
2. A resident within the territorial jurisdiction of the school district; and,
3. ~~(2)~~ Be a known adherent to the principle(s) of the merit system.

No member of the governing board of the district, county board of education, or current employee of the district, may serve on the Commission. **(EC 45244)**

B. The Commissioner appointed by the other two Commissioners shall be chosen after interviews of candidates and the decision has been made by the other two Commissioners in closed session. If a stalemate occurs, the appointment will be made by the ~~Executive Officer of the California State Personnel Board~~ Superintendent of Public Instruction. **(EC 45246)**

2.3 Terms of Commissioners

- A. By law, the term of each Commissioner is for three years and expires at noon, December 1. The term of one Commissioner expires each year. On or about September 1 of each year, the Personnel Director shall notify the appointing authority of the name and home address of the Commissioner whose term will expire and whether or not the Commissioner will accept reappointment. Vacancies, whether for full or unexpired terms, shall be filled in accordance with Education Code Sections 45245 and 45246.

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

- B. Commissioners who fail to attend more than three meetings in a year may be removed by the appointing body in each case, on receipt of a letter from the other two Commissioners after approval of the letter in an open meeting of the Commission, and after written notification to the Commissioner in question.

2.4 Officers of the Commission

- A. At its first meeting following December 1 of each year, the Commission shall elect one of its members as chairperson and another as vice chairperson to serve a term of one year or until their successors are duly elected.
- B. The chairman approves the agendas and chairs the meetings. The vice chairman performs these duties in the absence of the chairman.

2.5 Quorum

Two members shall constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of two members shall be necessary to carry any motion or take any action.

2.6 Regular Meetings

- A. At the first meeting in December the Commission shall adopt a meeting calendar for the ensuing year. Subject to cancellation or proper change, the Commission shall meet monthly. When the regular meeting date falls on a holiday, the Commission shall meet on the next succeeding business day, unless at a prior regular meeting it designates some other day for its meeting.
- B. In case of emergency, the Commission may meet at some other time and/or place, provided that at least 24 hours' notice is given to all Commissioners and to employee and administration representatives and posted on the Commission's official bulletin board-website. If a situation exists which disrupts or threatens to disrupt public facilities, an emergency special meeting may be called without requiring the minimum 24 hour notice. The Commission may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes. When an order of adjournment of a regular or adjourned meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour designated for regular meetings.

2.7 Special Meetings

Special meetings may be called at any time by the chairman and shall be called upon the written request of any two members. Written notice shall be delivered personally, by Email, or by mail to each member of the Commission. Notice must also be given to each of the following who have filed written requests for such notice: each local newspaper of general circulation, radio or television station, and recognized employee or other organization. Such notice must be delivered personally, or by Email mail at least 24 hours before the time of such meeting or specified in the notice. A copy of the notice shall be posted on the Commission's official bulletin

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

~~board~~ website. The order shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission.

2.8 Public Meetings

All regular and special meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meeting of the Commission, ~~except as provided in Rule 2.11~~. This rule shall not be construed as permitting employees to be absent from duty to attend Commission meetings.

2.9 Closed Session

The Commission may hold closed sessions as permitted by Government Code Section 54950, et. seq. The Commission shall not consider any matter in executive session relating to an employee unless the employee has been notified of the right to a public hearing and has declined the public hearing or properly filed to request same in writing. The Commission may hold closed sessions also to consider administrative matters relative to its own staff and to consider examination materials as provided in these Rules. Any minutes kept of closed sessions are not subject to public review. Personnel decisions made in closed session must be announced in public meeting and recorded in the minutes.

2.10 Prohibition of Commission Gathering Privately

Two or more Commissioners may not meet for the purpose of transacting Personnel Commission business unless it is in one of the authorized and publicly announced meetings.

2.11 Commission Compensation

- A. Commissioners are compensated at a rate of \$25 **PROPOSED CHANGE \$50** per meeting. (EC 45250)
- B. Commissioners are reimbursed for meals and travel expenses while attending meetings of the California School Personnel Commissioners Association, The San Diego County Personnel Commissioners Association, or other special meetings, workshops, or conferences approved by the Commission.

2.12 ~~Agenda and Supporting Data~~ **Communication**

A. Agenda and Supporting Data.

Insofar as possible, at least 72 hours (excluding weekends and holidays) prior to every regular or 24 hours prior to every special Commission meeting, the agenda shall be provided to the Commissioners, **all classified employees** and the representatives of all verified employee organizations representing District classified employees, as well as the District administration. When practical, supporting data will be furnished in

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

advance. The agenda will also be posted on the Commission's official [bulletin board website](#) and distributed to news media which have requested it.

B. Written and Oral Presentations

Individual employees, employee organizations, and other interested parties may submit their written views on any matter before the Commission or matters they wish the Commission to consider, and will be provided reasonable opportunity to present their views orally. The Commission will consider their comments and recommendations prior to arriving at a course of action.

1. *Individuals wishing to address the Commission on any subject within the jurisdiction of the Commission not listed elsewhere on the agenda may do so under the "Public Comments" item.*
2. *In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Commission may acknowledge receipt of the information, refer to staff for further study, or refer the matter to the next agenda.*
3. Individuals or groups who seek interviews with particular Commissioners as to matters which may later be placed before the Personnel Commission for decision shall be referred to the Commission staff office with the explanation that it is against the policy of the Commission to take up such matters except at open meetings with the majority of the Commission present. The Commission may designate one of its members to investigate a specific subject. **(EC 45260)**

2.13 Commission Minutes

The Personnel Director shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners. When requested by the Commissioner, a Commissioner's dissent or approval and reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. Copies of the official minutes shall be sent to recognized employee organization representatives who have requested them.

2.14 Status of Commission Employees

The Personnel Director and other persons required to carry out the responsibilities of the Commission shall be appointed by and responsible to the Personnel Commission. However, they shall be considered part of the classified service, and the rules, procedures, benefits, and burdens pertinent to the classified service shall apply to Commission employees, except as the Commission may specifically direct. **(EC 45264)**

2.15 General Duties of the Personnel Director

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PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

- A. The Personnel Director shall perform all of the duties and carry out all of the functions imposed by law and these Rules. The Director shall act as secretary to the Commission and shall issue and receive all notifications on its behalf. The Director shall direct and supervise the Commission staff and conduct administrative transactions consistent with the law and necessary to the proper functioning of the office and staff of the Commission.
- B. The Personnel Director shall conduct classification, salary, and rules studies, and shall make other investigations as directed by the Commission or as the Director deems necessary. The Personnel Director may be designated as a hearing officer in accordance with the Education Code.
- C. In cases where two or more rules appear to be in conflict, or when no rules provide a clear-cut answer to a problem, the matter shall be decided by the Personnel Director subject to appeal to the Commission. **(EC 45266)**

2.16 Commission Budget

- A. The Personnel Director shall prepare a proposed budget for consideration by the Commission in sufficient time for the Commission to conduct public hearings prior to adoption no later than May ~~30~~ 31 of each year.
- B. At the time the Commission schedules the public hearing, it shall direct the Personnel Director to forward a copy of the proposed budget to the Board of Trustees and notify the Board of the time, date, and place of the public hearing. Board and administration representatives shall be invited to attend the public hearing and present their views on the proposed budget.
- C. Prior to the adoption of its budget, the Commission will hear and fully consider all comments and suggestions that may be offered by District administration, the Board, or other concerned persons or organizations. Efforts shall be made to resolve any differences that may exist between the Commission and Board.
- D. When approved by the Commission, the budget shall then be submitted to the County Superintendent of Schools in accordance with the Education Code. **(EC 45253)**

2.17 Annual Report

- A. The Personnel Director shall prepare an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Trustees.
- B. The report shall be prepared for Commission approval as soon after each fiscal year (July 1-June 30) as possible, and no later than a meeting in November. The report shall cover Commission activities for the preceding fiscal year. **(EC 45266)**

2.18 Counsel for the Commission

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

The Commission may employ its own attorney, County counsel, or the counsel of the Board of Trustees, whichever is deemed appropriate by the Commission, to aid and represent the Commission in all legal matters. The reasonable cost of employing counsel shall constitute a legal charge against the funds of the District. **(EC 45313)**

2.19 Violations of Education Code

- A. No warrant shall be drawn by or on behalf of the Trustees of the District for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the personnel director that the person named in the assignment has been employed and assigned pursuant to the Education Code Section 45310 and the Rules of the Commission. Whenever the Commission, after a public hearing, finds that any appointment has been made in violation of this Article or the Rules of the Commission as they apply to examination procedures, the Commission may order that no salary warrant shall thereafter be drawn to the employee so appointed, for services rendered after the date of said order. Any violation of the Education Code Article or the Rules of the Commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.
- B. Any person who willfully or through culpable negligence violates any of the provisions of Education Code Article 45317 is guilty of a misdemeanor. It is also unlawful for any persons to:
1. Willfully by themselves or in cooperation with another person to defeat, deceive, or obstruct any persons with respect to their right of examination, application, or employment under this article or Commission Rule.
 2. Willfully and falsely to mark, quote, estimate, or report upon the examination or proper standing of any person examined or certified under this article or Commission Rule, or to aid in so doing or make any false representation concerning the same or the person examined.
 3. Willfully furnish to any person any ~~special or secret~~ information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or Commission Rule.
- C. The Personnel Commission may file misdemeanor charges with the District attorney against any person suspected of violating these provisions of the Commission Rules. **(EC 45317)**

Chapter History:

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PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT Rules and Regulations for the Classified Service

Chapter 3

CLASSIFICATION

3.1 Positions Included in the Classified Service

All positions established by the Board of Trustees, which are not exempt from the classified service by law, shall be a part of the classified service. All employees serving in classified positions shall be known as the classified service. **(EC 45256)**

3.2 Positions Excluded From the Classified Service

A. General:

1. Positions required by law to have certification qualifications.
2. Part-time playground positions where the employee is not otherwise employed in a classified position.
3. Full-time day students employed part-time
4. Part-time students employed part-time in any college work study program, or in a work experience education program, conducted by a community college district and which is financed by state or federal funds
5. Apprentices, and professional experts employed on a temporary basis for a specific project by the Board or by the Commission, when so designated by the Commission, shall be exempt from the classified service. **(EC 45256)**
6. Executive Secretary to the Superintendent (EC 45272)
7. Senior Management (EC 45256.5)

B. With regard to persons employed under provisions of the Education Code **(EC 45256)**, if a permanent classified employee is appointed to serve in such an exempt position, the employee shall retain status as a permanent employee. ~~If the employee is terminated from the exempt position, for reasons other than cause,~~ **If an exempt position is eliminated,** bumping rights shall be granted in the former class in the same manner as if the employee had been laid off for lack of work or lack of funds.

C. Special Categories: The Board of Trustees may create positions of staff assistants or field representatives to directly assist the Board or individual Board member. Such positions, if created, are exempted from the provisions of these Rules insofar as they relate to position classification, recruitment, employment, and salary setting. **(EC 45112)**

D. Persons employed in such positions shall be members of the classified service for all purposes except that they may not achieve permanency in the classified service as a result of this service except as provided by the Code. **(EC 45112, 45256.5, 45272)**

E. Senior management or executive secretary positions shall be filled from unranked lists developed by the Personnel Commission and arrived at by competitive examination(s) as determined by the Commission.

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Rules and Regulations for the Classified Service

- F. “Part-Time” Defined: A part-time position, for the purpose indicated in this Rule, is one for which the assigned time when computed on a monthly basis is less than 87.5 percent of the time normally assigned to the majority of the classified employees in the classified service for one month’s pay period. For a 20-day work month this amount would be less than 140 hours for the month (an average of 7 hours per day, 35 hours per week). **(EC 45256)**
- G. Effect of Exemption: Any position or employee lawfully exempted from the classified service shall be excluded from the benefits and burdens imposed by these Rules, except as provided by law or the Board of Trustees.

3.3 Employment of Professional Experts and Community Representatives

- A. When a professional expert is to be employed by the Board of Trustees, the Superintendent of Schools, or the Commission, there shall be submitted to the Director a description of the project, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited-term position be filled by a professional expert assignment if the duties and responsibilities fit an existing class for which a reemployment or eligibility list exists. **(EC 45256/45258)**
- B. When the person is known who is to be appointed as a professional expert, name and data relative to the person’s qualifications shall be submitted to the Personnel Director. In order to be exempted from the classified service or professional expert, individuals must be recognized as such by reputable members of their profession.

3.4 Assignment of Duties

The Board of Trustees **or their designee** shall prescribe the duties and responsibilities of all positions in the classified service except those on the Personnel Commission Staff.

3.5 Classification Plan

- A. The Personnel Commission shall classify all employees and positions in the classified service, with due advance notice to all interested parties. To classify shall include, but not be limited to, allocating positions to appropriate classes, occupationally ranking classes, determining relationships, and preparing written class specifications. **(EC 45256)**
- B. The classification plan shall consist of classes placed in groups according to general occupational nature and listed in a series by specific occupation and by salary range.
- C. The Commission may establish, redefine, merge or abolish classes.
- D. The Commission will consider recommendations from the District and the exclusive bargaining representative before taking final classification action on positions that belong to the bargaining unit.

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

- E. The Commission will ensure that the District and the exclusive bargaining representative have reasonable notice of proposed classification or reclassification. If the District and the exclusive representative have a mutually agreed joint forum, the Commission will use that avenue for communication. If such forum is not available, the Commission will communicate directly with the District and the exclusive bargaining representative.

3.6 Class Specifications

For each class of positions, as initially or subsequently established by the Commission, there should be established and maintained a class specification which shall include:

- A. The official class title;
- B. A definition of the class, including a summary of the duties;
- C. Examples of duties;
- D. Some of the required skills, knowledge, and abilities;
- E. The minimum qualifications for the class;
- F. Any special license or desirable skills (e.g. bilingual);
- G. Any special designations (e.g. supervisory, administrative, executive) ~~and the length of the probationary period;~~
- H. The date the class specification was adopted.

Minimum qualifications may never require a teaching, administrative, or other credential, nor may they require work experience, which essentially would restrict applicants to credential holders. Titles may not be assigned that would restrict competition to holders of credentials.

3.7 Interpretation of Class Specifications

- A. The definition and typical tasks are descriptive and explanatory only and not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as to duties, responsibilities, qualifications, requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned, but of similar kind and/or quality as determined by the Personnel Commission.
- B. In determining the class to which any position shall be allocated, the description for each class is considered as a whole. Consideration is given not to isolated clauses, phrases, or words, apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions that the class includes.

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

- C. Each class specification should identify its proper relationship to other descriptions, particularly those of classes in the same series and group of classes, in such manner as to maintain a proper gradation in the series in which the class is located and proper differentiation within the group of classes.
- D. Qualifications commonly required of the incumbents of all or many offices or positions, such as ~~freedom from disabling defects such that would render a candidate unable to perform the full range of duties and responsibilities of the position~~ ability to perform the essential functions of the job with or without reasonable accommodation, citizenship (see Labor Code), honesty, sobriety and industry, even though not specifically mentioned in the specifications, are implied in the qualification requirements. This section does not restrict the Board from employing ~~the handicapped~~ individuals with disabilities to meet affirmative action goals.
- E. The Qualification requirements, when considered with other parts of the specifications, are to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualifications of candidates seeking appointment to positions allocated to the class, but do not require a particular form or content of test or testing procedure.
- F. The class title shall always be used with the meaning set forth in the remainder of the specification.

3.8 Classification of New Positions

- A. When a new position is established, the District shall submit a written statement to the Commission staff for review.
- B. The Personnel Director, subject to approval by the Commission, shall study the information and may classify the position to an existing class.
- C. If the Director finds that a new class is required, the Director shall prepare a report, a class description, and a recommendation to the Commission regarding occupational ranking and allocation of the new class to a salary range. **(EC 45276)**
- D. The Personnel Commission shall communicate its action to the Board of Trustees.

3.9 Working Out of Classification

Employees are not expected to work out of classification, but when required to do so, the fact shall be reported to the Personnel Director who shall immediately investigate and report to the Personnel Commission. An employee may be required to perform duties out of classification when the duties relate to that classification, but not for a period of more than five working days within a 15-calendar-day period. The salary of an employee working more than five days within a 15-calendar-day period shall be adjusted upward to the step on the salary range of the higher classification so as to assume at least a 5 percent increase for the entire period of required work out of classification. After review, the Commission shall take such action as necessary based upon the facts. This rule shall not be construed as permitting an employee to refuse to perform duties assigned by the employee's supervisor. **(EC 45110)**

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

3.10 Changes in Duties of Positions

When the duties of a position are permanently changed, the District shall prepare a position description and submit such data to the Commission. The Personnel Director shall investigate the data and make a determination if the position should be reclassified. If the Director finds that a position should be reclassified to an existing class, such data shall be presented to the Commission for action including class description, proposed class salary, proposed occupational ranking and a determination regarding gradual assignment of duties.

3.11 Effect of Classification Changes on Incumbents

- A. If the duties have been assigned gradually (not a reorganization or sudden change of duties), an employee shall be reclassified along with the position if he or she has been in one or more of the positions being reclassified for ~~three~~ two or more years **and the most recent performance evaluation was at least satisfactory.** (EC 45285)
- B. If a person is in a position which is being reclassified and has not been in the position for ~~three~~ two or more years, he or she must compete in a new examination, and pass the examination and place on the eligibility list to be promoted. (EC 45285)
- C. An examination will be given when there is a reorganization or sudden change in duties.
- D. When a position is reclassified downward, the incumbent shall be given the opportunity to be reassigned to an available vacant position in the present class.
- E. When a position is reclassified downward and the incumbent chooses to retain placement in the position rather than reassignment to a vacant position in the present class, he or she shall receive the salary in the salary range of the lower class closest to the former salary and shall not be granted reemployment rights.
- F. When an employee is reclassified upward with a position, he or she shall be ineligible to be reclassified upward again with the position for two years.
- G. When a position has been reclassified to another class which is at the same level, the incumbent of the position who has chosen to be reclassified shall be granted status in the new class without further examination.
- H. When a position or group of positions is reclassified to a class on the same salary schedule, the employee may elect to be reclassified with the same position or to exercise any applicable bumping rights. The reclassified employee shall not be required to qualify by examination for the new class or, if the current duties have been performed for 6 months, to complete a new probationary period.
- I. When two or more classes are merged because of change in the classification plan, the seniority in the new class of any continuing employee whose former class has been abolished shall include applicable service in the abolished class.

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

- J. Any displacement of a regular employee resulting from reclassification of a position, positions, or class of positions, shall be considered a layoff for lack of work, and an appropriate reemployment list shall be established; displaced employees shall be eligible for reemployment for a period of 39 months with regard to the period of eligibility. **(EC 45298)**
- K. This Rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.

3.12 Review of Positions

- A. The Personnel Director shall study positions as necessary to determine proper classification and shall cause all positions to be reviewed periodically. If the Director finds that a position or positions should be reclassified, the Administration shall be advised by these findings. If the Administration verifies the duties of the position, or if the duties are not revised to fit within the current classification, the Director shall report these findings and recommendations to the Commission. Reports of findings shall also be made to the Commission in cases where the review indicates no change in classification is necessary.
- B. Requests for classification study of existing positions shall be presented to the Personnel Director together with a statement of the reasons for requesting the study. Requests for study may be initiated by the administration with the approval of the Superintendent, or by employees or employee organizations. Requests initiated by the Administration shall be accompanied by a statement of the current authorized duties of the position(s) and any prospective changes. **(EC 45285)**
- C. The Personnel Commission shall authorize an overall classification study to be conducted as it may deem necessary and appropriate to maintain the integrity and internal alignment of the classification plan. However, individual positions may be reviewed, when needed, under the following conditions:
 - 1. The position has changed and the employee is performing new duties since the last time the position was studied (i.e. new technology or equipment, a new service being provided or a change in physical working conditions).
 - 2. The job description does not accurately reflect the duties presently being performed or the skills, knowledge and abilities required of the position.
 - 3. The position is performing a greater variety of tasks or higher level duties and not an increase in workload since the last classification study.
 - 4. The district has difficulty recruiting and retaining qualified employees.

Employees are asked to meet with the Personnel Director to determine whether or not their job description has been changed according to these guidelines. The Commission may authorize the study once the employee has met with the Director and reviewed the above conditions.

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

~~When an employee is reclassified upward, eligibility for further reclassification shall be in accordance with Rule 3.11 F.~~

For bargaining unit members, reclassification is subject to negotiations.

3.13 Effective Date of Reclassification

- A. Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set as of the first day of the month following the date of the Commission's action, immediately, or it may must be set sufficiently in the future to allow time for examinations to be completed, but not more than ~~six~~ three months.
- B. When a group of positions, constituting one or more job families, are reclassified, the effective date of the reclassification may be determined by meet and negotiation between the Board's Representative and the Representative of the recognized employee group(s).

3.14 Salary Placement After Reclassification

When a position is reclassified upward incumbents who are to be reclassified with the position shall be placed on the same step on the new range as they are on in the current range. If a person in a position being reclassified has not been in the position for a minimum of two years, and is reclassified following examination, the salary placement shall be treated as a promotion.

3.15 Positions Requiring Multiple Languages

- A. The Board of Trustees may, with the approval of the Commission, designate positions which require the holder of the position to speak, read, and write a language in addition to English. The Commission shall then establish an appropriate class specific to the particular language requirement, if it does not already exist. **(EC 45277)**
- B. The Board must clearly set forth valid reasons for placing language requirements on a position.
- C. When a vacancy occurs in a position which has approved language requirements, the Board will notify the Commission that the need for language requirements continues to be a part of the position.

If a request from the Board to designate a position for language requirements is challenged, the Commission shall cause a proper investigation to be made and shall consider the findings and all other pertinent data presented by any concerned and responsible source prior to taking final action on the request

Chapter History:

Adopted December 1973

Revised March 1984

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PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Rules and Regulations for the Classified Service

Draft March 2015; April 2015



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Classified Personnel Commission
John Baird, Commissioner
David Holmerud, Commissioner
Terry King, Commissioner
Corrie Amador, Director

April 9, 2015

TO: Personnel Commission

FROM: Corrie Amador
Director of Classified Personnel

SUBJECT: Agenda Item #9 – First Read: Personnel Commission Rule 6.1

Discussion Regarding Presentation of Eligibility Lists

Rule 6.1 states, "After an examination, the names of successful competitors shall be arranged on a list in the order of examination score plus additional points where applicable. The list shall be presented for approval of the Personnel Commission."

As was discussed by the Personnel Commission on March 10, 2015, several employees have voiced concern over the listing of candidates' names on the eligibility list. It was proposed the language of Rule 6.1 be updated to identify eligibles by using their application identification number rather than their name. Proposed language to this effect is submitted for first read.

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PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT Rules and Regulations for the Classified Service

Chapter 6

EMPLOYMENT LISTS

6.1 Establishment and Life of Eligibility Lists

- A. After an examination, ~~the names of~~ successful competitors shall be arranged on a list in the order of examination score plus additional points where applicable. *In order to maintain confidentiality, the posted list will identify eligibles by their applicant identification number.* The list shall be presented for approval of the Personnel Commission.
- B. Eligibility lists may be established by the Personnel Commission for 6 months or 1 year upon the recommendation of the Personnel Director. Eligibility lists may be extended for an additional period of one year or less. The Commission may, after due notice to eligibles, terminate an eligibility list before the list has expired. **(EC 45300)**

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Classified Personnel Commission
John Baird, Commissioner
David Holmerud, Commissioner
Terry King, Commissioner
Corrie Amador, Director

April 9, 2015

TO: Personnel Commission

FROM: Corrie Amador
Director of Classified Personnel

SUBJECT: Agenda Item #10 – Staff Comments on Personnel Activities

A. Vacancy Report

There are 13 vacancies in 10 different classifications as detailed in the attached "Vacant Positions, 4/14/15" report.

B. Employment Listings

Please see the Personnel Lists dated 3/19/15 and 4/2/15, submitted to the Board of Trustees for approval.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANT POSITIONS 4/14/15

Prepared for 4/14/15 Personnel Commission Meeting

Classified Personnel

13 current/pending vacancies in 10 different job classifications

Classes	Count	SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
1	1	FAC	AE792	Grounds Maintenance Worker/Applicator	40	1.00	Recruitment closes 4/7/15
2	2	SDA Café	AI750	Nutrition Services Assistant Transporter I	10	0.20	Selection week of 4/13/15
3	3	SDA	AJ675	Theater Technician	40	1.00	Recruitment closes 5/4/15
4	4	FAC	AA193	Grounds Maintenance Worker II	40	1.00	Selection 4/16/15
5	5	FAC CON	AI128	Facilities Planning Analyst	40	1.00	Recruitment pending CAC review
6	6	CV Café	AH037	Nutrition Services Assistant I	12.5	0.31	Continuous recruitment
7	7	TRANS	AJ472	School Bus Driver	20	0.50	Continuous recruitment
8	8	TRANS	AJ471	School Bus Driver	20	0.50	Continuous recruitment
8	9	DG	AA015	Administrative Assistant	40	1.00	Selection 4/14/15
9	10	CCA	AA023	Administrative Assistant - High School	40	1.00	Selection week of 4/27/15
10	11	OC	AA104	Secretary	40	1.00	Recruitment closes 4/17/15
	12	CV	AA108	Secretary	40	1.00	Recruitment closes 4/17/15
	13	PT	AJ687	Secretary	40	1.00	Recruitment closes 4/17/15

PERSONNEL LIST

CLASSIFIED PERSONNEL

Change in Assignment

1. **Boatner, Patricia**, from Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, La Costa Canyon High School to 75.00% FTE, Diegueno Middle School, effective 03/02/15
2. **Trujillo, Aaron**, from Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Torrey Pines High School to Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, effective 03/09/15

Resignation

1. **Cervantes, Adan**, Instructional Assistant-SpEd(SH), SR36, 81.25% FTE, Torrey Pines High School, effective 03/20/15

Dismissal of Probationary Employee

1. **Employee Number 254-607**, Nutrition Services Assistant I, SR25, 31.25% FTE, San Dieguito High School Academy, effective 02/25/15

sj
3/19/15
classbdagenda

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. Taylor, David, School Bus Driver, SR38, 50.00% FTE, Transportation, effective 03/24/15

Resignation

1. Lin, Jing, Nutrition Services Assistant I, SR25, 43.75% FTE, Torrey Pines High School, effective 03/20/15

Dismissal of Probationary Employee

1. Employee Number 242-442, Custodian Floater, SR33, 100.00% FTE, Facilities, effective 03/12/15

sj
4/02/15
classbdagenda