

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

Regular Meeting Agenda

3:30 P.M., December 13, 2016
710 Encinitas Boulevard, Encinitas CA 92024
San Dieguito Union High School District Office

REGULAR MEETING/OPEN SESSION

1. Call to OrderCommission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the December 13, 2016, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the December 13, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the November 16, 2016 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the November 16, 2016 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. Organization of the Personnel Commission:
 - A. Election of Chair for the Personnel Commission
Motion by _____, second by _____, that _____ be nominated as Chair of the Personnel Commission for 2017.

Motion by _____, second by _____ that nominations be closed. _____ is elected as Chair of the Personnel Commission for 2017.
 - B. Election of Vice-Chair for the Personnel Commission
Motion by _____, second by _____, that _____ be nominated as Vice-Chair of the Personnel Commission for 2017.

Motion by _____, second by _____ that nominations be closed. _____ is elected as Vice-Chair of the Personnel Commission for 2017.
 - C. Personnel Commission Meeting Dates and Times
Motion by _____, second by _____, to approve the schedule for the regular meetings of the Personnel Commission for 2017 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2017," to be held at 3:30 P.M. in the District Office Board Room #101.

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. Motion by _____, second by _____, to establish an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, six months eligibility.

7. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by _____, second by _____, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Promotional Only, eligibility from 11/17/16.
- B. Motion by _____, second by _____, to approve an Eligibility List for DIRECTOR OF PLANNING SERVICES, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, eligibility from 12/5/16.
- C. Motion by _____, second by _____, to approve an Eligibility List for CUSTODIAL SUPERVISOR I, Supervisory Range 5, Open/Promotional-Dual Certification, eligibility from 11/10/16.

8. FIRST READ: RULE 8.1

- Motion by _____, second by _____, to approve as a First Reading, the rule revision to Rule 8.1 of the Rules and Regulations for Classified Service.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. PRESENTATION ON OUT OF CLASS ASSIGNMENTS

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

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

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 10, 2016, at 3:30 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT

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

Regular Meeting Minutes

4:00 P.M., November 16, 2016
675 Balour Drive, Encinitas, CA 92024
Oak Crest Middle School Learning Commons

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by JOHN BAIRD, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Matt Colwell

Sheila Graciano

Delores Perley

Tina Peterson

Cindy Skeber

3. APPROVAL OF AGENDA FOR THE NOVEMBER 16, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the agenda for the November 16, 2016, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE OCTOBER 25, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the October 25, 2016, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Promotional Only, six months eligibility.

Passed unanimously

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for DIRECTOR OF PLANNING SERVICES, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

- C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CONSTRUCTION PROJECTS MANAGER II, Management Salary Group 5, Range 3, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously
- D. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.
Passed unanimously
- E. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for NUTRITION SERVICES TRANSPORTER I, SR-27, Open/Promotional, six months eligibility.
Passed unanimously
- F. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION(SEVERE), SR-36, Open/Promotional, continuous filing.
Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, from 10/21/16.
Passed unanimously
It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for NUTRITION SERVICES TRANSPORTER I, SR-27, Open/Promotional, from 11/02/16.
Passed unanimously
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the corrected Eligibility List for RECEPTIONIST, SR-32, Open/Promotional, from 9/08/16.
Passed unanimously

7. CLASSIFICATION REVIEW REPORTS

- A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve class description revisions for Director of Planning Services as shown in the attached supplements.
Passed unanimously
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the out-of-class stipend for the Chief Financial Officer as shown in the attached supplements.
The Director of Classified Personnel provided an overview of the duties the Chief Financial Officer is performing that are outside of the scope of work for the classification as well as the method used to determine the recommended rate of pay for the out of class compensation. The discussion of this agenda item included public comment from District employee, Sheila Graciano, Senior Buyer, regarding concerns with equality of paying stipends to administrators. Subsequent discussion resulted in direction from the Commission for the Director of Classified Personnel to meet with the CSEA Chapter President to ensure that out of class compensation for bargaining unit members is in compliance with provisions of the Education Code and the bargaining unit agreement. In addition, the Director is to meet with staff from the Risk Management Department to address concerns that were expressed at this meeting regarding inconsistencies in out of class assignments between departments and employee classification (e.g. Management/Supervisory/Bargaining Unit).
Ayes: King, Spirit
Noes: Baird
Motion passed by 2-1 vote

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Personnel List Report

9. CORRESPONDENCE

None

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 – None
- B. San Dieguito Union High School District – None
- C. Public – None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 13, 2016, at 3:30 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT

The Personnel Commission meeting adjourned at 5:02 p.m.



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

Union High School District

Interim Superintendent
 Eric Dill

710 Encinitas Boulevard, Encinitas, CA 92024
 Telephone (760) 753-6491
 Fax (760) 943-3505
 www.sduhsd.net

Classified Personnel Commission
 John Baird, Commissioner
 Terry King, Commissioner
 Patricia Spirit, Commissioner
 Susan Dixon, Director

PERSONNEL COMMISSION MEETING SCHEDULE

2017

Tuesday, 3:30 p.m.	January 10, 2017	District Office Room 101
Tuesday, 3:30 p.m.	February 14, 2017	District Office Room 101
Tuesday, 3:30 p.m.	March 14, 2017	District Office Room 101
Tuesday, 3:30 p.m.	April 11, 2017	District Office Room 101
Tuesday, 3:30 p.m.	May 9, 2017	District Office Room 101
Tuesday, 3:30 p.m.	June 13, 2017	District Office Room 101
Tuesday, 3:30 p.m.	July 11, 2017	District Office Room 101
Tuesday, 3:30 p.m.	August 8, 2017	District Office Room 101
Tuesday, 3:30 p.m.	September 12, 2017	District Office Room 101
Tuesday, 3:30 p.m.	October 10, 2017	District Office Room 101
Tuesday, 3:30 p.m.	November 14, 2017	District Office Room 101
Tuesday, 3:30 p.m.	December 12, 2017	District Office Room 101

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

**Effective: 11/17/2016
Expiration: 5/17/2017**

Administrative Assistant

Rank	Applicant ID
1	1144429
2	2107341
3	2828541
4	2802646
5	3358540
6	2805127

S Dixon

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

**Effective: 12/05/16
Expiration: 06/05/17**

Director of Planning Services

Rank	Applicant ID
1	3369859
2	2209944
3	3363214

S. Dixon

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

Custodial Supervisor I

Effective: 11/14/16
Expiration: 5/14/17

Rank	Applicant ID
1	2278335
2	782155
3	2548311
4	1542398
5	1782064
6	1583240
7	3345437
8	3361251

S. Dixon

FIRST READING – RULE REVISION: RULES & REGULATIONS FOR THE CLASSIFIED SERVICE

Background Information:

The CSEA and the District have discussed revising the existing language contained in Rule 8.1 of the Rules & Regulations for the Classified Service. The rule, as it is currently written, has the potential to limit the District's ability to sufficiently assess the work performance of employees serving a probationary period in the event an employee is out on extended leave. The CSEA and the District have reviewed the proposed revised rule and are in agreement that the revised rule will better serve both probationary employees and the District.

Education Code 45301 outlines the probationary period for classified employees:

A person who has served an initial probationary period in a class not to exceed six month or 130 days of paid service, whichever is longer, as prescribed by the rules of the commission shall be deemed to be in the permanent classified service, except that the commission may establish a probationary period in a class not to exceed one year for classes designated by the commission as executive, administrative, or police classes. No employee shall attain permanent status in the classified service until he has completed a probationary period in a class. In any case the rules of the commission may provide for the exclusion of time while employees are on a leave of absence. The rights of appeal from disciplinary action prior to attainment of permanent status in the classified service shall be in accordance with the provisions of Section 45305.

A revision to the existing rule, as presented below, will ensure a sufficient evaluation period when an employee is on extended paid leave during the probationary period.

Proposed Revised Rule 8.1 of the Rules & Regulations for Classified Service

8.1 Duration of Probationary Period

- A. A new employee appointed from an eligibility list shall serve a probationary period in a class for six months or 130 days of paid service, whichever is longer, before attaining permanency in the classified service. An employee who has been promoted shall serve a probationary period of six months in the higher class before attaining permanency in that class. Credit toward completion of probation shall be granted only for service in regular positions in the class after appointment from the eligibility list. In the event that an employee is granted a leave of absence or is absent on extended sick leave for more than fifteen (15) consecutive days, the period of leave shall not be counted toward completion of the required probationary period.
- B. For those classes designated as management or administrative, the probationary period shall be one year. **(EC 45269, 45270, 45301)**

Applicable language from other Merit System agencies in San Diego County

San Diego County Office of Education

PROBATIONARY PERIOD: All appointments from the eligibility list for original appointment or promotion shall be for a probationary period of six (6) calendar months except that the probationary period for management positions shall be one (1) calendar year. Service in limited-term, provisional or substitute status shall not be credited toward the probationary period. In the event that an employee is granted a leave of absence or is absent on extended sick leave for more than fifteen (15) consecutive days, the period of leave shall not be counted toward completion of the required months of probationary service.

Cajon Valley

All appointments from open and/or promotional eligibility lists shall be for a probationary period of six months or 130 days of paid service, whichever is longer. This probationary period shall not include time served under emergency, provisional, substitute, or limited term status, but shall date from the beginning of service in a permanent position.

Carlsbad Unified

A new employee duly appointed from an eligibility list (except for those classes listed below) shall serve a probationary period of six months in the classification before being advanced to permanent status in the Classified Service of the District. All leaves of absence, paid or unpaid, are excluded from the probationary period.

Escondido Union School District

PROBATIONARY PERIOD: The six-month or 130-day (whichever is longer) trial period of paid service, excluding certain paid or unpaid leaves designated by rule, an employee must serve initially in a class to attain permanency. For executive or administrative classes, a probationary period is one year.

La Mesa Spring Valley

60.100.1 Duration of Probation A. All appointments from open and/or promotional eligibility lists shall be for a probationary period of six months or 130 days of paid service, whichever is longer. This probationary period shall not include time served under emergency, provisional, substitute, or limited-term status; but shall date from the beginning of service in the permanent position.

Oceanside Unified

Duration of Probation (ECS 45269, 45270, 45301) All appointments to a class from open and/or promotional eligibility lists shall be for a probationary period not to exceed six months of paid service. Appointments for positions designated by the Commission as executive or administrative shall have a probationary period not to exceed one year. An exclusion of time may be provided while employees are on an approved leave of absence. This probationary period shall not include time served under

emergency, provisional, substitute, or limited-term status, but shall date from the beginning of service in a permanent position.

Poway Unified

60.100.1 Length of Probation A. A new employee duly appointed from an eligibility list (except for those classes listed below) shall serve a probationary period of six months or 130 days of paid service, whichever is longer, in the classification before being advanced to permanent status in the Classified Service of the District. All leaves of absence, paid or unpaid, are excluded from the 130 day probationary period.

Vista Unified

PROBATIONARY PERIOD: A trial period of one hundred thirty (130) days, or two hundred sixty (260) days for executive/administrative/supervisory employees, of paid service (excluding days absent for illness or injury) following appointment to a permanent position from an appropriate eligibility list.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 12/08/16

Classified Personnel

9 current/pending vacancies in 8 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
Facilities	AH909	Maintenance Worker II	40	1.00	Selection interview 1/13/17
FAC CON	AK978	Construction Projects Manager II	40	1.00	Selection interview 1/25/17
SDA	AA096	Secretary	40	1.00	Selection interview 2/9/17
TP Café	AA226	Nutrition Services Assistant I	17.5	0.44	Selection interviews 1/10/17
OC	AJ218	Instructional Asssistant SpEd Severe	30	0.75	Selection interview 12/15/16
FAC CON	AK964	Director of Planning Services	40	1.00	Selection interview 12/12/16
TP Café	AI751	Nutrition Services Assistant-Transporter I	13.75	0.34	Selection interview 12/15/16
EW	AE422	Health Technician	30	0.75	Selection interviews 12/15/16
CV	AA344	Health Technician	30	0.75	Selection interviews 12/15/16

Classified Substitutes

Cipra, Grace , effective 10/18/2016
Denardi, John, effective 10/10/2016

Classified Artist in Residence

Alguire, Laura, effective 10/12/2016
Smith, Lance, effective 10/21/2016
Wolfe, Sharon, effective 10/14/2016

A.V.I.D. Tutors

Mamazhonova, Kamilla, effective 10/10/2016