

## MERIT SYSTEM and the EDUCATION CODE

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code.

Today, as in 1936, the Merit System provides protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions.

## MERIT SYSTEM PRINCIPLES

Employment and promotion on the basis of merit as shown by competitive examination

Fair and equitable treatment in all personnel matters

Equal pay for work of equal value

High standards of integrity and conduct and concern for the public interest

Efficient and effective use of the work force

Improved performance through effective education and training

Protection of employees from arbitrary action, personal favoritism or political coercion

## MAJOR FUNCTIONS OF the COMMISSION

Formulating rules and regulations to ensure efficiency of the classified service and merit system implementation

Recommending salary schedules

Establishing rules for the recruitment and examination of candidates

Maintaining an effective classification system

Investigating and hearing disciplinary appeals

### Personnel Commission Meetings

Personnel Commission meetings are held once a month, generally on the second Tuesday of the month. Agendas for Commission meetings are posted outside the District's building, sent to each work location and placed on the District's website. The agenda includes the exact time, date and place of the meeting. Minutes of the meetings are placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

# Personnel Commission

## 2007-2008 Annual Report

### The Commissioners

*Mrs. Celia Carroll, Chair*

*Mrs. Pam Brady, Vice Chair*

*Mr. Shane McCLOUD, Member*

*Wilbert Young, Ph.D  
Director, Classified Personnel*

**ANNUAL REPORT  
of  
ACTIVITIES**

***Vision: Augment Santa Monica-Malibu Unified School District's Reputation as the Employer of Choice***

**Recruitment & Examination Activities**

<u>Activity</u>	<u>Number</u>
Recruitments	200
Applications Received	2765
Examinations Developed	21
Eligibility Lists	88
PR Vacancy Reports	11
Advanced Step Requests	22
Transfer Bulletins	43

On-Line Applications

- Ratio is 80%

District-Wide Classification and Compensation Project

- Last studied 2001
- 110 classes

**Classification Activities**

<u>Activity</u>	<u>Number</u>
Classifications Developed	5
Classifications Revised	4
Reclassification Studies	4
Working Out of Class Requests	34
Abolishment of Positions	46

**Employment Activities**

<u>Activity</u>	<u>Number</u>
New/Promotional Job Offers	153
New Substitute Job Offers	292
Daily Substitute Assignments	351
Winter/Spring/Summer Requests	376

**Ancillary Activities**

<u>Activity</u>	<u>Number</u>
Personnel Commission Agendas	14
Merit Rules Chapters Reviewed	7
Job Fairs	3

Professional Growth Program