

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

2008-2009 Annual Report

The Commissioners

Mrs. Pam Brady, Chair

Mrs. Celia Carroll, Vice Chair

Mr. Shane McLoud, Member

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

ANNUAL REPORT of ACTIVITIES

Recruitment & Examination Activities

<u>Activity</u>	<u>2007-08 Number</u>	<u>2008-09 Number</u>
Recruitments	200	132
Applications Received	2765	3764 (94% online)
Examinations Developed	21	16
Examination Administered	--	206
Written		154
Oral		36
Performance		13
T&E		3
Eligibility Lists	88	99
PR Vacancy Reports	11	12
Advanced Step Requests	22	19
Transfer Bulletins	43	45

Classification Activities

<u>Activity</u>	<u>2007-08 Number</u>	<u>2008-09 Number</u>
Classifications Developed	5	4
Classifications Revised	4	11
Reclassification Studies	4	0
Working Out of Class Requests	34	18
Abolishment of Positions	46	42

Employment Activities

<u>Activity</u>	<u>2007-08 Number</u>	<u>2008-09 Number</u>
New/Promotional Job Offers	153	155
New Substitute Job Offers	292	231
Daily Substitute Assignments	351	464
Winter/Spring/Summer Requests	376	758

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

Ancillary Activities

<u>Activity</u>	<u>2007-08 Number</u>	<u>2008-09 Number</u>
Personnel Commission Agendas	14	14
Rater Requests Responded To	--	71
Career Advancement Workshop	--	1
Merit Rules Chapters Reviewed	7	2
Job Fairs	3	1

Employee Performance
Evaluation Program