



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

July 12, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, July 12, 2016**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Approval of Agenda for Regular Meeting on July 12, 2016

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Joseph Pertel						

- G.05 Approval of Minutes for Regular Meeting on June 14, 2016

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Joseph Pertel						

- G.06 Report from the Director of Classified Personnel
- G.07 Personnel Commissioner Comments/Reports
- G.08 Communications
- G.09 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

July 12, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, July 12, 2016**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Approval of Agenda for Regular Meeting on July 12, 2016

G.05 Approval of Minutes for Regular Meeting on June 14, 2016

G.06 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
- Advisory Rules Committee Update

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.07 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.08 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.09 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):

<u>Classification</u>	<u># Eligibles</u>
Paraeducator-1	35
Paraeducator-2	6
Paraeducator-3	20
Personnel Analyst	8

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Merit Rules:
Adoption of Second Reading of Changes to Chapter XI:
Vacation, Leaves of Absence and Holidays

A.02 Reclassification Study:
Approval of the reclassification for Ms. Jana Hatch from Administrative Assistant to Senior Administrative Assistant.

A.03 Reclassification Study:
Approval of the reclassification for Ms. Patsy Herschberger from Administrative Assistant to Senior Administrative Assistant.

A.04 Removal of Accelerated Hiring Rate:
Approval of the removal of accelerated hiring rate.

IV. 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 Revisions to Working Criteria for Advanced Step Placement

D.02 Supplements to Base Salary

V. INFORMATION ITEMS:

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

I.01 Advanced Step Placement Status Report

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel – Merit Report - No. A.03 (for SMMUSD School Board Agenda)

- June 22, 2016

Classified Personnel – Merit Report - No. A.29

- June 29, 2016

I.05 Classified Personnel – Non-Merit Report – No. A.04

- June 22, 2016

I.06 Personnel Commission’s Twelve-Month Calendar of Events

- 2016 – 2017

I.07 Board of Education Meeting Schedule

- 2016 – 2017

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits – section: Advanced Step Placement only</i>	August 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, August 9, 2016, at 4:00 p.m. – *District Office Board Room*

VIII. 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.

IX. CLOSED SESSION:

- No Closed Session

X. ADJOURNMENT:

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

Submitted by:

Michael Cool
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)

June 14, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, June 14, 2016**, at the **Webster Elementary School**: 3602 Winter Canyon, Malibu, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the 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 4:02 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Lippman, and Pertel were present.**
- G.03 Pledge of Allegiance: Mr. Jerry Gibson, Facility Use Manager, led all in attendance in the Pledge of Allegiance.**
- G.04 Motion to Approve Agenda: June 14, 2016**

It was moved and seconded to approve the minutes as amended – the meeting will be adjourned in the memory of 49 Orlando shooting victims. 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
Barbara Inatsugu				✓			
Peter Lippman	✓			✓			
Joseph Pertel		✓		✓			

G.05 Motion to Approve Minutes: May 10, 2016

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

G.06 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.

- Classified Employee Appreciation Week
 - **Director Cool updated the Personnel Commission about the Classified Employee Appreciation Week that took place from May 15 to May 21, 2016, to honor classified employees' contribution to the District and its students. This year, the reception took place on a separate day than in the past when it was always followed by the regular Personnel Commission meeting.**
 - **It was a successful celebration, attended by approximately 100 classified employees and administrators. The Personnel Commission raised approximately \$1,500 in donations to purchase gift cards and refreshments. Director Cool especially thanked the most generous donors- SEIU, PTA, and Schools First Federal Credit Union.**
 - **Commissioner Inatsugu, Superintendent Lyon, and Board member Mechur expressed their great appreciation for classified employees' service to the District.**
- General Comments
 - **Director Cool updated the Personnel Commission about summer recruitments so that the schools are fully staffed for the next school year.**
 - **Director Cool expressed his appreciation for Ms. Cindy Johnston, Human Resources Technician, who tirelessly coordinates summer assignments for classified employees who work less than 12 months a year. Ms. Johnston has been managing the entire process for many years, and it is obvious that this workload has to be shared. Hence, some cross-training will take place in the next fiscal year.**
 - **Director Cool informed the Personnel Commission about the conclusion of salary negotiations between SEIU and the District. The**

Tentative Agreement was ratified by bargaining unit members, and it is going to be submitted to the Board of Education for approval on June 22, 2016.

- Director Cool updated the Personnel Commission on the hiring of the new Human Resources Technician, Mrs. Rosalee Merrick on June 16, 2016. She is currently working as the Administrative Assistant at Point Dume Marine Science Elementary School. Mrs. Merrick will be introduced to the Personnel Commission at the July Personnel Commission meeting.
- Director Cool also provided an update on the Personnel Analyst recruitment as Ms. Lamping will be leaving the District at the end of July. The first written test was administered on June 13, 2016, and the second session will take place on June 15, 2016, to ensure a healthy applicant pool. The qualification appraisal interviews are tentatively scheduled for June 21, 2016. The final selection interviews will take place on the first week of July so that the new Personnel Analyst can have some overlap with Ms. Lamping for training purposes.
- Director Cool announced his vacation in mid-July – a trip to Japan. Ms. Lamping will be supervising the office in his absence.
- Personnel Commission Budget – Fiscal Year 2016-2017
 - Director Cool informed the Personnel Commission about the Personnel Commission budget being approved by the Los Angeles County Office of Education. The confirmation was received on May 20, 2016.
- Advisory Rules Committee Update
 - Director Cool informed the Personnel Commission about completing revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays*, which is going to be presented during Discussion for the first reading in the near future.
 - The Advisory Rules Committee has begun revising Chapter XII: *Salaries, Overtime Pay, and Benefits*, with the sole emphasis on the section regarding Advanced Step Placement. It is an urgent topic considering the outcome of SEIU and District negotiations.

G.07 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.

- Commissioner Lippman welcomed everyone to Malibu.
- Commissioner Pertel expressed his gratitude to Webster Elementary School administration for hosting the Malibu Personnel Commission meeting.
- Commissioner Inatsugu expressed her gratitude to the Personnel Commission staff for arranging the Classified Employee Appreciation celebration. She complimented the staff on the set up including a spin wheel with prizes, which was different from previous years. Commissioner Inatsugu's rescue Chihuahua mix "Chibi," the Personnel Commission mascot, also participated in the festivities.

- **Commissioner Inatsugu shared her experiences attending the Santa Monica High School graduation for her first grandchild. She was pleased to see Director Cool on the stage with other administrators and honored guests.**

G.08 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
 - **None**
- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, congratulated the Personnel Commission staff for organizing a successful celebration to honor all the District classified employees and their contribution to students' quality education. He also enjoyed the new set up for awarding prizes.**
 - **Dr. Kelly informed the Personnel Commission about the complex District budget report that was presented to the Board of Education at their last meeting. The District has a sizeable reserve; however, there is a structural issue of spending more money than receiving. In fall, the District will convene a multi-stakeholder committee to examine new ways for reduction of the deficit spending.**
 - **Dr. Kelly updated the Personnel Commission on hiring activities for the new school year. Also, the Superintendent search is underway. The Board of Education is seeking an interim, working closely with Leadership Associates, a recruitment agency, interviewing potential candidates on June 16, 2016. The goal to select a new superintendent is by January 1, 2017.**
 - **Dr. Kelly shared his experience attending all three high school graduations, the Malibu middle school promotion, and three elementary school promotions.**
 - **Commissioner Inatsugu reminded her fellow commissioners about a farewell reception for Superintendent Lyon that will take place on June 21, 2016 at the Victorian.**

G.09 Public Comments:

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- **None**

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):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Physical Education	3
Physical Activities Specialist	2

It was moved and seconded to approve the Consent Calendar – II.C.01 Approval of Classified Personnel Eligibility List(s) as corrected. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

REPORT AND DISCUSSION

- **None**

C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Rex Aclan in the classification of Accounting Technician at Range: 29 Step: E

C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jerry Gibson in the classification of Facility Use Manager at Range: M-50 Step: C

C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Janice Mangangey in the classification of Paraeducator-3 at Range: 26 Step: B

C.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Steven Zander in the classification of Instructional Assistant - Music at Range: 20 Step: D

It was moved and seconded to approve the Consent Calendar – II.C.02-05 Advanced Step Placements as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman					✓	
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- **Commissioner Lippman voiced his opposition to the policy of advanced step placement (ASP) by abstaining from the vote.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Approval of the revisions to the Campus Security Officer classification within the Student Services job family.

It was moved and seconded to approve the Director's recommendations for item III.A.01 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

REPORT AND DISCUSSION

- **Director Cool informed the Personnel Commission about the latest revision adding the ability to ride a bicycle in order to perform the required duties in this classification. The Campus Security Officers were already utilizing bicycles while patrolling the District campuses; it was not reflected in the classification specification.**
- **Commissioner Inatsugu recommended adding bicycle ringers for safety. Director Cool assured the Personnel Commission that the District Risk Manager, Mr. Gary Bradbury, has said that the bicycles meet the safety standards. However, he will double check with Mr. Bradbury.**

A.02 New Classification:

Approval of the new classification Theater Operations Supervisor within the Facility Services job family.

It was moved and seconded to approve the Director's recommendations for item III.A.02 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

REPORT AND DISCUSSION

- Director Cool informed the Personnel Commission about the ongoing reorganization of the Facility Use Department. As part of the process, the need for developing this specific classification arose, in order to meet the department's wide range of responsibilities. Most recently, the department has incorporated new classifications of a Facility Use Manager and a Sports Facility Supervisor that are aligned with this new classification of a Theater Operations Supervisor in terms of salary and internal structure.
- Director Cool expressed his gratitude to Mr. Carey Upton, the subject matter expert, for his professional input during the classification development.
- Mr. Jerry Gibson, the Facility Use Manager, provided an organizational chart explaining the role and significance of this new classification for the Facility Use Department. It will allow for a production manager to manage the scheduling of the Technical Theater Technicians for all the rental venues as well as for assigning their overtime.
- Commissioner Lippman inquired about determining the salary range to be M-45. Director Cool explained the process that includes market research as well as considering the internal alignment with the other management classifications of similar work characteristics within the Facility Use Department.
- Commissioner Pertel inquired about the reporting structure of this classification. Mr. Gibson explained that an incumbent in this classification will report directly to him, just as it is the case with the Sports Facility Supervisor.

IV. 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 Implementation of the Salary Survey Recommendations

REPORT AND DISCUSSION

- Director Cool provided a brief background to the salary study recommendations that were conducted by the previous Director of Classified Personnel, Mr. Brandon Tietze. The outcome of the study indicated that the salaries associated with most classifications were below market median. The issue was addressed in the negotiations between SEIU and the District, and it resulted in an effective remedy.
- Director Cool explained that every classification across the board is going to receive the six percent (6%) increase, retroactive to January 1, 2016, which is crucial for bringing classifications to market, and, in some cases, above market. Despite the increase, many classifications remain below market median. The bargaining teams developed a strategy to bring all classifications to market. For classifications that were still below market by five percent (5%) or more, upward range

adjustments in increments of two (2) would be applied. It would bring all remaining classifications to within five percent (5%) of the labor market median. Unlike the initial six percent (6%) increase that will affect all classified employees at the same time, the range adjustment will take place according to the employees' anniversary dates in order to spread the financial impact on the District.

- Director Cool illustrated the process using specific numbers for Cafeteria Worker II.
- Commissioner Inatsugu commended the negotiation teams for their dedication to resolve this complex and difficult subject in such an equitable way that will ultimately benefit the District students.
- Commissioner Lippman inquired about funding this budgetary increase.
- Dr. Kelly explained that the District was in a position to negotiate the salary study due to a great reserve trying to balance interests. The District recognizes the necessity to appropriately compensate its employees to retain them. This comprehensive salary study was instrumental in this process. The deficit spending should not resolve it at the expense of the District employees. Both negotiation teams are comfortable with the resolution. In fall, the Board will establish a fiscal committee to address deficit issues.
- Dr. Kelly added that a similar salary recommendation will be presented to the Board for classified management and confidential employees.
- Commissioner Lippman expressed his concern regarding different stipends for salary increase available in the District. He asked Director Cool to prepare a report addressing the various ways to increase a new employee's salary.

D.02 Temporary Suspension of Advanced Step Placement

REPORT AND DISCUSSION

- Director Cool provided a brief background to the practice of Advanced Step Placement as it is outlined in the Collective Bargaining Agreement and the Merit Rules. Due to the past concern that the program was not awarded equitably, the previous Director of Classified Personnel, Mr. Brandon Tietze, developed guidelines to make the process fair. No changes were made either to the Collective Bargaining Agreement or to the Merit Rules. The Personnel Commission has the authority to set the parameters, and the current guidelines are more objective from the past practice. Now that salaries have been increased as a result of negotiations, these guidelines need to be reviewed by the Advisory Rules Committee to determine if changes are needed. At the Full Cabinet meeting, Director Cool invited management to join the committee for more diverse representation. Until further analyses are completed, the Advanced Step Placement program will be temporarily suspended. If any Advanced Step Placement requests are received, they will be addressed once the guidelines are finalized. Requests by new employees hired before July 1, 2016 will be reviewed based on the current guidelines. Requests of new employees hired after the date will fall under the new guiding principles.

- Commissioner Inatsugu inquired about the timeline for developing these new rules. Director Cool stated that he would bring a proposal to the July Personnel Commission meeting.
- Commissioner Lippman asked whether the program can be abolished at the next union negotiations and after changing the Merit Rules. Director Cool agreed that the article can be abolished as a result of negotiations. Until then, it is a part of the Collective Bargaining Agreement. The program receives support from both SEIU and the District administration.

D.03 First Reading of Changes to Merit Rules:

Chapter XI: Vacation, Leaves of Absence and Holidays

- Director Cool provided a brief background to the chapter's revisions. It was a lengthy chapter containing complex concepts that required extensive discussions by the Advisory Rules Committee to achieve clarity. Some of the language is a direct quotation from the California Education Code to ensure that the District is not in violation of any rules; however, it is not easy language to read.
- Director Cool pointed out that a disclaimer stating that the Rules are not in violation with the Collective Bargaining Agreement and the Education Code was removed from the beginning of each section. References to the Collective Bargaining Agreement were made replacing repetitive language, and the formatting of Education Code references was revised.
- Director Cool stated that the overall formatting of the Merit Rules will be addressed in the process of standardizing the document in the near future.
- Commissioner Lippman commented on the chapter's complexity.
- Director Cool stated that the most labor intensive part was conscientious inspection of the Education Code references.
- Dr. Kelly, on behalf of the Advisory Rules Committee, assured the Personnel Commission that the revisions were complex and thorough in order to clarify the content.
- Commissioner Inatsugu expressed her appreciation of cross-reference with the Collective Bargaining Agreement instead of rule duplication.
- Commissioner Inatsugu inquired about rule 11.2.1. H regarding an employee on leave of absence not being allowed to accept other gainful employment. Director Cool clarified that if an employee is not fit for duty at the District, he or she may not accept another employment elsewhere.
- Dr. Kelly added that the Human Resources department will evaluate each individual situation, especially when it concerns a limited employment.
- Commissioner Inatsugu made inquiries regarding rule 11.3.2. when an employee is absent due to an industrial accident, injury, or illness for not less than sixty (60) working days. Director Cool will present it to the Advisory Rules Committee for an additional review.
- Commissioner Inatsugu asked about pregnancy being defined as a disability. Dr. Kelly confirmed that the state law uses this terminology.
- Commissioner Inatsugu also inquired about rule 11.7.1. addressing general provisions for unpaid child rearing leave for a maximum period of one (1) year as an employee submits a leave request four (4) weeks

prior to the commencement of the leave as it pertains to adoption of a baby.

Dr. Kelly replied that the rule, in practice, refers to making preparations at the work place rather than focusing strictly on the four (4) weeks.

- Commissioner Inatsugu also asked if paid release time for personal activities, such as attending a teacher-parent conference in the District, is a part of the Board policy rather than of the Merit Rules. Dr. Kelly stated that this section relates to the personal activities directly connected to the employment, such as participation at examination or an interview, or attending a Board meeting rather than personal activities in general. He will refer to the Board policies as well as to the Collective Bargaining Agreement to see if the issue of employees who are also parents in the District is addressed there as leaves of absence are under the CBA purview.

V. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.20 (for SMMUSD School Board Agenda)
 - June 2, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.21
 - June 2, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- Second Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	July 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, July 12, 2016, at 4:00 p.m. – *District Office Board Room*

VIII. 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.

- **None**

IX. CLOSED SESSION:

The Commission adjourned to closed session at **5:07 p.m.** pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

B. CANDIDATE'S APPEAL

Title: Facilities Technician

The Commission reconvened into open session at **6:09 p.m.** and reported on the following action taken in closed session:

The Santa Monica-Malibu Unified School District Personnel Commission met in closed session to hear a candidate's appeal regarding interviews for Facilities Technician and determined that due to insufficient evidence the Commission must deny the appeal.

X. 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
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

TIME ADJOURNED: 6:10 p.m.

Submitted by:

Michael Cool
 Secretary to the Personnel Commission
 Director, Classified Personnel

The meeting was adjourned in memory of the 49 Orlando shooting victims.

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
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

III. Action Items:



PERSONNEL COMMISSION
Regular Meeting: Tuesday, July 12, 2016

AGENDA ITEM NO: III.A.01

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

BACKGROUND INFORMATION:

Chapter XI of the Merit Rules was brought to the Personnel Commission for a first reading in June, 2016. Chapter XI was previously revised by the Advisory Rules Committee (ARC) in the 2012-2013 school year; however, the revisions were never brought to the Personnel Commission for approval and adoption. Although this chapter had been revised, the ARC felt it was necessary to review each section again in detail, and further revisions were identified.

DISCUSSION:

Based on collaboration with the ARC, the following areas were modified:

- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Language from Ed Code was inserted when appropriate
- Repetitive rules were eliminated
- References were made to the Collective Bargaining Agreement
- The formatting of Ed Code references was revised

RECOMMENDATION:

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						

CHAPTER XI: VACATION, LEAVES OF ABSENCE AND HOLIDAYS

Rule 11.1 Vacation

- Section 11.1.1 Ratio for Earning Vacation ~~Leave~~
~~11.1.2 Ratio for Earning Vacation Leave for Unit Members~~
~~11.1.3~~ 11.1.2 Vacation ~~Leave~~ Procedures
~~11.1.4~~ 11.1.3 Vacation ~~Leave~~ for Twelve Month Employees
~~11.1.5~~ 11.1.4 Vacation ~~Leave~~ for Less Than Twelve Month
Employees
~~11.1.6~~ 11.1.5 Interruptions of Vacation ~~Leave~~
~~11.1.7 Application of Vacation Leave Provisions to Unit
Members~~

Rule 11.2 Leaves of Absence

- Section 11.2.1 General Provisions
~~11.2.2 Applications of Leave of Absence to Unit Members~~

Rule 11.3 Sick Leave

- Section 11.3.1 Regular Sick Leave Provisions
11.3.2 Industrial Accident, Injury and Illnesses Leave
11.3.3 ~~Verified Illness Leave (Extended Sick Leave) (Non-
Industrial)~~
11.3.4 ~~Unpaid Illness Leave~~ Additional Leave for Accident or
Illness (Non-Industrial)
11.3.5 Return from ~~Sick Leave~~ Illness (Non-Industrial)
~~11.3.6 Application of Sick Leave Provisions to Unit Members~~

Rule 11.4 Bereavement Leave and Procedure

- Section 11.4.1 General Provisions
11.4.2 Immediate Family Defined
11.4.3 Bereavement for Other Than Immediate Family
~~11.4.4 Applications of Bereavement Leave Provisions to Unit
Members~~

Rule 11.5 Personal Necessity Leave and Procedure

- Section 11.5.1 General Provisions
~~11.5.2 Application of Personal Necessity to Unit Members~~

Rule 11.6 Pregnancy Disability Leave

- Section 11.6.1 General Provisions

[11.6.2 Application of Pregnancy Disability Leave to Unit Members](#)

Rule 11.7 Unpaid Child Rearing Leave, Family Medical Leave Act (FMLA), and California Family Rights Act (CFRA)

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CHAPTER XI

VACATION, LEAVES OF ABSENCSE AND HOLIDAYS

The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.

Rule 11.1 VACATION

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.1.1 RATIO FOR EARNING VACATION LEAVE (EDUCATION CODE 45190, 45197)

A. Regular classified employees or a regular employee temporarily assigned to a provisional, working-out-of-class or limited term assignment, shall earn vacation at the rate ~~of: defined in the collective bargaining agreement.~~

1. ~~one (1) day per month through five (5) years of service;~~

2. ~~one and one-fourth (1-1/4) days per month of employment form six (6) through ten (10) years;~~

3. ~~one and one-half (1-1/2) days per month of~~

~~employment from eleven (11) through fifteen (15) years or~~

~~4. one and three quarters (1 $\frac{3}{4}$) days per month of employment beginning with the sixteen year and continuing each year thereafter.~~

B. Regular classified management or confidential employees shall earn vacation at the following rate of two (2) days per month of employment.

C. Vacation leave is earned credited if an employee is in paid status ~~F~~for eleven (11) or more of the working days in the month.

~~D. Vacation is earned at all times that an employee is in a paid status.~~

~~11.1.2~~ RATIO AND EARNING VACATION LEAVE FOR UNIT MEMBERS

~~A. Vacation leave for unit members shall be earned in accordance with these Rules and the negotiated labor agreement between the Santa Monica Malibu Unified School District and the recognized employee organization.~~

~~11.1.3~~ 11.1.2 VACATION LEAVE PROCEDURES

A. Earned vacation becomes a vested right upon completion of six (6) months of employment.

B. Vacation schedules shall be approved by the department supervisor. An effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the District and the work load of the department.

C. Upon separation from the District a permanent employee shall be entitled to lump sum compensation for all earned and unused vacation. Payment shall be made at the regular rate of pay earned at the time of separation.

~~4.~~ Regular rate of pay is the rate of pay in the employee's permanent class.

- D. Classified employees who have not completed six (6) months of continuous employment in regular status at the time of separation from the classified service shall not be entitled to compensation for vacation.
- E. A classified employee may be granted vacation during the school year even though time has not been earned at the time the vacation is taken.
- F. Upon separation/termination, the full salary amount ~~if salary~~ which has been granted in advance of being earned, shall be deducted from the employee's final check.
- G. All regular part-time classified employees shall be entitled to vacation ~~leave~~ prorated in the same proportion as the number of hours worked per week bear to forty (40) and the number of days worked per week bear to five (5).
- H. The rate at which vacation is paid shall be the employee's regular rate at the time the vacation is taken.
 - 1. ~~Regular rate of pay is the rate of pay in the employee's permanent class.~~
- I. The minimum increment of vacation which may be taken is two (2)~~one (1)~~ hours.
- J. In determining the vacation schedule for the department, the supervisor shall give employees the choice of times available on the basis of seniority.
- K. Vacation ~~leave should~~shall be requested in advance and must be approved by the immediate supervisor before it is taken.

11.1.34

VACATION ~~LEAVE~~ FOR TWELVE MONTH EMPLOYEES

- A. Classified employees assigned to a twelve (12) month work year may take their vacation at any time during the school year upon the approval of their immediate supervisor.

- B. ~~If the employee is not permitted to take their full annual vacation, the~~Vacation which is not taken during the fiscal year in which it is earned should be taken within the twelve (12) months following.
~~Vacation which is not used within the second twelve (12) month period~~ amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the Board of Education.

11.1.~~45~~

VACATION ~~LEAVE~~ FOR LESS THAN TWELVE MONTH EMPLOYEES

- A. Classified employees assigned to a work year of less than ~~ea~~n twelve (12) months shall take their vacation during the school year in which it is earned and shall will normally use their vacation during the winter and spring recess periods unless otherwise scheduled by the immediate supervisor.
- B. Classified employees assigned to a less than ~~ae~~n twelve (12) month work year shall be compensated by a lump sum payment for unused vacation remaining to their credit at the end of their assignment each school year.

References: Education Codes 45136, 45137, 45190, and 45197

11.1.5

INTERRUPTION OF VACATION ~~LEAVE (EDUCATION CODE 45200)~~

- A. Governing boards of school districts may allow permanent classified employees to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination to Human Resources.~~A permanent classified employee who commences an approved vacation and subsequently becomes ill or bereaved before the vacation period has been completed may request termination of vacation and placement on illness or bereavement leave without a return to active service provided:~~
 - 1. ~~the illness or bereavement is such that, had the employee been working, the employee would have been placed on illness or bereavement leave and~~

2. ~~the employee provides adequate notice and furnishes relevant supporting information to Personnel Services.~~

Reference: Education Code 45200

~~11.1.6 APPLICATION OF VACATION LEAVE PROVISIONS TO UNIT MEMBERS~~

- A. ~~Vacation leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.2 LEAVES OF ABSENCE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.2.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45190)~~

- A. A leave of absence is an ~~un~~authorized ~~for a regular~~ an employee to be absent from duty for a specific period of time for an approved purpose.
- B. The granting of a paid or unpaid leave of absence of six (6) months or less shall guarantee the employee the right to return to his/her same classification in a positions of equal hours and months as the position held prior to the leave. The position may be in a different department or location.
- C. ~~The granting of a paid or unpaid leave of absence of six (6) months or less shall guarantee the employee the right to return to a position of equal status in the employee's same classification. However, the assignment may be in a different department or location.~~
- CD. A paid leave, unpaid illness leave, FMLA, CFRA and military leave do not constitute a break in service.

- DE. An employee on a paid leave of absence shall continue to accrue all benefits to which he/she is entitled as a regular employee.
- EF. The Board of Education may cancel any leave of absence by giving the absent employee due notice. Due notification shall allow sufficient time for the employee to return to work, but shall not be less than five (5) working days.
- EG. Failure to report for duty within five (5) working days after a leave expires or has been cancelled shall be considered abandonment of position and the employee may be terminated by the Board. Termination for abandonment shall be deemed termination for cause and treated as a disciplinary action.
- GH. Any required license or certificate held by the employee at the time the leave was granted must be valid at the time the employee returns to work.
- H. An employee, while on leave of absence, may not ~~be~~ accept other gainful employment, except ordered military service, without express prior approval of the Board of Education.

References: Education Codes 45136, 45137, 45190, 45192, 45197, 45200, 45260 and 45261

11.2.2 APPLICATION OF LEAVE OF ABSENCE TO UNIT MEMBERS

- A. ~~Leave of absence procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.3

SICK LEAVE

~~The subject of this Rule within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede~~

~~the provisions of this Rule as they apply to employees in that unit.~~

11.3.1

REGULAR SICK LEAVE PROVISIONS (~~EDUCATION CODE 45136, 45191~~)

- A. Sick leave is the authorized absence of a regular employee when the absence is due to:
 - 1. ~~P~~physical or mental inability to perform the usual and ~~regulareustomary~~ duties of the position due to illness, injury or for legally established quarantine or
 - 2. ~~A~~a visit to a licensed physician, dentist, practitioner, psychologist or other therapist for examination, treatment, consultation or therapy.
- B. Every regular classified employee shall earn one (1) day of sick leave per full month of service as follows:
 - 1. To qualify for a full month of service, the employee must be in a paid status for eleven (11) days during the month.
 - 2. Employees assigned to a work year of less than twelve (12) months or less than forty (40) hours per week shall receive sick leave credit prorated in the same proportion as the number of months bear to twelve (12), and the number of hours worked per week bear to forty (40).
- C. ~~The rate at which sick leave is paid shall be the employee's regular rate at the time sick leave is taken. Pay for any day of sick leave shall be the same pay the employee would have received had they worked that day.~~
- D. Sick leave accrued, but not used, shall carry over from one fiscal year to another with no limit on accumulation.
- E. When paid sick leave is used on the working day immediately before or after a paid holiday, the holiday is not charged against sick leave.

FE. New probationary employees may not use more than six (6) days of paid sick leave during their initial probationary period.

GF. At the beginning of each fiscal year, the sick leave account of the employees shall be increased by the number of days of paid sick leave which would normally be earned in the ensuing fiscal year.

HG. In order to receive compensation while absent ~~on~~ sick leave, the employee shall notify the District in accordance with procedures promulgated by the employee's supervisor or the District. If no procedure is otherwise established, the employee shall notify his/her supervisor ~~within~~prior to the start of his/her shift, first working hour of the day of absence.

IH. When a substitute employee has been provided, the absent employee shall notify his/her immediate supervisor ~~of the day prior to~~ his/her expected return date in order that the substitute may be released.

~~I. To be eligible to return to work following paid or unpaid sick leave, a written release from the employee's physician may be required. If required, this statement shall be presented to the Assistant Superintendent Personnel Services. This release must certify that the employee is able to return to his/her position with no restrictions or limitations and:~~

~~1. may be required of employees whose absence is more than five (5) consecutive working days;~~

~~2. is required upon return from surgery or illness requiring hospitalization regardless of the duration of the absence;~~

~~3. is required of employees using casts or orthopedic devices while at work and~~

~~4. is required upon request of the District.~~

~~J. When paid sick leave is used on the working day immediately before or after a paid holiday, the holiday is not charged against sick leave.~~

JK. Employees shall utilize available leaves for illness in the following order:

1. industrial accident (if applicable);
2. accrued and advanced sick leave;
3. compensation time, then
4. accrued vacation.

References: Education Codes 45122, 45136, 45137, 45190, 45191, 45193, 45195, 45196.5, 45200, 45203, 45260 and 45261

11.3.2

INDUSTRIAL ACCIDENT, INJURY AND ILLNESS LEAVE
~~(EDUCATION CODE 45192; LABOR CODE 4453, 4460)~~

- A. An employee shall be eligible for not less than sixty (60) working days~~A classified employee who is absent from duty for causes which have been determined by the District as constituting an industrial accident, injury or illness, shall be entitled to not more than sixty (60) working days~~ in any one (1) fiscal year for the same accident~~each injury or illness~~.
- B. When an industrial accident or illness occurs at a time when~~If~~ the full sixty (60) working days will overlap into the next fiscal year, the employee shall be entitled only to that amount remaining at the end of the fiscal year in which the injury~~accident~~ or illness occurred, for the same illness or injury.
- CB. An employee who is absent from work due to an industrial accident shall report the injury on the form provided by the District within twenty-four (24) hours, or as soon as practical, to his/her immediate supervisor.
- DC. An employee claiming an industrial accident leave shall be examined and treated by a licensed physician approved by the District. If the employee has a physician's designation form on file with the District, they may elect to be examined by that physician. The medical report from the physician and such other evidence as may be required affirming that the accident, injury or illness resulted from employment

with the District, shall be promptly forwarded to the District. The employee may be required to submit, at any time during the absence, to an examination performed by a physician selected by the District.

- ED. Industrial accident leave shall commence on the first day of the absence and shall be reduced by one (1) day for each day of authorized absence.
- EE. Payment for wages lost as a result of absence due to industrial accident shall not exceed the regular salary of the employee. For employees paid on an hourly basis, the normal wages for the day shall be based on the assigned work time of the employee.
- GF. An employee receiving benefits under the provisions of this Rule shall, during the period of the leave, remain within the State of California unless out-of-state travel is authorized by the Board Assistant Superintendent of Human Resources.
- HG. If an employee is still unable to return to duty after exhausted paid industrial accident leave, the employee shall then utilize accumulated sick leave. Sick leave will be reduced only in the amount necessary to provide full pay, as determined by the employee's assignment, when added to the worker's compensation award ~~temporary disability benefits~~.
- IH. After all accumulated sick leave has been exhausted an employee will be paid from accrued vacation, compensatory time and extended sick leave to the extent necessary to make up the employee's full salary when combined with the worker's compensation award ~~temporary disability benefits~~.
- JL. An employee shall be permitted to return to service after an industrial accident or illness leave only upon presentation of a release from the District appointed physician and the treating ~~of a~~ physician. These releases must certify that the employee is able to return to his/her position without restrictions or limitations.

- K.J. A leave under this Rule, either paid or unpaid, shall not be considered a break in service and the employee, while on such leaves, shall continue to accrue seniority credit.
- L.K. When all available leaves of absence, paid or unpaid, have been exhausted following an industrial accident or illness, and the employee is still unable to return, the employee shall be placed on a reemployment list for his/her class for thirty-nine (39) months. When available, during the thirty-nine (39) month period, the employee shall be employed in a vacant position in the class of the employee's previous assignment over all other available eligibles except for a reemployment list established because of lack of work or lack of funds, in which case the employee shall be listed in accordance with appropriate seniority regulations. If the employee's class has been abolished during his/her absence and the employee has been released to return, the employee shall be placed in a vacant position in a comparable class for which the employee is qualified.
- M.L. An employee who has been placed on a reemployment list, as provided in this Rule, who has been medically released to return to duty and fails to accept an appropriate assignment, shall be dismissed and removed from the reemployment list.
- L.N. While an employee is on any paid leave resulting from an industrial accident or illness, the employee's salary paid by the District shall not, when added to the worker's compensation award temporary disability allowance, exceed the employee's regular salary.
- M.O. The District shall issue appropriate warrants for payment of wages and shall deduct normal retirement and other authorized deductions.

Reference: Education Code 45192

11.3.3

~~VERIFIED ILLNESS LEAVE (EXTENDED SICK LEAVE)
(NON-INDUSTRIAL)
(EDUCATION CODE 45196)~~

A. The employee shall submit a request for extended leave [in excess of ten (10) working days] accompanied by a medical verification from a licensed physician or practitioner stating the nature of the illness or injury, the dates the employee has been under care and the expected date of return to work.

BA. All regular classified employees who have exhausted all accrued and advanced sick leave shall be eligible to receive extended sick leave benefits subject to the following conditions:~~Verified illness benefits shall be limited to five (5) months per fiscal year or per single illness.~~

1. Extended sick leave shall be paid at fifty percent (50%) of the employee's regular salary.

2. Extended sick leave shall be limited to one hundred (100) workdays in each fiscal year. At the beginning of a fiscal year, one hundred (100) workdays shall be credited to the employee's account, whether or not the employee is currently drawing benefits subject to this Rule.

3. These one hundred (100) workdays shall be exclusive and in addition to all other paid and compensable leaves such as vacation, industrial accident or illness leave and holidays.

4. All other available leaves, such as vacation, donated sick days, and floating holidays, must be exhausted.

CB. When a regular classified employee has exhausted all accumulated sick leave and continues to be unable to resume the regular duties of his/her position due to illness ~~or~~ injury, the employee may request ~~of the Assistant Superintendent of Human Resources to~~ be placed on additional leave for accident, verified illness leave, or on unpaid illness leave.

C. ~~The employee shall submit a request accompanied by a medical verification from a licensed physician or practitioner stating the nature of the illness or injury, the dates the employee has been under care and the expected date of return to work.~~

D. ~~Verified illness leave is subject to the following conditions:~~

1. ~~Verified illness pay shall be the employee's regular rate of pay less the amount actually paid a substitute employee. If no substitute is hired the employee shall receive full pay.~~
2. ~~Accrued and advanced sick leave, compensatory time and vacation when used for illness, shall be included in the five (5) month period.~~

E. ~~In order to be eligible for verified illness leave employee shall use available leave in the following order:~~

1. ~~All industrial accident or illness leave, when applicable;~~
2. ~~All accrued and advanced sick leave;~~
3. ~~All accumulated compensatory time and~~
4. ~~All earned vacation.~~

Reference: Education Code 45196

11.3.4 ADDITIONAL LEAVE FOR ACCIDENT OR UNPAID ILLNESS (NON-INDUSTRIAL) LEAVE (EDUCATION CODE 45195)

- A. A permanent ~~classified~~ employee of the classified service, who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leaves and who continues to be absent because due to non-industrial illness or accident may be granted an additional six (6) month unpaid leave, paid or unpaid, not to exceed six (6) months of absence upon recommendation of the immediate supervisor and Assistant Superintendent-~~Personnel Services~~ of Human Resources, and with the approval of the Board of Education. The Board of Education may renew the leave of absence, paid or unpaid, for two (2) additional six (6)-month periods or lesser leave periods that it may provide but not to exceed a total of eighteen (18) months. This leave may be extended for additional six (6) month periods.

- B. Prior to granting this leave the following factors shall be considered:
1. The likelihood that the employee will be able to return to regular duties at the conclusion of the leave;
 2. The length of services and work record performance evaluations of the employee;
 3. The employee's previous leave history and attendance record;
 4. The number of positions in the employee's class, and
 5. The uniqueness of the duties performed, and the availability of a substitute.
- C. An employee, upon ability to resume the duties of a position within the class to which they were assigned, may do so at any time during the leave of absence granted under this Rule and time lost shall not be considered a break in service. The employee shall be restored with all the rights, benefits, and burdens of a permanent employee to a position within the class to which the employee is assigned and, if at all possible, to their position. Granting unpaid illness leave shall guarantee the employee the right to return to his/her former class.
- D. If at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his or her position, the employee shall be placed on a reemployment list for a period of 39 months.
- E. At any time, during the prescribed 39 months, the employee is able to assume the duties of his or her position the employee shall be reemployed in the first vacancy in the classification of his or her previous assignment. The employee's reemployment will take preference over all other applicants except for those laid off for lack of work or funds under Section 45298 in which case the employee shall be ranked according to his or her proper seniority. Upon resumption of his or her duties, the break in service will be disregarded [with an adjustment in seniority based on the leave] and the employee shall be fully restored as a permanent employee.

Reference: Education Code 45195

11.3.5 RETURN FROM SICK ILLNESS LEAVE (NON-INDUSTRIAL)

A. To be eligible to return to work following paid or unpaid illness leave, a written release from the employee's physician may be required. If required, this statement shall be presented to the Assistant Superintendent-Human Resources. The release must certify that the employee is able to return to their position with no restrictions or limitations. The release is: When a classified employee, who has been placed on paid or unpaid illness leave of five (5) or more consecutive days wishes to return to work, he/she may be required to submit a release form from his/her physician. The employee shall provide his/her supervisor and Personnel Services at least one (1) day advance notice of return.

1. Required upon return from surgery or illness requiring hospitalization regardless of the duration of the absence, or

2. Required upon request by the District.

B. The employee shall provide at least one (1) day advance notice of return to his/her supervisor and to Human Resources.

B. If at the conclusion of all paid or unpaid sick leave granted under this Rule, the employee is still unable to resume the regular duties of the position, he/she shall be placed on a reemployment list for thirty-nine (39) months in the same manner as if he/she were laid off for lack of work or lack of funds.

11.3.6 APPLICATION OF SICK LEAVE PROVISIONS TO UNIT MEMBERS

A. Sick leave procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.

Rule 11.4 BEREAVEMENT LEAVE AND PROCEDURE

The subject of this Rule is within the scope of representation under section 3543.2 of the Government Code. If an agreement on this

~~subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of the Rule as they apply in that unit.~~

11.4.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45194)~~

Every person employed in the classified service of any school district shall be granted necessary leave of absence, not to exceed three (3) days, or five (5) days if out-of-state travel is required, on account of the death of any member of his/her immediate family. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this code or provided by the governing board of the district.

~~A. Regular classified employees shall be granted necessary leave of absence with pay for not more than three (3) working days, upon the death of any member of the employee's immediate family. Such leaves may be extended to a maximum of five (5) working days when the employee travels out-of-state or in excess of three hundred (300) miles one-way in connection with the bereavement.~~

~~B. Leave of absence for bereavement shall not be deducted from any other leave entitled of the employee.~~

Reference : Education Code 45194

11.4.2 IMMEDIATE FAMILY DEFINED ~~(EDUCATION CODE 45194)~~

A. The governing board may enlarge the benefits of this section and may expand the class of relatives listed below as members of the immediate family. Members of the immediate family, as used in this section, means the parent, child, grandparent or grandchild of either the unit member or his/her spouse; the spouse, brother, sister, aunt, uncle, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law of the unit member; step parents, step children, step siblings; domestic partner as defined by law; or any person living in the immediate household of the unit member; or any person for whose care the unit member has assumed primary responsibility. Individual exceptions may be submitted for approval to the Superintendent or his/her designee. A member of the immediate family means the mother, father, grandparent, grandchild, brother or sister of the employee or spouse of the employee, the spouse, son-in-law, daughter, daughter-in-law, aunt, uncle, stepfather, stepmother of the

~~employee or any person living in the immediate household of the employee.~~

Reference: Education Code 45194

Note: SEIU Contract 9.3.2

11.4.3 BEREAVEMENT FOR OTHER THAN IMMEDIATE FAMILY

~~If granted, Bereavement leave for other than immediate family members may be charged to personal necessity leave.~~

~~11.4.4 APPLICATION OF BEREAVEMENT LEAVE PROVISIONS TO UNIT MEMBERS~~

~~A. Bereavement leave procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.5 PERSONAL NECESSITY LEAVE AND PROCEDURE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply in that unit.~~

11.5.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45207)~~

A. A probationary or permanent employee may, at their election, use any days of absence for illness or injury earned pursuant to Education Code Section 45191 in cases of personal necessity, including any of the following:~~Regular classified employees shall be granted personal necessity leave of absence to attend to events which are serious in nature, which cannot be expected to be disregarded, which necessitate immediate attention and cannot be dealt with during off-duty hours, subject to the following conditions:~~

~~1. Days used as personal necessity leave shall be deducted from the employee's sick leave balance.~~

~~2. Not more than six (6) days of personal necessity may be used per fiscal year.~~

~~3. The employee shall use only that amount of time necessary to alleviate the necessity leave:~~

1. Death of a member of the employee's immediate family when additional leave is required beyond that provided in Section 45194 and that provided, in addition thereto, as a right by the governing board.

2. Accident, involving the employee's person or property, or the person or property of a member of the employee's immediate family.

3. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

4. Other reasons that the governing board may prescribe, including, but not limited to, and of the following:

a. Incapacitating illness of a member of the immediate family;

b. Natural disaster such as earthquake, flood, or fire of a serious nature which requires the employee's present;

c. Observance of major religious holidays of the employee's faith;

5. Examples of reasons that would not justify personal necessity leave:

a. Political activities or demonstration

b. Vacation, recreation, or social activities, or

c. Extension of a school holiday, recess or vacation

B. The governing board of each school district shall adopt rules and regulations requiring and prescribing the manner of proof of personal necessity for the purpose of this section. The adopted rules and regulations may not require an employee to secure advance permission for leave taken for the purposes specified in paragraphs (1) and (2) of subdivision (a). Earned leave in excess of seven (7) days may not be used in any school year for the purposes enumerated in this section, except if either of the following conditions exist:

1. A maximum number of days in excess of seven (7) is specified for that purpose in an agreement between the

exclusive representative of the employees and the school district.

2. If there is no exclusive representative of the employees, the governing board of the school district, by resolution, adopts a policy allowing earned leave in excess of seven (7) days to be used in any school year for the purposes enumerated in this section.

C. Authorized necessity leave shall be deducted from sick leave earned under the exemption of Section 45191.

D. "Immediate family" has the same meaning as Section 45194.

~~B. Examples of events justifying personal necessity leave:~~

~~1. death of a member of the employee's immediate family when additional leave is required beyond that provided in the Bereavement Rule, or the death of a close friend or relative who is not a member of the immediate family;~~

~~2. an accident involving the employee's personal property or the person or property of a member of the immediate family;~~

~~3. appearance in court as a litigant;~~

~~4. incapacitating illness of a member of the immediate family;~~

~~5. natural disaster such as earthquake, flood or fire of a serious nature which requires the employee's presence;~~

~~6. observance of major religious holidays of the employee's faith or~~

~~7. other appropriate and compelling reasons as approved by the District.~~

~~C. Examples of events that would NOT justify personal necessity leave:~~

~~1. political activities or demonstration;~~

~~2. vacation, recreation or social activities or~~

~~3. extension of a school holiday, recess or vacation.~~

- ~~ED.~~ Employees shall submit report of absence forms to ~~their immediate~~ supervisor for approval. Employees may be required to provide additional verification of the use of this leave as required by the District.

Reference: Education Code 45207

~~11.5.2 APPLICATION OF PERSONAL NECESSITY PROVISIONS TO UNIT MEMBERS~~

- ~~A. Personal necessity leave procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the district and the recognized employee organization.~~

Rule 11.6 PREGNANCY DISABILITY LEAVE

~~The subject of this Rule is within the scope of representative under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representatives of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.6.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45193)~~

- A. ~~Regular f~~Female classified employees who must be absent from their duties because of pregnancy or convalescence following childbirth shall be entitled to utilize all regular and extended sick leave benefits to which they may be entitled under these ~~f~~Rules.
- B. Paid leave, including regular sick leave and extended sick leave ~~and extended sick leave~~ may be used for the period of absence medically certified by the employee's ~~treating~~attending physician and approved by the ~~d~~District.
- C. Prior to the eighth month of pregnancy, the employee shall ~~furnish Personnel Services a request an extended leave of absence and provide Human Resources a~~ medical certificate stating the last date on which she will be able to work, accompanied by a verification of her disability.

~~D. If the employee has exhausted all full-pay leaves, a request for verified illness leave may be presented to Personnel Services. Verified illness leave procedures shall be followed.~~

~~DE. Prior to returning to workservice, the employee shall providemust present to Personnel ServicesHuman Resources, a release to return to work without limitation, from the treating physician.~~

Reference: Education Code 45193

~~11.6.2 ——— APPLICATION OF PREGNANCY DISABILITY LEAVE PROVISIONS TO UNIT MEMBERS~~

~~A. ——— Pregnancy disability leave procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee and organization.~~

Rule 11.7 UNPAID CHILD REARING LEAVE, FAMILY MEDICAL LEAVE ACT (FMLA), AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)

~~The subject of this rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

~~11.7.1 GENERAL PROVISIONS (EDUCATION CODE 45190, 45199)~~

~~A. UNPAID CHILD REARING LEAVE
1. A regular classified employee who is the natural or adoptive parent of a child shall be entitled to an unpaid leave of absence for the purpose of rearing the child immediately after the birth of the child or the completion of appropriate adoption procedures. Such leave shall be for a maximum period of one (1) year and shall be granted provided that the employee submits a leave request to Personnel Services~~the Human Resources Department~~ prior to the anticipated date on which the leave is to commence four (4) weeks prior to the commencement of the leave.~~

B. FMLA AND CFRA LEAVE

2. Refer to the Human Resources Department for provisions of FMLA and CFRA and District policies related thereto.

Reference: Family Medical Leave Act (1993); California Family Rights Act (1991)

~~11.7.2 APPLICATION OF UNPAID CHILD REARING LEAVE TO UNIT MEMBERS~~

- ~~A. Unpaid child rearing leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.8 JURY DUTY AND WITNESS LEAVE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representation of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employee in that unit.~~

11.8.1 GENERAL PROVISIONS ~~(EDUCATION CODE 44036, 44037)~~

- A. Leave ~~of~~ absence shall be granted to any regular classified employee who has been officially summoned to jury duty in any local, State or Federal Court. Leave shall be granted for the period of jury service.
- B. Leave of absence to serve as a witness in a court case shall be granted ~~to~~ any regular classified employee when that employee has been served a subpoena to appear as a witness, not as a litigant, in the case. Leave shall be granted for the number of days required to be in attendance in court.
- C. The employee shall receive full pay for jury service or witness leave provided:
1. ~~¶~~The summons to jury service or the subpoena to appear has been filed with the District Office Personnel Services;

2. ~~¶~~The jury service or court attendance is certified by the jury commissioner or the clerk of the court and filed with [the District Office Personnel Services](#), and
 3. [In accordance with District policy](#), the jury service or witness fees shall be assigned to the District except for travel, parking [and](#) meal allowances
- D. An employee granted leave of absence under this Rule shall report to work during hours when his/her presence is not required in court. The employee shall notify the District to release the substitute employee, when applicable.

[References: Education Code 44036 and 44037](#)

~~11.8.2 APPLICATION OF JURY DUTY AND WITNESS LEAVE TO UNIT MEMBERS~~

- ~~A. Jury duty and witness leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.9 MILITARY LEAVE

~~The subject of this Rule is within the scope or representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.9.1 GENERAL PROVISIONS ~~(MILITARY AND VETERANS CODE 389, 395, 395.01, 395.02, 395.03, 395.04, 395.05, 395.1, 395.3)~~

- A. Regular classified employees under official orders, who are called to active duty in the Armed Services of the United States of America shall be granted military leave of absence for the period of the service.
- B. Regular classified employees who are members who are members of a reserve corps, and who must be temporarily

absent due to active duty training or exercises shall be granted temporary military leave of absence.

- C. Regular classified employees on military leave shall be granted ~~leave with~~ the first thirty (30) calendar days at full pay. ~~Employees on military leave shall be granted~~ salary step advancement, and ~~shall~~ continue to accrue seniority for purposes of layoff. No other fringe benefits, such as sick leave or vacation shall accrue during any unpaid portion of the leave.
- D. In order for a paid leave of absence to be granted the employee must submit official orders to active duty, stating the date to report.
- E. Upon return from temporary military leave the employee shall be reinstated to his/her same regular position or an equal position in the same class.

References: Education Code 44018
Military and Veterans Codes 389, 395.01, 395.02, 395.03, 395.04, 395.05, 395.1, 395.3
Federal Uniformed Services Employment and Reemployment Rights Act (USERRA)

~~11.9.2~~ ~~APPLICATION OF MILITARY LEAVE TO UNIT MEMBERS~~

- ~~A. Military leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.10 OTHER LEAVES

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.10.1 LEAVE OF ABSENCE SDUE TO EPIDEMIC/QUARANTINE

- A. ~~An~~Every regular classified employee shall be paid his/her regular salary for any period during which the employee's place of employment ~~allowed a leave of absence from duty~~

~~with full pay on any day on which his/her regular work site is closed because of quarantine, epidemic or other conditions involving the health or safety of employees provided that the employee is ready, willing and able to report for duty and the employee cannot be assigned to an alternate work site to perform his/her regular or other reasonable and regular duties or other suitable duties. During this period, the District shall endeavor to assign the employee to work elsewhere.~~

Reference: Education Codes 45260 and 45261

11.10.2 LEAVE TO VOTE ~~(ELECTIONS CODE 14350-14352)~~

- A. ~~If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote. Regular classified employees shall be allowed time off with pay to vote in national and local elections when the employee's regular work schedule would make it impossible to reach the polling place to vote outside working hours.~~

- B. ~~No more than two (2) hours of time may be taken off for voting without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed. Time off shall be taken at the beginning or end of the shift and shall only be the time necessary to vote.~~

Reference: Election Code 14000

11.10.3 RELEASE TIME FOR PERSONNEL ACTIVITIES

- A. Regular classified employees shall be granted time off from duty with pay for the following:
 - 1. ~~¶~~To take an examination or attend an interview for promotion or transfer in the District, or
 - 2. To attend a Board of Education or Personnel Commission meeting at which a recommendation affecting the employee's classification, salary or status is being presented.

- B. The employee shall notify his/her ~~immediate~~ supervisor at least two (2) days prior to the date of the desired release. Exceptions to the two (2) day notice requirement for items in A.1. and A.2. shall be determined by the Director of Classified Personnel.

11.10.4 LEAVE TO SERVE IN AN EXEMPT, TEMPORARY OR LIMITED TERM POSITION

- A. A regular classified employee may accept the assignment to an exempt, temporary or limited term position without loss or status in his/her regular position, classifications or entitlement to benefits.
- B. The employee may voluntarily return to his/her ~~former regular~~ position ~~at any time~~ prior to completion of the assignment in an exempt, temporary or limited term position, on a date mutually agreed upon by all parties. ~~with the approval of the supervisors affected.~~

~~11.10.5 APPLICATION OF OTHER LEAVE TO UNIT MEMBERS~~

- ~~A. Other leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.11 SPECIAL LEAVES OF ABSENCE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

~~11.11.1 CASUAL ABSENCE LEAVE~~

- ~~A. Administrators, managers and supervisors shall have the right to grant regular classified employees permission to be absent during the work day for periods up to two (2) hours. This leave shall be for unexpected occurrences that develop during working hours and require the employee's immediate attention.~~

~~11.11.2~~11.11.1 CONVENTION ATTENDANCE

- A. Regular classified employees shall receive release time without loss of pay to attend conventions, workshops, seminars, training or professional business meetings related to the employees' job and approved ~~by~~of the District.

~~11.11.3~~11.11.2 ADMINISTRATIVE LEAVE (~~EDUCATION CODE 45190, 45198~~)

- A Regular classified employees may be granted paid leave of absence for not more than thirty (30) business days upon approval of the Board of Education.

Reference: Education Codes 45190 and 45198

~~11.11.4~~ ~~APPLICATION OF SPECIAL LEAVE TO UNIT MEMBERS~~

- ~~A. Special leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.12 TRANSFER OF SICK LEAVE FROM ANOTHER SCHOOL DISTRICT

11.12.1 GENERAL PROVISIONS (~~EDUCATION CODE 45202~~)

- A. Any person employed by the District in a regular classified position shall be entitled to transfer all accumulated sick leave under the following circumstances:
1. The employees was employed for a period of one (1) calendar year or more by any school district, ~~or by the~~ county superintendent of schools, or community college district.
 2. The employee separated for reasons other than action initiated by the employer for cause~~.~~
 3. The employee was employed by the District within one (1) year of separation from the previous district.

Reference: Education Code 45202

Rule 11.13 UNPAID LEAVE OF ABSENCE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.13.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45190, 45198)~~

A. A permanent classified employee may be granted a leave of absence without pay for a period not to exceed thirty (30) calendar days upon written request ~~from of the employee, recommendation of the immediate supervisor~~ and approval ~~of by~~ the Assistant Superintendent – Human Resources Personnel Services.

B. A permanent classified employee may be granted a leave of absence without pay for a period not to exceed one (1) year upon written request ~~of from~~ the employee and approval of the Board of Education for reasons satisfactory to the District and not otherwise enumerated in these Rules.

~~C. Requests for unpaid leave of absence shall be submitted to the Assistant Superintendent Personnel Services at least ten (10) working days prior to a regular Board meeting occurring before commencement of the leave.~~

CD. Granting of leave of absence without pay will give the employee the following rights:

~~1. If the leave of absence is for six (6) months or less, the employee is entitled to return to his/her position.~~

~~2.1. If the leave of absence is for more than six (6) months, t~~The employee is entitled to return to a position in his/her class which is equal to the position that was held at the time the leave was granted.

DE. The Board of Education may, for good cause, cancel an unpaid leave of absence by giving the absent employee at least five (5) working days notice of cancellation. ~~The employee may appeal the cancellation to the Commission who shall investigate and hear the appeal. The appeal of a cancellation of leave shall stay the action of the Board until~~

~~the Commission has issued a determination, which shall be final and binding.~~

EF. An employee may make a written request to the Board of Education to return to work prior to the expiration date of the leave. The Board may approve or reject the request.

EG. Failure to report for duty within five (5) working days after a leave has been cancelled or expires shall constitute abandonment of the position. This provision does not apply to military leave.

GH. A probationary employee is not eligible for unpaid leave of absence.

I. An employee on unpaid leave of absence may continue to participate in the District health and welfare plan, as provided by the insurance carrier. The employee must pay all premiums due during the unpaid leave, except in circumstances where benefits are covered under provisions of FMLA or CFRA (Merit Rule 11.7).

~~11.13.2 APPLICATION OF UNPAID LEAVE PROVISIONS TO UNIT MEMBERS~~

~~A. Unpaid leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

References: Education Codes 45190 and 45198

Rule 11.14 PAID HOLIDAYS

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.14.1 GENERAL PROVISIONS HOLIDAYS (EDUCATION CODE 45203, 45205, 45206.5)

A. All regular classified employees shall be entitled to the following paid holidays which occur during their assigned work year, subject to eligibility provisions of this Rule.

1. Legal holidays

<u>New Year's Day</u>	<u>January 1 (or 2 according to District Calendar)</u>
<u>Martin Luther King Day</u>	<u>3rd Monday in January</u>
<u>Lincoln's Birthday*</u>	<u>2nd Monday in February</u>
<u>President's Day*</u>	<u>3rd Monday in February</u>
<u>Memorial Day</u>	<u>Last Monday in May</u>
<u>Independence Day</u>	<u>July 4</u>
<u>Labor Day</u>	<u>1st Monday in September</u>
<u>Admissions Day*</u>	<u>September 9</u>
<u>Veterans Day</u>	<u>November 11</u>
<u>Thanksgiving Day</u>	<u>4th Thursday in November</u>
<u>Christmas Day</u>	<u>December 25</u>

*See Merit Rule 11.14.1.B

January 1

*Martin Luther King day

*Lincoln Day

*Washington Day

*Memorial Day

July 4

*Admission Day

*Veterans Day

Thanksgiving Day

December 25

*See Rule 11.14.18

2. Board of Education approved Holidays

In addition to the legal holidays listed above, all regular classified employees shall be granted four (4) additional paid holidays as designated on the District calendar adopted each year prior to the beginning of the school year.

3. Specially Declared Holidays

Regular classified employees shall also be entitled to pay for all other holidays declared by the President or the State Governor or the Board of Education.

4. Child Development Services Children's Center Calendar

The Board of Education may adopt a different holiday calendar for the Children's Center Development Services Department. When Children's Center

Development employees work on District designated holidays they shall be granted a substitute in lieu of holiday.

B. The District may designate other days during the year as holidays in lieu of the holidays marked with an asterisk above, provided that:

1. ~~T~~he substitute "in lieu" holidays ~~is~~ are scheduled to provide at least a three (3) day weekend ~~and~~ and

2. ~~T~~he substitute "in lieu" holidays are designated prior to the beginning of the school year ~~.~~ .

C. Regular classified employees who are required to work on a holiday shall be paid:

1. ~~T~~heir regular pay for the holiday plus

2. ~~T~~heir regular overtime rate (time and one-half) for all hours worked on the holiday.

11.14.2 ELIGIBILITY FOR ~~THE~~ HOLIDAY PAY (~~EDUCATION CODE 45206~~)

A. Regular employees must be in a paid status during some portion of the working day before or the working day after the holiday.

B. Provisional, limited term, temporary and substitute employees and employees hired for exclusive weekend or holiday work shall not be eligible for holiday pay.

C. When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday shall be observed the following Monday.

D. A regular classified employee assigned to a work week other than Monday through Friday shall be provided a substitute holiday when the regular holiday falls on a day on which the employee is not assigned to work, with approval by the supervisor.

E. A regular classified employee who is not assigned to duty during student recess periods between August~~September~~

and June shall be paid for any holiday that falls within the recess, provided he/she was in a paid status during any portion of the working day that immediately precedes or follows the recess period.

Reference: Education Codes 45203, 45204, 45205, and 45206.5

~~11.14.3 APPLICATION OF PAID HOLIDAY PROVISIONS TO UNIT MEMBERS~~

~~A. Paid holiday's provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organizations.~~



PERSONNEL COMMISSION

Regular Meeting: Tuesday, July 12, 2016

AGENDA ITEM NO: III.A.02

SUBJECT: Reclassification Study – Administrative Assistant for Jana Hatch

BACKGROUND INFORMATION:

The Personnel Commission received a reclassification request from the incumbent Administrative Assistant on September 3rd, 2015 including a list of duties and a statement indicating the reasons supporting the reclassification request. An investigation was initiated to determine if the current classification description accurately reflects the duties that are currently being performed. Jana Hatch has worked for the District since August of 2005, and according to her request, she has been performing duties outside of her classification beginning shortly after hire.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Reviewed the Position Information Questionnaire submitted to the Personnel Commission by Jana Hatch
- Reviewed the classification specification for Administrative Assistant and other related classifications, including the Senior Administrative Assistant
- Reviewed several similar classification specifications from other comparable agencies
- Conducted an interview with Jana Hatch, her supervisor Michael Cool, the Director of Classified Personnel

ANALYSIS:

- Clarified, defined, and operationalized all task statements by obtaining input from department personnel, job incumbent, and comparable agencies/positions
- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, ability, and other worker characteristics (KSAO) needed to complete each task. Tasks identified as non-essential were removed
- Reviewed and analyzed information collected during the interview with the job incumbent as well as the supervisor

FINDINGS:

Based on the data collection analysis, the Personnel Commission's findings are as follows:

- Ms. Hatch is responsible for all Personnel Commission meeting agendas, as well as board of education meeting agenda items, including the merit and non-merit reports. Her tasks include preparing outlines, scheduling meetings with the commissioners, preparing minutes, proofreading items, compiling and distributing agendas and announcements,

assist with travel arrangements, take notes and minutes during meetings, transcribe verbatim when asked, and communicate approved items through memo format.

- Ms. Hatch handles all communication, such as letters, correspondence, emails, and phone calls, on behalf of the Personnel Commission and the Director, and communicates with internal departments, newspaper and other posting agencies, external agencies, and other public and private representatives.
- Ms. Hatch researches current trends, contacts vendors, researches prices, and prepares supporting reports for the department budget.
- Ms. Hatch creates and utilizes multiple databases, spreadsheets, and computer systems for tracking, inputting employee information, payroll, working out of class, temp additional, professional experts, overtime, disciplinary actions, and disqualifications.
- Ms. Hatch handles all scheduling and coordination for departmental meetings, conferences, and events. This includes Personnel Commission meetings, disciplinary hearings, conferences related to the PC, and other events.
- Ms. Hatch completes many other duties for the Personnel Commission department, and most of her duties have been acquired throughout the years as the department continued to require more from the position.
- Ms. Hatch qualifies for reclassification as she is performing higher-level duties outside the scope of Administrative Assistant, but within the scope of Senior Administrative Assistant. These duties are required to support normal Department and District operations and cannot be absorbed by other staff members.
- Ms. Hatch’s supervisor, Michael Cool, agrees that Ms. Hatch has been performing these duties, and should be reclassified into the Senior Administrative Assistant position.
- There are no workload issues concerning Ms. Hatch’s assignment. It was determined that the amount of work allocated to Ms. Hatch is justified and within the scope of reasonable work expectations. Workload issues concerning misalignment of the classification, Department/District expectations or directives, lack of personnel support, or any other Department/District related causes were not found.

DIRECTOR’S RECOMMENDATIONS:

It is recommended that Ms. Hatch be reclassified from Administrative Assistant to Senior Administrative Assistant. Per Article 29, Section 2.6 of the collective bargaining agreement, the effective date of Ms. Hatch’s reclassification shall be October 1, 2015, which is the first of the month following the date in which the Personnel Commission received the reclassification request.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



PERSONNEL COMMISSION

Regular Meeting: Tuesday, July 12, 2016

AGENDA ITEM NO: III.A.03

SUBJECT: Reclassification Study – Administrative Assistant for Patsy Herschberger

BACKGROUND INFORMATION:

The Personnel Commission received a reclassification request from Liz Powell, Director of Food Services, on behalf of Patsy Herschberger, Administrative Assistant, on October 22, 2015. An investigation was initiated to determine if the duties and responsibilities that Ms. Herschberger currently performs are aligned with the Administrative Assistant classification, or if another classification better represents her duties.

Ms. Herschberger first began working for the District in 1983 as an Account Clerk III in Fiscal Services. Ms. Herschberger promoted to Senior Office Assistant in Food Services in 1994, and as a result of performing higher level duties, she was reclassified as an Administrative Assistant in 1997.

In the years that followed, Mr. Herschberger worked-out-of-class as a Senior Administrative Assistant on multiple occasions when Food Services was short staffed. Documents show that Ms. Herschberger submitted additional reclassification requests; however, it appears that these requests were never adequately addressed.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Reviewed current and past Position Information Questionnaires submitted to the Personnel Commission
- Reviewed the classification specification for Administrative Assistant and Senior Administrative Assistant
- Conducted several information interviews with the incumbent
- Conducted a desk audit and collected work samples
- Conducted two informational interviews with incumbent's supervisor, Liz Powell, Director of Food Services

ANALYSIS:

- Task analysis was performed to identify which tasks are an essential part of the job function and the knowledge, skills, and abilities that are needed for each task
- Task matrix was created to compare duty statements from Administrative Assistant and Senior Administrative Assistant classification specifications. Self-reported information from the incumbent (verified by supervisor) regarding current duties, was entered into the matrix to determine which classification is closer in alignment

FINDINGS:

Working within Food Services for over twenty (20) years, Ms. Herschberger has gradually taken on more responsibility. The shift in duties has already resulted in one reclassification. Additionally, Ms. Herschberger has seen several permanent and interim Directors come and go. Each transition demanded additional responsibilities to be performed, sometimes officially through the working-out-of-class process, but gradual accretion also appears to have taken place during these periods. Based on the data collection analysis, Personnel Commission staff have found that Ms. Herschberger is responsible for the following:

- Solely responsible for the coordination, processing and verification of all meal applications for the National School Breakfast and Lunch Program. Tasks include: revise and edit meal applications per state requirements; coordinate delivery and collection of meal applications; screen applications and investigate missing information; process direct certification; perform income verification; generate reports and submit to state and county agencies.
- Provide statistical reports to Director and Educational Services. Tasks include: input and retrieve data, and generate reports from multiple databases; cross reference reports for consistency in data; investigate errors.
- Administers District-wide projects. Tasks include: coordinate data collection for five-year equipment plan; review work orders, receipts and other documentation to determine age of equipment; organize and track equipment and product information.
- Direct clerical and administrative support to the Director. Tasks include: compose, edit and type all correspondence on behalf of Director and department staff; schedule and arrange meetings for Director; submit work orders for all Food Services repairs in kitchens, warehouse, and vehicles; assist in preparing and tracking budget, research equipment and vendor prices and present them to Director; submit all purchase orders; submit position control forms for current and incoming staff; monitor, prepare, and submit payroll for full-time, part-time, and substitute employees.

Ms. Herschberger performs many other duties in support of Food Services. Her familiarity and expertise with the department allow her to work independently, assist the Director in multiple capacities, and serve as a resource to all staff within the department. She is entrusted to make decisions in the absence of the Director.

Ms. Herschberger qualifies for a reclassification as she has gradually accreted higher level duties since her last reclassification in 1997. Ms. Herschberger's reclassification is supported by the current Director of Food Services. It should be noted that the previous two Directors and Interim Director also supported her past reclassification requests.

Workload is not a consideration for reclassification and was not officially examined in the present case. As with many positions, Ms. Herschberger's workload varies throughout the year, and at times is challenging to keep pace with incoming requests and tasks. However, the workload of this position appears to be justified and within the scope of reasonable work expectations.

DIRECTOR'S RECOMMENDATIONS:

It is recommended that Ms. Herschberger be reclassified from Administrative Assistant to Senior Administrative Assistant. Per Article 29, Section 2.6 of the collective bargaining agreement, the effective date of Ms. Herschberger's reclassification shall be November 1, 2015, which is the first of the month following the date in which the Personnel Commission received the reclassification request.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



PERSONNEL COMMISSION

Regular Meeting: Tuesday, July 12, 2016

AGENDA ITEM NO: III.A.04

SUBJECT: Removal of Accelerated Hiring Rate

BACKGROUND INFORMATION:

When there is difficulty recruiting for a given classification, one possible solution is implementing an accelerated hiring rate. An accelerated rate is similar to advanced step placement (ASP) and a salary reallocation in that a new employee will see an increase in pay; however, ASP and a salary reallocation differ in important ways.

ASP is used to reward new employees based on prior related experience and education. ASP is specific to the individual, and does not affect other employees within the same classification.

A salary reallocation is when a classification is moved to another range on the salary schedule altogether. This is usually done after a salary study has indicated that a given classification is paid below market, although it is possible that a classification could be reallocated upward or downward on the salary schedule. A salary reallocation affects all employees within the given classification.

An accelerated hiring rate is when a given classification remains at the same salary range; however, all current or incoming employees are advanced to a higher step within the range. An accelerated rate is approved by the Board of Education and the Personnel Commission.

An accelerated hiring rate is implemented on a case by case basis after a one or more recruitments has failed to generate an eligibility list with the required three (3) ranks. The most recent classification to receive an accelerated rate is Lead Vehicle and Equipment Mechanic, which the Personnel Commission approved on March 8, 2016.

DISCUSSION:

Recent negotiations resulted in a six percent (6%) salary increase across all classifications, both staff and management, with certain classifications receiving an additional increase beyond six percent (6%) to ensure all employees are near or above market value. Executive Cabinet has expressed interest in the Personnel Commission removing the accelerated hiring rate from all applicable classifications. If recruitment difficulty is experienced in the future, there is nothing to prevent the Commission from approving an accelerated rate again.

An attached table shows all classifications that have an accelerated hiring rate, with the accelerated rate bolded and underlined. The table contains the previous salary range, and the updated salary reflecting the six percent (6%) increase, as well as if the salary was reallocated to a higher range.

Some classifications have an accelerated rate not because of prior difficulty of recruitment, but because Article 16, section 1.5 of the collective bargaining agreement imposes a minimum wage. Effective January 1, 2016, the minimum wage is set at \$13.88 per hour. An example is Cafeteria Worker I, which at range 13 would normally have a starting salary of \$11.99 per hour. Therefore, in cases such as these, the accelerated hiring rate will not be removed.

Note: The minimum wage of \$13.88 that is imposed by the collective bargaining agreement is currently higher than the City of Santa Monica’s minimum wage of \$10.50. With yearly increases, the City’s minimum wage will become \$14.25 in 2019, thus surpassing \$13.88. The Union and District may negotiate a higher minimum wage in the meantime.

RECOMMENDATION:

The Director of Classified Personnel recommends removing the accelerated hiring rate from all classifications, except those that fall below the District’s minimum wage.

Accelerated Rate Removed	Accelerated Rate Remains
Accompanist	Cafeteria Worker I
Accounting Technician	Cafeteria Worker II
Cafeteria Cook/Baker	Cafeteria Worker-Transporter
Lead Vehicle and Equipment Mechanic	Children’s Center Assistant I
Certified Occupational Therapist Assistant	Children’s Center Assistant II
Senior Technology Support Assistant	Children’s Center Assistant III
Technical Theater Coordinator	Instructional Assistant – Classroom
Technical Theater Technician	
Technology Support Assistant	
Vehicle and Equipment Mechanic	

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						

Job Classification	Salary Range (Schedule A unless notated)	Step A (1)	Step B (2)	Step C (3)	Step D (4)	Step E (5)	Step F (6)
Accompanist* (550701)	31	\$3,042	\$3,193	\$3,353	\$3,521	\$3,698	<u>\$3,882</u>
Current range and rate of pay →	31	\$3,225	\$3,385	\$3,554	\$3,732	\$3,920	\$4,115
Accounting Technician* (540507)	29	\$2,897	\$3,041	\$3,193	<u>\$3,353</u>	\$3,521	\$3,698
Current range and rate of pay →	31	\$3,225	\$3,385	\$3,554	\$3,732	\$3,920	\$4,115
Cafeteria Cook/Baker (560605)	18	\$2,262	<u>\$2,326</u>	\$2,443	\$2,565	\$2,693	\$2,828
Current range and rate of pay →	22	\$2,590	\$2,719	\$2,855	\$2,998	\$3,147	\$3,304
Cafeteria Worker I (560607)	11	\$2,262	\$2,262	\$2,262	\$2,262	<u>\$2,270</u>	\$2,383
Current range and rate of pay →	13	\$2,078	\$2,182	\$2,291	<u>\$2,406</u>	\$2,526	\$2,652
Cafeteria Worker II (560608)	13	\$2,262	\$2,262	\$2,262	<u>\$2,270</u>	\$2,383	\$2,502
Current range and rate of pay →	17	\$2,291	<u>\$2,406</u>	\$2,526	\$2,652	\$2,786	\$2,925
Cafeteria Worker-Transporter (560610)	13	\$2,262	\$2,262	\$2,262	<u>\$2,270</u>	\$2,383	\$2,502
Current range and rate of pay →	15	\$2,182	\$2,291	<u>\$2,406</u>	\$2,526	\$2,652	\$2,786
Children Center Assistant I (550699)	17	\$2,161	<u>\$2,270</u>	\$2,383	\$2,502	\$2,628	\$2,759
Current range and rate of pay →	17	\$2,291	<u>\$2,406</u>	\$2,526	\$2,652	\$2,786	\$2,925
Children Center Assistant II (550704)	18	\$2,262	<u>\$2,326</u>	\$2,443	\$2,565	\$2,693	\$2,828
Current range and rate of pay →	18	\$2,398	<u>\$2,466</u>	\$2,590	\$2,719	\$2,855	\$2,998
Children Center Assistant III (550716)	19	\$2,270	<u>\$2,383</u>	\$2,502	\$2,628	\$2,759	\$2,897
Current range and rate of pay →	19	\$2,406	<u>\$2,526</u>	\$2,652	\$2,786	\$2,925	\$3,071
Instructional Asst-Classroom (550706)	18	\$2,262	<u>\$2,326</u>	\$2,443	\$2,565	\$2,693	\$2,828
Current range and rate of pay →	18	\$2,398	<u>\$2,466</u>	\$2,590	\$2,719	\$2,855	\$2,998
Lead Vehicle & Equipment Mech (561547)	39	\$3,698	\$3,882	\$4,076	\$4,280	\$4,493	<u>\$4,718</u>
Current range and rate of pay →	39	\$3,920	\$4,115	\$4,321	\$4,537	\$4,763	\$5,001
School Occupational Ther Asst (COTA) (540200)	34	\$3,273	\$3,438	\$3,608	<u>\$3,789</u>	\$3,979	\$4,177
Current range and rate of pay →	34	\$3,469	\$3,644	\$3,824	\$4,016	\$4,218	\$4,428
Senior Technology Support Assistant (540315)	43	\$4,076	\$4,280	\$4,493	<u>\$4,718</u>	\$4,954	\$5,202
Current range and rate of pay →	43	\$4,321	\$4,537	\$4,763	\$5,001	\$5,251	\$5,514
Technical Theater Coordinator (521323)	42	\$3,979	\$4,177	\$4,386	\$4,607	<u>\$4,835</u>	\$5,078
Current range and rate of pay →	42	\$4,218	\$4,428	\$4,649	\$4,883	\$5,125	\$5,383
Technical Theater Technician* (521325)	35	\$3,353	\$3,521	\$3,698	\$3,882	\$4,076	<u>\$4,280</u>
Current range and rate of pay →	35	\$3,554	\$3,732	\$3,920	\$4,115	\$4,321	\$4,537
Technology Support Assistant* (540319)	38	\$3,608	\$3,789	\$3,979	<u>\$4,177</u>	\$4,386	\$4,607
Current range and rate of pay →	38	\$3,824	\$4,016	\$4,218	\$4,428	\$4,649	\$4,883
Vehicle and Equipment Mechanic (561546)	36	\$3,438	\$3,608	\$3,789	<u>\$3,979</u>	<u>\$4,177</u>	<u>\$4,386</u>
Current range and rate of pay →	36	\$3,644	\$3,824	\$4,016	\$4,218	\$4,428	\$4,649

The Accelerated Hiring Rate is bolded & underlined

The Accelerated Rate is removed from all classifications except those that fall below the minimum wage imposed by the CBA

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, July 12, 2016

AGENDA ITEM NO: IV.D.01

SUBJECT: Revisions to Working Criteria for Advanced Step Placement

BACKGROUND INFORMATION:

In the 2013-2014 school year, Personnel Commissioners expressed interest in discussing Advanced Step Placement (ASP), as there were concerns over the financial impact and also the equity of the practice in the past.

The existing language in both the Merit Rules and the Collective Bargaining Agreement is minimal with important clarification information missing. Article 12.2.4.B in the Merit Rules states that an employee may request ASP in writing within the first sixty (60) days of employment pending a recommendation by the Director of Classified Personnel and approval by the Personnel Commission. There is no guidance provided on how the Director may determine the specific step of advancement beyond consideration of experience and qualifications that substantially exceed the classification qualifications (see below).

Article 12.2.4 Salary On Employment:

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Commission. The Director of Classified Personnel shall base recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

Similarly, Article 16.4 in the SEIU contract does not state criteria or guidance for how a specific advanced step or recommendation may be determined. The contract does require the request for ASP to be submitted within the first sixty (60) working days and provides guidance for ASP with current employees under promotional opportunities:

Article 16.4 Advanced Step Placement:

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

- 16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:
- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
 - b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

The previous Director of Classified Personnel constructed a set of working criteria for ASP and presented them to the Commission in September 2013 as a discussion item. Commissioners provided feedback, requesting clarification and modification on certain criterion. A discussion item was included on the October 2013 Personnel Commission Agenda; the Commission was satisfied with the revisions, and these criteria have been utilized ever since.

Recent negotiations between the Union and District resulted in a six percent (6%) salary increase across all classes, and certain classifications received an additional increase beyond the six percent (6%) to be near or above median market value. Bargaining unit members first ratified the salary increase, and it was officially approved by the Board of Education at their June 22, 2016 meeting. Classified Management received the same salary increase so all classified employees were treated consistently.

With the increase in salaries, it was generally agreed upon Executive Cabinet members, Personnel Commissioners, and the Director that ASP deserves to be reevaluated. Rather than attempting to revise ASP criteria in isolation, the Director utilized the Advisory Rules Committee to get input from the District, staff, and management.

After lengthy discussions, the Advisory Rules Committee has decided to retain the former ASP criteria, with an additional qualitative review of experience and education. Previously, in determining if an employee is eligible for ASP, the focus was on the *amount* of previous experience and education. Now, there will be a shift such that Personnel Commission staff will determine not only the amount of prior experience and education, but also if that background is *value-added* and *exceeds standard expectations of a new hire*.

A detailed description of the revised ASP Criteria has been attached.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends consideration of the revised Advanced Step Placement criteria that now include an additional qualitative review of experience and education. If the Commission requests further modification and revisions are relatively few, then the Director would prefer to utilize the revised criteria immediately. Otherwise, the ASP criteria will be brought back for further discussion at the regular Personnel Commission Meeting on August 9, 2016.

ASP Guide for PC Staff

Advanced Step Placement Criteria

The Director of Classified Personnel shall base the recommendation on the following criteria in the following order:

1. The individual ~~employee~~applicant has additional ~~directly related~~value-added* experience beyond that required for entry into the class. If the experience requirement is less than two (2) years; one advanced step may be awarded for every two (2) years of additional full-time experience. If the experience requirement is two (2) years or more; one advanced step may be awarded for every amount of experience required in addition to the minimum requirement (i.e. if 5 years are required, the candidate needs an additional 5 years, or 10 total, to receive one advanced step). No more than two advanced steps may be received for experience related qualifications; AND/OR
2. The individual ~~employee~~applicant has additional ~~directly related~~value-added* education or training beyond that required for entry into the class. One advanced step may be awarded for one level of education attained above the required level of education. The levels of education are High School Diploma, Associate's Degree, Bachelor's Degree, Master's Degree, and Doctoral Degree. No more than one advanced step may be received for education related qualifications; AND/OR
3. The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants; AND/OR
4. [EMERGENCY OPTION] The Director of Classified Personnel determines that:
 - a. The recruitment was difficult as evidenced by criteria #3 above; AND
 - b. The individual ~~employee's applicant's~~ most recent salary rate in a comparable position is above the rate that can be initially offered based on the first three criteria for advanced step placement; AND
 - c. The initial total compensation offer is likely to prohibit acceptance of employment; AND
 - d. The hiring authority has expressed a strong preference for the candidate based on anticipated needs.

~~*Directly related~~Value-added experience and education is that which exceeds standard expectations of a new hire. Value-added is characterized by the following elements: 1) experience performing substantially similar duties, 2) directly related education or training that covers how to perform the duties of the job, and 3) reduced training time required, and 4) specialized skillset that results in contributions to the workgroup. The training or experience could clearly benefit an individual's ability to attain knowledge, skills, or abilities necessary to perform duties in the classification.

ASP Material Preparation by Staff for PC Meeting

Follow the TEMPLATES for Advanced Step Write-Up in the ASP Materials folder

1. Always include the Experience and Education rows
2. If there are no Experience or Education MQs, input "N/A" in the appropriate cells
3. If the candidate does not exceed the MQ, input "Employee Candidate meets requirement" under the Employee Candidate column, and the math showing "0 Step Advance" in the right column
4. Use the "TRACKER - Advanced Step" to calculate the fiscal impact and input data for agenda report
5. Double check that the name and recommended step is consistent in all areas
6. Make sure the following are in the employee's candidate's "ASP AGENDA Materials" folder
 - a. Write-Up
 - b. Candidate application

- c. ASP request from Candidate or Hiring Manager
- d. Job Posting

Guide for Determining Value-Added Experience and Education

Elements of Value-Added Experience and Education

Value-added experience and education is that which greatly exceeds standard expectations of a new hire. *Value-added* is characterized by the following four (4) elements:

- 1) The employee has prior experience performing substantially similar duties as the classification for which they were hired. Through prior experience, the employee has acquired all or most of the necessary knowledge, skills, abilities and competencies.
- 2) The employee has received education or training in a content area that is directly related to their classification. Through prior education or training, the employee has gained the underlying competencies necessary for the position, but has also received instruction on methodology, processes, or practices that are used on the job.
- 3) Due to prior experience or education, the employee would be able to immediately demonstrate the knowledge, skills, abilities, and competencies that are necessary to perform duties of the classification. The amount of training would be reduced, and the employee would function at full capacity in a significantly shorter period of time.
- 4) Due to prior experience or education, the employee possesses a specialized skillset that allows him/her to make unique contributions that benefit the work group or department. The employee is able to introduce and implement new systems, techniques, or technology, or otherwise improve on current processes.

The elements listed above should be used as a guide. A new employee does not necessarily need to meet each of the elements to receive advanced step placement.

Process Guide for Determining Value-Added Experience or Education

Personnel Commission staff shall follow the steps below to determine if a new employee's experience and education greatly exceeds standard expectations of a new hire.

1. Prior to the establishment of the eligibility list, the Personnel Analyst shall collect information from a subject matter expert(s) (SME) to define what are the *standard expectations of a new hire*, and what type of experience and education exceeds those expectations.
 - a. To guard against potential bias, information regarding standard expectations must be gathered prior to the establishment of the eligibility list.

[Note: Otherwise, there is a danger that the hiring manager or SME could tailor their criteria to benefit a specific person on the list. Preferably, the Analyst would collect this information at the same time they are collecting information used for test construction, and before the application deadline for the given recruitment.]
 - b. Using the elements above, the Analyst and SME will specify exactly what type of experience, degrees, certificates, coursework, etc. exceed standard expectations.
 - c. For classifications that exist in multiple departments throughout the District, the Analyst shall attempt to gain input from at least two (2) SMEs from different sites or departments. For classifications that exist within only one department, the Analyst shall attempt to gain input from the first and second level supervisor when applicable.
 - d. The Analyst shall summarize the findings and construct a set of qualifications that will be used for ASP purposes.

2. After specific ASP criteria have been developed, the Analyst shall create a brief questionnaire that will become a part of the certification packet that is used for the selection interview. After the selection interview, the hiring manager will indicate on the questionnaire if the candidate they have chosen for hire meets any of the ASP criteria.
3. The Analyst or HR Technician shall review the application of the chosen candidate to determine if they meet any of the ASP criteria.

[Note: Applications usually feature supplemental questions that directly ask for related experience and education. Responses from the supplemental questions are cross referenced with the information listed in the work experience section of the application. The application and supplemental questions that are already in place may be sufficient to determine if the chosen candidate meets the ASP criteria. The Analyst may include additional supplemental questions if they determine that more specificity is needed.]

4. [Optional] At the time of ASP request, an employee may submit additional information regarding how he/she exceeds standard expectations of a new hire.
5. The Director of Classified Personnel shall make an ASP recommendation based on feedback from the Analyst/HR Technician, hiring manager, and any additional information submitted by the employee at the time of ASP request.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, July 12, 2016

AGENDA ITEM NO: IV.D.02

SUBJECT: Supplements to Base Salary

BACKGROUND INFORMATION:

There are several different types of stipends, differentials, programs and processes in which an employee's base salary can be supplemented or increased.

Bilingual Differential

Employee type: Bargaining Unit Members

Source: CBA Article 16, Section 8.5

Salary increase: Five percent (5%) salary differential

Comments – There are specific criteria that must be met for an employee to be eligible to receive the bilingual differential, which includes a testing process.

Shift Differential

Employee type: Bargaining Unit Members and Classified Management

Source: CBA Article 16, Section 6 & Merit Rule 12.2.13

Salary increase: Five percent (5%) – swing shift; ten percent (10%) – night shift

Comments – An employee will receive five percent (5%) increment when working four (4) or more hours after 5:00 p.m. An employee will receive ten percent (10%) increment when working four (4) or more hours after 12:00 a.m.

Longevity Increments

Employee type: Bargaining Unit Members

Source: CBA Article 16, Section 7

Salary increase: Five percent (5%) increments every five (5) years

Comments – An employee shall receive a five percent (5%) increment at the completion of seven (7) years of service, then an additional five percent (5%) increment every five (5) years thereafter. There is no cap on longevity increments.

Longevity Pay

Employee type: Classified Management

Source: N/A (Merit Rule 12.2.14 is not current)

Salary increase: \$3073 annually

Comments – Management follows a different longevity schedule than bargaining unit members. There is a \$3073 increment after three (3) years at Step E. There is an additional \$3073 increment every three (3) years thereafter. There is no cap on longevity increments.

Professional Growth Program

Employee Type: Bargaining Unit Members

Source: CBA Article 18

Salary increase: Five (5) separate five percent (5%) increments over ten (10) years

Comments – There are very specific criteria regarding the type and amount of education and training that qualifies for professional growth credit. After completion of ten (10) professional growth points, the employee will receive a five percent (5%) increment. Upon completion of additional education and training, the employee is eligible to receive additional five percent (5%) increments every two (2) years, for a total of five (5) increments.

Accelerated Hiring Rate

Employee type: Bargaining Unit Members & Classified Management

Source: Merit Rule 12.2.4.A

Salary increase: Five percent (5%) – twenty-five (25%) depending on the rate approved by the Commission

Comments – An accelerated hiring rate is usually implemented due to difficulty of recruitment. When an accelerated rate is implemented, the given classification remains at the same range on the salary schedule, but all incoming and permanent employees are advanced to the step which the Commission deems appropriate.

Advanced Step Placement

Employee type: Bargaining Unit Members & Classified Management

Source: CBA Article 14, Section 4 & Merit Rule 12.2.4.B

Salary increase: Five percent (5%) – twenty-five (25%) depending on the rate approved by the Commission

Comments – Advanced Step Placement is meant to reward new employees who have additional experience and education beyond the minimum qualifications. Depending on qualifications and difficulty of recruitment, a new employee may be advanced to Step B or beyond.

Phone Stipend

Employee type: Bargaining Unit Member & Classified Management

Salary increase: \$40 per month

Comments – The Chief Business Officer has designated certain classifications as requiring a mobile phone. Most positions are management but there are some bargaining unit members that are also required to carry a phone.

Educational Stipend

Employee type: Classified Management

Source: Board of Education Meeting, June 22, 2016

Salary increase: \$1946 for Master's Degree; \$3649 for Doctorate

Comments – Only management is eligible to receive educational stipends. The stipend amounts were recently increased by eight percent (8%).

V. Information Items:

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2011-2012										
7/12/2011	Elem Library Coor	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/9/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/9/2011	Licensed Vocational Nurse	A	34	A	E	100.00%	\$4.08	\$706.39	\$6,405.71	\$22,393.88
10/11/2011	Electrician	A	37	A	F	100.00%	\$5.61	\$972.19	\$10,610.02	\$30,289.32
10/11/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
12/13/2011	Fiscal Supv-CDS	M	41	A	B	100.00%	\$1.34	\$231.52	\$2,778.24	\$12,001.44
12/13/2011	Accounting Asst II	A	26	A	F	50.00%	\$4.30	\$372.36	\$4,064.40	\$11,620.70
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/10/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-Music	A	20	A	F	37.50%	\$3.71	\$241.15	\$2,235.41	\$6,499.40
3/13/2012	Reprographics Operator	A	23	A	F	100.00%	\$3.98	\$690.53	\$7,535.65	\$21,495.74
3/13/2012	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
3/13/2012	IA-SE	A	20	A	F	62.50%	\$3.71	\$401.92	\$3,725.68	\$10,832.34
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
3/13/2012	IA-Classroom	A	18	A	F	25.00%	\$3.53	\$152.99	\$1,419.63	\$4,126.71
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	Health Off Spec	A	25	A	B	43.75%	\$0.76	\$57.73	\$346.36	\$1,905.64
4/17/2012	Admin Asst	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/17/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
5/8/2012	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-Classroom	A	18	A	B	37.50%	\$0.64	\$41.35	\$248.11	\$1,376.91
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	50.00%	\$3.71	\$321.53	\$2,980.55	\$8,665.87
2011-2012 TOTAL									\$106,321.57	\$338,147.39

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2012-2013										
7/11/2012	Senior Buyer	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
7/11/2012	Fiscal Svcs Supv	M	41	A	D	100.00%	\$4.22	\$731.52	\$8,778.24	\$27,524.64
8/14/2012	Elem Library Coord	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/14/2012	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
8/14/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/23/2012	IA-Dev Hlth	A	23	A	F	100.00%	\$3.98	\$690.53	\$6,404.82	\$18,603.65
9/11/2012	IA-Dev Hlth	A	23	A	F	62.50%	\$3.98	\$431.58	\$4,003.02	\$11,627.28
9/11/2012	Accountant	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
10/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
10/10/2012	PAS	A	26	A	F	62.50%	\$4.30	\$465.45	\$4,317.91	\$12,570.35
10/10/2012	Stock and Delivery Clerk	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
2/12/2013	Bus Driver	A	28	A	E	87.50%	\$3.52	\$533.82	\$4,638.30	\$16,285.22
2/12/2013	Gardener	A	24	A	F	37.50%	\$4.09	\$265.65	\$2,899.27	\$8,282.51
2/12/2013	Dir Class Pers	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
3/12/2013	IA-Classroom	A	18	A	D	37.50%	\$2.01	\$130.90	\$1,143.64	\$4,699.34
3/12/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
4/9/2013	HR Analyst	M	46	A	C	100.00%	\$3.10	\$537.69	\$6,452.28	\$24,000.16
5/14/2013	Sprinkler Repair Technician	A	33	A	F	100.00%	\$5.10	\$883.21	\$9,635.31	\$27,507.94
5/14/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/14/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
6/4/2013	Custodian	A	22	A	F	100.00%	\$3.88	\$673.28	\$7,350.91	\$20,984.95
2012-2013 TOTAL									\$139,731.78	\$448,311.89

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2013-2014										
8/13/2013	Athletic Trainer	A	35	A	B	87.50%	\$0.97	\$146.71	\$880.26	\$4,863.98
8/13/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
9/13/2013	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
9/13/2013	Administrative Assistant	A	29	A	D	100.00%	\$2.63	\$456.55	\$4,609.52	\$18,717.88
9/13/2013	Bus Driver	A	28	A	F	87.50%	\$4.50	\$683.07	\$6,056.22	\$17,703.15
9/13/2013	Accountant	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
11/12/2013	PAS	A	26	A	D	67.50%	\$2.44	\$285.95	\$2,398.46	\$9,933.78
11/12/2013	IA-Physical Education	A	20	A	C	50.00%	\$1.38	\$119.40	\$928.90	\$4,426.14
11/12/2013	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$850.76	\$3,156.31
11/12/2013	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$418.23	\$1,787.27
11/12/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
11/12/2013	Elementary Library Coord.	A	26	A	C	87.50%	\$1.59	\$241.52	\$1,943.96	\$9,247.97
12/10/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
12/10/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
1/14/2014	Campus Sec. Offcr.	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,166.33	\$10,295.87
1/14/2014	IA-Music	A	20	A	C	37.50%	\$1.38	\$89.55	\$696.67	\$3,319.61
2/11/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	D	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
3/11/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
4/8/2014	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$992.55	\$3,682.36
5/13/2014	IA-Music	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
5/13/2014	Paraeducator-1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
2013-2014 TOTAL									\$57,792.14	\$218,237.08
2014-2015										
8/12/2014	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
7/8/2014	Sports Facility Attendant	A	22	A	D	75.00%	\$2.22	\$288.22	\$2,912.28	\$11,809.32
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
8/12/2014	HR Analyst	M	46	A	B	100.00%	\$1.51	\$262.04	\$3,144.48	\$13,572.32

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
8/12/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
8/12/2014	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$278.82	\$1,191.51
8/12/2014	Lead Custodian	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,441.26	\$11,483.90
8/12/2014	Sr Office Specialist	A	25	A	D	50.00%	\$2.39	\$207.13	\$1,877.94	\$7,693.31
8/12/2014	Office Specialist	A	22	A	C	100.00%	\$1.44	\$249.65	\$2,267.28	\$10,662.13
9/9/2014	Paraeducator-3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/9/2014	Pareducator-1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
9/9/2014	Pareducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
9/9/2014	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
9/9/2014	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Bus Driver	A	28	A	C	87.50%	\$1.67	\$252.87	\$2,033.83	\$9,692.11
9/9/2014	Pareducator-1	A	20	A	B	62.50%	\$0.68	\$73.37	\$440.24	\$2,411.51
9/9/2014	Carpenter	A	35	A	C	100.00%	\$1.98	\$343.72	\$3,118.63	\$14,664.48
9/9/2014	Plumber	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
9/9/2014	SIS Specialist	A	49	A	E	100.00%	\$5.87	\$1,017.55	\$10,795.21	\$37,190.10
9/9/2014	Facilities Technician	A	45	A	D	100.00%	\$3.89	\$673.95	\$6,807.01	\$27,633.95
9/9/2014	Audio Visual Tech	A	26	A	D	100.00%	\$2.44	\$423.64	\$4,275.75	\$17,413.65
10/14/2014	IA-Classroom	A	18	A	C	25.00%	\$1.31	\$56.92	\$458.90	\$2,172.16
10/14/2014	IA-Classroom	A	18	B	C	62.50%	\$0.68	\$73.37	\$733.74	\$3,135.56
10/14/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
10/14/2014	Library Asst. I	A	22	A	B	75.00%	\$0.70	\$91.06	\$546.35	\$3,029.77
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	Plumber	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/14/2014	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
11/12/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Athletic Trainer	A	35	A	C	87.50%	\$1.98	\$300.75	\$2,420.71	\$11,503.52
11/12/2014	Student Outreach Specialist	A	44	A	C	100.00%	\$2.48	\$429.46	\$3,459.12	\$16,373.98
11/12/2014	Employee Benefits Tech	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
11/12/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/9/2014	IA-Physical Ed.	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Bilingual Comm Liaison	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Gardener	A	24	A	C	70.00%	\$1.52	\$184.02	\$1,669.61	\$7,848.68
12/9/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
1/22/2015	Admin Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
1/22/2015	Admin Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,380.67	\$11,355.86
1/22/2015	Community & Public Relations Officer	M	62	A	D	100.00%	\$7.08	\$1,228.00	\$14,736.00	\$46,176.00
1/22/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
1/22/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/22/2015	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/22/2015	Technical Theater Coordinator	A	42	E	F	100.00%	\$1.40	\$242.82	\$2,913.87	\$2,913.87
1/22/2015	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
1/22/2015	IA-Classroom	A	18	B	E	62.50%	\$2.12	\$229.40	\$2,294.02	\$7,180.39

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
3/10/2015	Custodian	A	22	A	B	62.50%	\$0.70	\$75.88	\$455.29	\$2,524.81
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
4/14/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/14/2015	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
4/14/2015	Paraeducator 2	A	23	A	B	75.00%	\$0.72	\$93.84	\$563.02	\$3,107.38
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	IA-Music	A	20	A	D	31.25%	\$2.12	\$114.70	\$1,000.26	\$4,111.78
6/9/2015	Swimming Instructor/Lifeguard	A	21	A	B	62.50%	\$0.69	\$74.47	\$446.84	\$2,469.46
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	Senior Technology Support Assistant	A	43	D	F	100.00%	\$2.79	\$483.58	\$5,803.00	\$8,775.27
2014-2015 TOTAL									\$191,418.30	\$766,520.92
2015-2016										
7/14/2015	Student Outreach Specialist	A	44	A	D	100.00%	\$3.80	\$658.23	\$5,746.87	\$23,618.53
7/14/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
8/11/2015	Director of Food Services	M	55	A	D	100.00%	\$5.96	\$1,032.76	\$12,393.12	\$38,859.10
8/11/2015	Director of Classified Personnel	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
9/8/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
9/8/2015	IA-Music	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2015-2016										
9/8/2015	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$1,044.79	\$3,876.17
9/8/2015	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$293.49	\$1,254.22
9/8/2015	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	PAS	A	26	A	C	37.50%	\$1.59	\$103.51	\$833.12	\$3,963.42
9/8/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Audience Services Coordinator	A	38	A	C	50.00%	\$2.14	\$185.63	\$1,686.31	\$7,902.98
10/13/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
10/13/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
10/13/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Campus Sec. Offcr.	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
10/13/2015	Health Off Spec	A	25	A	C	43.75%	\$1.55	\$117.87	\$947.77	\$4,504.44
10/13/2015	Elem. Library Coord.	A	26	A	D	87.50%	\$2.44	\$370.68	\$3,235.55	\$13,349.09
10/13/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
11/10/2015	CCA-3	A	19	B	D	43.75%	\$1.41	\$106.87	\$1,068.69	\$3,973.41
11/10/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
11/10/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/10/2015	HVAC Mechanic	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
11/10/2015	Technology Support Assistant	A	38	D	F	100.00%	\$2.48	\$429.46	\$5,153.46	\$7,800.63
11/10/2015	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
11/10/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
11/10/2015	Paraeducator 1	A	20	A	D	62.50%	\$2.12	\$229.40	\$2,000.53	\$8,223.57
12/8/2015	Maintenance Supervisor	M	45	A	C	100.00%	\$3.03	\$525.00	\$6,300.00	\$23,412.00
12/8/2015	IA-Bilingual	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/12/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
1/12/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/12/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2015-2016										
2/9/2016	Senior Administrative Assistant	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
2/9/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
3/8/2016	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
3/8/2016	Senior Office Specialist	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,117.53	\$5,296.44
3/8/2016	Cafeteria Worker I	A	11	E	F	37.50%	\$0.65	\$42.56	\$425.56	\$425.56
3/8/2016	Accounting Tecnnician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
4/12/2016	Facilities Technician	A	45	A	C	100.00%	\$2.53	\$438.05	\$3,976.28	\$18,710.07
4/12/2016	Campus Sec. Offcr.	A	25	A	D	100.00%	\$2.39	\$414.25	\$3,614.74	\$14,861.34
4/12/2016	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/12/2016	Lab Technician	A	26	A	D	50.00%	\$2.44	\$211.82	\$1,848.88	\$7,628.05
5/10/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/10/2016	Accounting Technician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
5/10/2016	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
6/14/2016	Accounting Technician	A	29	D	E	100.00%	\$0.97	\$167.67	\$2,012.02	\$4,124.64
6/14/2016	IA-Music	A	20	A	D	25.00%	\$2.12	\$91.76	\$800.21	\$3,289.43
6/14/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
6/14/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
6/14/2016	Facility Use Manager	M	50	A	C	100.00%	\$3.43	\$595.12	\$7,141.44	\$26,525.95
2015-2016 TOTAL									\$132,891.59	\$513,424.79
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/2014)									\$324,309.89	\$1,279,945.71
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/2013)									\$382,102.04	\$1,498,182.79
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/2012)									\$521,833.82	\$1,946,494.67
CUMULATIVE 5-YEAR TOTAL (FROM 7/1/2011)									\$628,155.39	\$2,284,642.07

Open Requisitions (as of 7/07/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-176	ADMINISTRATIVE ASSISTANT	PT DUME ELEMENTARY SCHOOL	Vac	100	5/26/16
16-177	ATHLETIC TRAINER	SANTA MONICA HIGH SCHOOL	Vac	87.5	5/26/16
16-096	CAFETERIA WORKER I	PT DUME ELEMENTARY SCHOOL	Vac	37.5	12/2/15
16-097	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	Vac	43.75	11/24/15
16-142	CHILDREN'S CENTER ASSISTANT-2	LINCOLN CHILD DEVELOPMENT CENTER	Vac	43.75	3/8/15
16-178	CHILDREN'S CENTER ASSISTANT-2	GRANT ELEMENTARY SCHOOL	New	62.5	6/1/16
16-179	CHILDREN'S CENTER ASSISTANT-2	GRANT ELEMENTARY SCHOOL	New	62.5	6/1/16
16-180	CHILDREN'S CENTER ASSISTANT-2	EDISON LANGUAGE ACADEMY	New	62.5	6/1/16
16-181	CHILDREN'S CENTER ASSISTANT-2	EDISON LANGUAGE ACADEMY	New	62.5	6/1/16
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15
16-137	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	2/23/16
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/15
16-184	ELEMENTARY LIBRARY COORDINATOR	FRANKLIN ELEMENTARY SCHOOL	Vac	100	6/2/16
16-182	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	37.5	5/24/16
16-201	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	LINCOLN MIDDLE SCHOOL	Vac	37.5	6/27/16
16-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	4/26/16
16-171	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5	5/16/16
16-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	6/7/16
16-198	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	6/21/16
16-187	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	6/7/16
16-104	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50	12/8/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-193	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	75	6/17/16
16-163	LEAD CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	4/26/16
16-199	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	6/21/16
16-118	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	1/8/15
16-139	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	Vac	75	3/3/16
16-148	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	3/15/16
16-173	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75	5/18/16
16-194	PARAEDUCATOR-2	PT DUME ELEMENTARY SCHOOL	Vac	68.75	6/16/16
16-170	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/4/16
16-202	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	100	6/27/16
16-105	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	12/8/15
16-152	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	62.5	4/4/16
16-175	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	62.5	5/18/16
16-188	PHYSICAL ACTIVITIES SPECIALIST	CABRILLO ELEMENTARY SCHOOL	Vac	75	6/2/16
16-167	SENIOR OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	100	4/25/16
16-189	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	100	6/7/16

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-197	SENIOR TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100	6/17/16
16-168	SKILLED MAINTENANCE WORKER	FACILITIES MAINTENANCE	Vac	100	4/26/16
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

Filled Requisitions (6/1/2016 – 6/30/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-162	CUSTODIAN	EDISON LANGUAGE ACADEMY	6/21/16
16-183	CUSTODIAN	CHILD DEVELOPMENT SERVICES	6/23/16
16-190	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	6/1/16
16-174	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	6/23/16
16-156	PARAEDUCATOR-1	CABRILLO ELEMENTARY SCHOOL	6/10/16
16-157	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	6/10/16
16-158	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	6/10/16
16-165	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	6/16/16
16-172	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	7/1/16
16-185	PERSONNEL ANALYST	PERSONNEL COMMISSION	6/30/16
16-196	SENIOR OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	6/29/16
16-200	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	6/30/16

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/22/16

FROM: SANDRA LYON / MARK KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.03

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

NEW HIRES

		<u>EFFECTIVE DATE</u>
Brooks, Victor Special Ed-Franklin ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	6/6/16
Gibson, Gerald Facility Use	Facility Use Manager 8 Hrs/12 Mo/Range: 50 Step: A	6/6/16
Lopez, Francisco FNS-Adams MS	Cafeteria Worker I 3.5 Hrs/SY/Range: 11 Step: E	5/10/16
Pannu, Jessica FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: E	5/10/16

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Batthey, Leticia Special Ed-Franklin ES	Paraeducator-3 [additional hours; professional development]	4/14/16
Brown, Elizabeth Special Ed-McKinley ES	Paraeducator-1 [additional hours; labor management meetings]	8/22/15-6/9/16
Burkett, Deena Rogers ES	Senior Office Specialist [overtime; Cinco de Mayo event support]	5/6/16
Fuller, Terry Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; test reader]	4/25/16-4/26/16
Gonzalez, Diane Health Services	Health Office Specialist [limited term; Lifestyle Intervention Program grant support]	4/1/16-6/30/16
Honore, Crystal Adams MS	Campus Security Officer [overtime; school events]	4/29/16-6/1/16
James, Carolin Rogers ES	Administrative Assistant [overtime; Cinco de Mayo event support]	5/6/16
Kim, Eunice Special Ed-Muir ES	Paraeducator-1 [overtime; field trip]	5/20/16
Luis Lopez, Sandy Rogers ES	Senior Office Specialist [overtime; Cinco de Mayo event support]	5/6/16
Meisel, Katherine Special Ed-Muir ES	Paraeducator-1 [additional hours; bus supervision]	5/9/16-6/9/16
Mock, Christopher Special Ed-Franklin ES	Paraeducator-3 [additional hours; labor management meetings]	8/22/15-6/9/16

Molina Carranza, Adelma Malibu HS	Laboratory Technician [additional hours; science laboratory maintenance]	4/27/16-6/3/16
Olmos, Maria Child Develop Services	Senior Office Specialist [overtime; enrollment support]	4/26/16-6/10/16
Park, Ko Educational Svcs-Lincoln MS	Accompanist [additional hours; Stairway of the Stars support]	2/15/16-2/29/16
Rams, Florencia Rogers ES	Bilingual Community Liaison [additional hours; school event support]	5/6/16
Sanchez, Cecilia Special Ed-Adams MS	Paraeducator-3 [additional hours; concert rehearsal support]	5/2/16
Spitzer, Sarah Special Ed-Grant ES	Paraeducator-3 [additional hours; professional development]	4/1/16-4/30/16
Uliantzeff, Elena Educational Services	Bilingual Community Liaison [overtime; honor music translations]	1/18/16-1/19/16
Vargas, Patricia Olympic HS	Administrative Assistant [overtime; tobacco prevention grant support]	5/3/16-6/30/16
Wilson, Stanley Adams MS	Campus Security Officer [overtime; school events]	4/29/16-6/1/16

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Algarp, Gisela Child Develop Services	Children's Center Assistant-1	5/18/16-6/20/16
Bailey, Gwendolyn Educational Services	Office Specialist	5/12/16-5/16/16
Crawford, Micah Special Education	Paraeducator-1	5/25/16-6/9/16
Ellis, Ashley Special Education	Paraeducator-1	5/27/16-6/9/16
Ellis, Ashley Special Education	Paraeducator-2	5/27/16-6/9/16
Hernandez, Jason Facility Use	Sports Facility Attendant	5/25/16-6/30/16
Jones, Mashawnda District	Office Specialist	5/1/16-6/30/16
Landaverde, Elmer Special Education	Paraeducator-1	5/25/16-6/9/16
Lopez, Manuel Food and Nutrition Services	Stock and Delivery Clerk	3/16/16-6/9/16
Martin, Antiwaine Operations	Custodian	5/12/16-6/30/16

Miller, Brenda Rogers ES	Health Office Specialist	4/4/15-6/9/16
Parker, Calvin Special Education	Paraeducator-1	5/25/16-6/9/16
Reilly, Sami Roosevelt ES	Senior Office Specialist	4/13/16-6/15/16
Sandoval, Sean Special Education	Paraeducator-1	5/26/16-6/9/16
Sandoval, Sean Special Education	Paraeducator-2	5/26/16-6/9/16
Shanley, Scott Food and Nutrition Services	Stock and Delivery Clerk	5/13/16-6/9/16
Smith, Tyrone Facility Use	Sports Facility Attendant	5/25/16-6/30/16
Windt, Neil Educational Services	Accompanist	2/15/16-2/29/16

INVOLUNTARY TRANSFER

Gomez, Leonor Special Education	Senior Office Specialist 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Adams MS	<u>EFFECTIVE DATE</u> 6/1/16
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LEAVE OF ABSENCE (PAID)

Casiano, Delfina CDS-Rogers ES	Children's Center Assistant-2 Medical	<u>EFFECTIVE DATE</u> 4/5/16-5/20/16
Orozco, Cecilia FNS-Lincoln MS	Cafeteria Worker I Maternity	5/30/16-6/9/16
Perez-Madera, Salomon Special Ed-Santa Monica HS	Paraeducator-3 CFRA	5/19/16-5/27/16
Silvestre, Ernestina Transportation	Bus Driver Medical	5/9/16-5/30/16
Uliantzeff, Elena Muir ES	Bilingual Community Liaison Personal	5/23/16-6/1/16

LEAVE OF ABSENCE (UNPAID)

Crawford, Cynthia Adams MS	Library Assistant II FMLA	<u>EFFECTIVE DATE</u> 5/31/16-6/10/16
Mc Coy, Donna Adams MS/Rogers ES	Community Liaison FMLA	4/5/16-6/15/16
Mitri, Veronica Special Ed-Roosevelt ES	Paraeducator-3 Child Care	5/11/16-8/22/16
Navia, Mary Muir ES	Instructional Assistant - Classroom FMLA	5/13/16-6/9/16

Uliantzeff, Elena Muir ES	Bilingual Community Liaison Personal	6/2/16-6/3/16
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Gevorkyan, Arutyun Transportation	Lead Vehicle and Equipment Mechanic From: Vehicle and Equipment Mechanic	1/21/16-3/4/16
Jackson, Sheralynn Special Ed-Santa Monica HS	Paraeducator-2 From: Paraeducator-1	8/20/15-6/9/16
<u>LAYOFF/REDUCTION OF HOURS</u>		<u>EFFECTIVE DATE</u>
KG6236195 Grant ES	Instructional Assistant - Classroom 3 Hrs/SY From: 3.5 Hrs/SY	8/25/16
UN8151403 Muir ES	Senior Office Specialist 4 Hrs/SY From: 5 Hrs/SY	8/25/16
<u>TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u> (39-MONTH MEDICAL REEMPLOYMENT LIST)		<u>EFFECTIVE DATE</u>
GZ4937037 Food and Nutrition Services	Cafeteria Cook/Baker	6/3/16
<u>RESIGNATION</u>		<u>EFFECTIVE DATE</u>
Castillo, Jessica Educational Services	Senior Administrative Assistant	6/30/16
Chantarasompoth, Jan Muir ES	Instructional Assistant - Classroom	6/9/16
Comeau, Nicholas Cabrillo ES	Physical Activities Specialist	6/3/16
Cruz, Cindy Santa Monica HS	Instructional Assistant - Bilingual	6/9/16
Donaldson, Adee Santa Monica HS	Athletic Trainer	7/31/16
Gutierrez, Jasmine Lincoln MS	Instructional Assistant - Bilingual	6/9/16
La Barbera, Cara Edison ES	Instructional Assistant - Bilingual	7/30/16
Lamping, Brooke Personnel Commission	Personnel Analyst	7/29/16
Lee, Young Roosevelt ES	Instructional Assistant - Classroom	6/10/16
Menchaca, Phillip Malibu HS	Instructional Assistant - Music	6/9/16

Wolff, Amy
Special Ed-Adams MS

Paraeducator-1

6/9/16

RETIREMENT

Mark, Ellen
Franklin ES

Elementary Library Coordinator

EFFECTIVE DATE

7/10/16

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / MARK KELLY / MICHAEL COOL
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 06/29/16

RECOMMENDATION NO. A.29

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>PROMOTION</u>	<u>EFFECTIVE DATE</u>
Merrick, Rosalee Personnel Commission	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: F From: Administrative Assistant: 8 Hrs/10 + 10 Mo 6/16/16

<u>SUMMER ASSIGNMENTS</u>	<u>EFFECTIVE DATE</u>
Bakhyt, Peter Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
Brown, Virginia Educational Services-Edison ES	Instructional Assistant - Classroom 6 Hrs/Day 6/13/15-6/30/16 6/17/16-7/15/16
Burns, Robert Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
Cornejo, Natalie Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
Crawford, Cynthia Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
Cruz-Aguilar, Julia Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
Doty, Joel Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
Gomez, Jose Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
Griffis, Denise Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
Gutierrez, Nallely Educational Services-Edison ES	Instructional Assistant - Classroom 6 Hrs/Day 6/13/15-6/30/16 6/17/16-7/15/16
Hill, Erin Educational Services-Edison ES	Instructional Assistant - Classroom 6 Hrs/Day 6/13/15-6/30/16 6/17/16-7/15/16
Islas, Gloria Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
Jones, Chancy Operations	Custodian 8 Hrs/Day 6/15/16-8/22/16
La Barbera, Cara Educational Services-Edison ES	Instructional Assistant - Classroom 6 Hrs/Day 6/13/15-6/30/16 6/17/16-7/15/16

Lucas, Ralph Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Madsen, Karla Health Services-Franklin ES	Health Office Specialist Not to exceed: 40 Hrs	8/8/16-8/14/16
McGrath, Kathleen Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Menendez, Joshua Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Miranda, Karla Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Monte, Peri Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Moore, Sandra Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Palmore, Renata Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Richardson, Melvin Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Ridley, Tischa Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Sanchez, Lucas Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Serrano, Elva Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Smith, Darlene Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Sullivan, Brianna Educational Services-Edison ES	Instructional Assistant - Classroom 6 Hrs/Day	6/13/15-6/30/16 6/17/16-7/15/16
Taylor, Inelle Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Tirado, Leticia Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Valdivia, Brenda Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Wilson, Stanley Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Carrillo, Brenda Ed. Svcs-Adult Ed.-SAMOHI	Administrative Assistant [overtime; clerical support]	4/15/16-6/30/16
Gondo, Janet McKinley ES	Instructional Assistant - Classroom [additional hours; classroom support]	5/17/16

Harding, Stephanie Grant ES	Senior Office Specialist [additional hours; clerical support]	5/31/16-6/10/16 8/15/16-6/14/17
Hurtado, Renee Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	4/14/16-4/29/16
Sakamoto-Wengel, James Special Ed-Adams MS	Paraeducator-3 [additional hours; concert rehearsal support]	5/2/16-5/4/16

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Martin, Lorena Adult Education	Senior Office Specialist 8 Hrs/12 Mo From: 7 Hrs/12 Mo/Adult Education	6/1/16
Saucedo, Olga Adult Education	Office Specialist 8 Hrs/12 Mo From: 6.4 Hrs/12 Mo/Adult Education	6/1/16

PROFESSIONAL GROWTH

EFFECTIVE DATE

Reed, LuAnne Health Services-Santa Monica HS	Licensed Vocational Nurse	7/1/16
Tirado, Fortino Grounds	Equipment Operator/Tree Trimmer	7/1/16

WORKING OUT OF CLASS

EFFECTIVE DATE

Dominguez-Morales, Yanet Information Services	Senior Technology Support Assistant From: Technology Support Assistant	5/1/16-5/31/16
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DISQUALIFICATION FROM PROBATION

EFFECTIVE DATE

FY2930645 Special Ed-McKinley ES	Paraeducator-1	6/9/16
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RESIGNATION

EFFECTIVE DATE

Morrison, Catherine Webster ES	Senior Office Specialist	6/14/16
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:
 ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT
06/22/16

FROM: SANDRA LYON / MARK KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.04

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

NOON SUPERVISION AIDE

Christopherson, Janet	Grant ES	5/2/16-6/9/16
Rodriguez, Ofelia	Edison ES	11/1/15-6/9/16
Ruiz De Cortez, Maria	Edison ES	4/4/16-6/9/16
Valadez, Luz	Edison ES	5/1/16-6/9/16

COACHING ASSISTANT

Humphrey, Regence	Malibu HS	1/4/16-6/30/16
Slawter, Mary	Malibu HS	1/4/16-6/3/16

TECHNICAL SPECIALIST – LEVEL II

Call, Emily	Ed Services/Muir/Rogers ES [String Instructor] - Funding: Gifts – Instrumental Music Gifts – Stairway of the Stars Fund	3/1/16-4/28/16
Rattan, Alana	Grant ES [Science Instructor] - Funding: Formula & Old Tier III	5/1/16-6/1/16

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2016 – 2017**

Date	Time	Location	Notes
2016			
July 12, 2016	4:00 p.m.	Board Room – District Office	
August 9, 2016	4:00 p.m.	Board Room – District Office	
September 13, 2016	4:00 p.m.	Board Room – District Office	
October 11, 2016	4:00 p.m.	Board Room – District Office	
November 8, 2016	4:00 p.m.	Board Room – District Office	
December 13, 2016	4:00 p.m.	Testing Room – District Office	
2017			
January 10, 2017	4:00 p.m.	Board Room – District Office	
February 14, 2017	4:00 p.m.	Board Room – District Office	
February 2017	Daily Conference	TBD	CSPCA 2017 Annual Conference
March 14, 2017	4:00 p.m.	Board Room – District Office	
April 11, 2017	4:00 p.m.	Board Room – District Office	2017–18 Budget Discussion and Development,
May 9, 2017	4:00 p.m.	Board Room – District Office	2017-18 Budget Adoption
May 16, 2017	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
June 13, 2017	4:00 p.m.	Testing Room – District Office	

SMMUSD Board of Education Meeting Schedule 2016-17

Closed Session begins at 4:30pm
Public Meetings begin at 5:30pm

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/20/16 (W)	DO			X	
8/10/16 (W)	DO			X	
8/24/16 (W)	DO				Special Meeting: Retreat
9/1/16 (Th)	DO	X			
9/22/16 (Th)	DO		X		
10/6/16 (Th)	M	X			
10/20/16 (Th)	DO		X		
11/3/16 (Th)	M	X			
11/17/16 (Th)	DO		X		
12/13/16 (T)	DO				Special Meeting: Retreat
12/15/16 (Th)	DO			X	
1/19/17 (Th)	DO			X	
1/24/17 (T)	DO				Special Meeting: Budget Wrkshp
2/2/17 (Th)	M	X			
2/16/17 (Th)	DO		X		
3/2/17 (Th)	DO	X			
3/16/17 (Th)	M		X		
3/23/17 (Th)	DO				Special Meeting: Budget Wrkshp
3/30/17 (Th)	DO				Special Meeting: Retreat
4/20/17 (Th)	DO			X	
5/4/17 (Th)	M	X			
5/18/17 (Th)	DO		X		
6/1/17 (Th)	DO	X			
6/13/17 (T)	DO				Special Meeting: Retreat
6/22/17 (Th)	DO				Special Meeting: Public Hearings
6/29/17 (Th)	DO		X		

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

Meeting Format Structures:

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

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.
 Board of Education Meeting AGENDA: June 29, 2016

VI. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits – section: Advanced Step Placement only</i>	August 2016

VII. Next Regular Personnel Commission Meeting:

Tuesday, August 9, 2016 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

X. Adjournment: