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**I. General Functions:**

**A. Call To Order**

**B. Roll Call**

**C. Pledge Of Allegiance**

**D. Motion To Approve Agenda**

**E. Motion To Approve Minutes**

**F. Public Comments**

**G. Communications**

**1. SEIU Report**

**2. Board Of Education/District Report**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**  
District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**REGULAR MEETING**  
**December 13, 2011 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

***Guiding Principles:*** Ensures the District’s merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.

Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee’s performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

**PERSONNEL COMMISSIONERS:** Mrs. Pam Brady and Mr. Shane McLoud

**I. General Functions:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Motion to Approve Agenda:**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**E. Motion to Approve Minutes: October 11, 2011; October 18, 2011**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**F. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

**G. 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 5 minutes or less.

1. SEIU Report
2. Board of Education Report

**II. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

**A. Acknowledgment of Service for Commissioner Suzanne Kim**

**B. Search for the New Personnel Commissioner Update**

- Filling the Expired Term of Commissioner Brady
- Filling the Unexpired Term of Commissioner Kim

**C. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**

- Ms. Lindsey Cloud, Technical Specialist II, Voice Coach, from December 1, 2011 to May 31, 2012, Educational Services/Music, Grant Elementary School, Rogers Elementary School
- Ms. Amanda Duran, Technical Specialist II, English Language Learners Instructor, from October 3, 2011 to June 20, 2012, Educational Services
- Ms. Bobbi Ross-Neier, Technical Specialist I, Community Coordinator, from August 30, 2011 to June 30, 2012, Malibu High School

**D. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel**

- Mr. Bruno Anderson, Custodian, in the position of the Gardener from October 20, 2011 to March 6, 2012
- Mr. Barton Burdick, Gardener, in the position of the Equipment Operator/Sports Facilities from October 5, 2011 to February 1, 2012
- Mr. Stevie Davis, Custodian, in the position of the Equipment Operator from July 1, 2011 to September 30, 2011

- **Mr. Rick Deanda, Gardener, in the position of the Skilled Maintenance Worker from August 1, 2011 to August 31, 2011**
- **Mr. Art Gonzalez, Custodian, in the position of the Sprinkler Repair Technician from October 19, 2011 to March 5, 2011**
- **Mr. Lateef Howard, Instructional Assistant – Physical Education, in the position of the Physical Activities Specialist from September 12, 2011 to September 12, 2011**
- **Mr. Tom O’Rourke, Custodian, in the position of the Gardener from November 9, 2011 to March 12, 2012**
- **Ms. Maria Ruiz de Cortez, Cafeteria Worker I, in the position of the in the position of the Cafeteria Worker II from August 29, 2011 to November 10, 2011**
- **Ms. Leticia Tirado, Cafeteria Worker I, in the position of the Cafeteria Worker II from October 21, 2011 to October 31, 2011**

**E. Merit Rules Advisory Committee (A.R.C.) Update**

- **Advisory Rules Committee Agendas – October 13, 2011; October 27, 2011; November 10, 2011; December 1, 2011**

**F. Disciplinary Hearings**

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**  
- **Hearings: tentatively January 2012**
- **Ref. Number: 7011 0470 0002 6451 3988**
- **Ref. Number: 7011 0470 0002 6451 3995**
- **Ref. Number: 7011 0470 0002 6451 3964**  
- **Failed to Return “Request for Hearing before Personnel Commission” by October 28, 2011**
- **Ref. Number: 7011 0470 0002 6451 4053**  
- **Pre-hearing Conference: TBD**

**G. District Leadership Team Initiated by Superintendent Lyon**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 13**

1. October 20, 2011

**Approve Classified Personnel – Merit Report - No. A. 11**

2. November 3, 2011

**Approve Classified Personnel – Merit Report - No. A. 13**

3. November 17, 2011

**B. Approve Classified Personnel – Non-Merit Report – No. A. 14**

1. October 20, 2011

**Approve Classified Personnel – Non-Merit Report – No. A. 12**

2. November 3, 2011

**Approve Classified Personnel – Non-Merit Report – No. A. 14**

3. November 17, 2011

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	44
Cafeteria Worker I	20
Children's Center Assistant	110
Computer Operator	13
Elementary Library Coordinator	10
Fiscal Program Supervisor – Child Development Services	4
Health Office Specialist	10
Instructional Assistant – Special Education	13
Physical Activities Specialist	14
Physical Therapist	3
Senior Office Specialist	8
Specialized Instructional Assistant	9

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**IV. Action/Discussion Items/or Other Information:**

**A. Action Item(s):**

1. Advanced Step Placements:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Gerardo Cruz in the classification of Fiscal Services Supervisor – Child Development Services pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Farimah Sinai in the classification of Accounting Assistant II pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

2. Classification Revisions:  
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Production Kitchen Coordinator classification specification within the Food and Nutrition Services

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Site Food Service Coordinator classification specification within the Food and Nutrition Services

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

3. Second Reading of Changes to Merit Rules:  
Director's Recommendation: *Approve*

- a. *Chapter XI: Vacation, Leaves of Absence and Holidays*

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

- b. *Chapter XII: Salaries, Overtime Pay, and Benefits*

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

4. Working Out of Class Requests:  
Director's Recommendation: *Approve*

- a. Mr. Damon Kratz, Custodian, in the position of the Utility Worker from November 9, 2011 to March 12, 2012 (First Extension)

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**B. Discussion Item(s):**

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
  - 2011 – 2012

**C. Information Item(s):**

1. Merit Rules Review Tracker
2. Workforce Organization Development and Strategic District Partnership Tracker

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	February 2012
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	February 2012

**VI. Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
  - Performance Evaluation of Director, Classified Personnel

**VII. Next Regular Personnel Commission Meeting:**

Tuesday, January 10, 2012, at 5:00 pm - *District Office Board Room*

**VIII. Adjournment:**

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

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**TIME ADJOURNED:** \_\_\_\_\_

***Transparency:*** characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.  
The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

Submitted by:

\_\_\_\_\_  
Wilbert Young, Ph.D.  
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.



**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION**  
District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**October 11, 2011 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

**I. General Functions:**

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 5:05 p.m.
- B. Roll Call:** Commissioners Brady, Kim and McLoud were present.
- C. Pledge of Allegiance:** Commissioner Brady led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**
- Motion by: **Shane McLoud**  
Seconded by: **Suzanne Kim**  
Vote: **3 – 0**

The agenda was amended. The agenda item II.B. “*Electronic Version of PC Agenda*” was added and the rest of the agenda items in section II were relabeled. Additional bullet “*Summary Feedback Form for the Evaluation on Progress Report*” was included in agenda item VI. “*Closed Session.*”

- E. Motion to Approve Minutes:** September 13, 2011

Motion by: **Shane McLoud**  
Seconded by: **Suzanne Kim**  
Vote: **3 – 0**

- F. 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 three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

**Mr. Nikola Hatch informed the Personnel Commission about the “Santa Monica 5000” – an event organized by the Education Foundation to support the District’s school sports and athletic programs. The run/walk took place on October 2, 2011. It was a well attended and enjoyable event. Mr. Hatch ran 5K finishing in 9<sup>th</sup> place in his age category.**

**G. 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 5 minutes or less.

1. SEIU Report

**Ms. Keryl Cartee-McNeely, the Chief Steward, reported that SEIU received a letter from Superintendent Lyon stating that the District will be withdrawing discussion of furloughs from the negotiation table for the current school year.**

**She also informed the Personnel Commission about SEIU Local 99 campaigns, forums and conferences focusing on pressing social and economical justice and educational issues. The SEIU Local 99 Early Education Industry conference had to be rescheduled for March 12, 2012 due to remodeling of the conference site. On October 8, 2011, SEIU Local 99 organized an Immigration Forum to discuss ways to improve communities, nation and the world for all children. SEIU Local 99 has an annual scholarship program still available to members and their families who wish to pursue higher education. Specifics regarding the scholarship can be found at SEIU web site.**

2. Board of Education Report  
**None**

**II. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

**A. Search for the New Personnel Commissioner Update**

**Dr. Young informed the Personnel Commission about the applications – as of this date one (1) application has been submitted to the Superintendent’s Office. Another person has inquired about the post and was provided with an application and informative materials. Dr. Young stated that the recruitment closes on October 14, 2011. He will meet with Assistant Superintendent Washington to decide the next steps in the process.**

**B. Electronic Version of the Personnel Commission Agenda**

**Dr. Young announced that the full version of the Personnel Commission Agenda has been placed on the Personnel Commission web site.**

**Ms. Jana Hatch, Administrative Assistant, reported to the Personnel Commission about the process involved in presenting electronic version of the agenda for the first time.**

**C. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**

- **Ms. Elizabeth Baker, Technical Specialist II, Music Instructor for K-2, from September 5, 2011 to June 14, 2012, John Muir Elementary School**
- **Ms. Elizabeth Ann Baker, Technical Specialist II, Music Instructor for K-2, from September 20, 2011 to June 30, 2012, Webster Elementary School**
- **Mr. Stephen Dress, Technical Specialist II, Strings Coach, from October 1, 2011 to May 31, 2012, Lincoln Middle School/ Educational Services**
- **Ms. Nicole Fisher, Technical Specialist II, Art Instructor, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Mr. Kelly Flickinger, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School**
- **Mr. Kelly Flickinger, Technical Specialist II, Percussion Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services**
- **Mr. Michael Goode, Technical Specialist III, Orchestra Coach, from October 1, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. Justin Hageman, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School**
- **Mr. Justin Hageman, Technical Specialist II, Brass/Woodwind Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services**
- **Mr. Mark Harris, Technical Specialist II, Music Teacher, from August 29, 2011, Olympic High School**
- **Ms. Lilian Hernandez, Technical Specialist I, School Psychologist Intern, from August 29, 2011 to June 30, 2012, Special Education Department**
- **Ms. Grace Hsu, Technical Specialist II, Strings Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services**
- **Mr. Mike Hyziak, Technical Specialist II, Brass/Woodwind Coach, from September 19, 2011 to May 31, 2012, Educational Services**
- **Ms. Victoria Lee, Technical Specialist I, School Psychologist Intern, from August 29, 2011 to June 30, 2012, Special Education Department**
- **Ms. Yolanda Martinez, Technical Specialist II, Fine Arts Teacher, from September 1, 2011 to June 18, 2012**
- **Ms. Josephine Moerschel, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School**
- **Ms. Josephine Moerschel, Technical Specialist II, Strings Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services**
- **Ms. Karolina Naziemiec, Technical Specialist II, Strings Coach, from October 1, 2011 to May 31, 2012, Lincoln Middle School/ Educational Services**
- **Mr. Teag Reaves, Technical Specialist II, Brass/Woodwind Coach, from October 1, 2011 to May 31, 2012, Lincoln Middle School/ Educational Services**
- **Ms. Nancy Rivera, Technical Specialist II, Instructor for Child Development Services Fiscal Supervisor, Child Development Services**
- **Ms. Jennifer Roth, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School**
- **Ms. Jennifer Roth, Technical Specialist II, Brass/Woodwind Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services**
- **Ms. Jody Ruben, Technical Specialist II, Strings Coach, from September 19, 2011 to May 31, 2012, Educational Services**

- **Mr. Peter Senchuk, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School**
- **Mr. Peter Senchuk, Technical Specialist II, Brass/Woodwind Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School and Lincoln Middle School/ Educational Services**
- **Mr. Jules Sulpico, Technical Specialist II, Strings Coach, from September 19, 2011 to May 31, 2012, Educational Services**
- **Ms. Lydia Tseng, Technical Specialist II, Strings Coach, from September 19, 2011 to May 31, 2012, Educational Services**
- **Ms. Meghan Turner, Technical Specialist II, Brass/Woodwind Coach, from September 19, 2011 to May 31, 2012, Educational Services**
- **Mr. Kelly Weaver, Technical Specialist II, Percussion Coach, from October 1, 2011 to May 31, 2012, Lincoln Middle School/ Educational Services**
- **Mr. Kelly Weaver, Technical Specialist II, Band Assistant, from September 15, 2011 to June 18, 2012, Lincoln Middle School**

**Dr. Young stated that the program will be re-evaluated in the near future.**

- D. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel**
- **Mr. Jason Dodd, Carpenter, in the position of the HVAC Technician from October 7, 2011 to October 27, 2011**
  - **Ms. Carolin James, Senior Office Specialist, in the position of the Administrative Assistant from September 9, 2011 to November 30, 2011**
  - **Ms. Maria Ruiz de Cortez, Cafeteria Worker I, in the position of the in the position of the Cafeteria Worker II from August 29, 2011 to September 23, 2011**
  - **Mr. Alejandro Villa, Skilled Maintenance Worker, in the position of the Carpenter from October 7, 2011 to October 27, 2011**

**E. Disciplinary Hearings**

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
  - **Pre-hearing Conferences: September 23, 2011**
  - **Hearings: TBD**

**Dr. Young informed the Personnel Commission about the pre-hearing conferences that took place on September 23, 2011. Disciplinary hearings will be conducted either before a hearing officer or Personnel Commissioners.**

**F. Merit Rules Advisory Committee (A.R.C.) Update**

- **Advisory Rules Committee Agendas – September 22, 2011**

**Dr. Young drew attention to the A.R.C. agenda and sign-up sheet from September 22, 2011 for the Personnel Commission's review.**

**He informed the Personnel Commission about a guest speaker who addressed a specific issue in open discussion.**

**III. Consent List:** It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

**A. Approve Classified Personnel – Merit Report - No. A. 20**

1. September 22, 2011

**Approve Classified Personnel – Merit Report - No. A. 15**

2. October 6, 2011

**B. Approve Classified Personnel – Non-Merit Report – No. A. 21**

1. September 22, 2011

**Approve Classified Personnel – Non-Merit Report – No. A. 16**

2. October 6, 2011

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Accounting Assistant II	10
Electrician	2
Facility Permit Supervisor	8
Physical Therapist	2
Skilled Maintenance Worker	7
Sports Facility Attendant	14

Motion by: **Shane McCloud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

**IV. Discussion/Action Items/or Other Information:**

**A. Action Item(s):**

1. Advanced Step Placements:

Director's Recommendation: *Approve*

a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new Eric Hedges in the classification of Electrician pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: **Suzanne Kim**

Seconded by: **Shane McCloud**

Vote: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Stuart Silverman in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

**Ms. Cartee-McNeely provided an update on general discussion of the negotiation team regarding the Advanced Step Placement. Over all, thirty-three percent (33%) of new hires have had the Advanced Step Placement granted in the past two (2) years, and majority of these have been at the top step. It is an indication that a Classification and Compensation Study needs to be implemented so that the salaries are comparable with the current job market.**

**B. Discussion Item(s):**

1. Personnel Commission Annual Report: 2010 – 2011

**Ms. Cindy Johnston, Human Resources Technician, on behalf of Ms. Julie Younan, Human Resources Technician, who generated the report, provided a detailed overview of the Personnel Commission Annual Report for last fiscal year. She drew attention of the Personnel Commission to a significantly increased number of Professional Experts Requests and a new category - demographic data. Ms. Johnston stated that there have been one hundred and forty-nine (149) Personnel Requisitions either for vacant or new positions since July 1, 2011 while the total number for last fiscal year was one hundred and forty-five (145).**

**Commissioner Brady suggested placing information about the electronic version of the full Personnel Commission agenda on next year's annual report.**

**Dr. Young informed the Personnel Commission that this PC Annual Report will be given to the Board of Education President, Mr. Jose Escarce, for the Board of Education review. It will be also placed on the Personnel Commission web site.**

2. Personnel Requisition Status Report

**Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were nine (9) vacancies on a certification list (meaning that the Personnel Commission staff has submitted a list of candidates who qualified and ranked in the first three (3) ranks) and thirty-three (33) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of October 6, 2011. The Month-to-Month Comparison Report showed forty-seven (47) vacancies on file in September 2011. The Personnel Commission received sixteen (16) vacancies of which eleven (11) positions have been filled and ten (10) positions were cancelled and/or placed on hold.**

**In the graphic representation: twenty-one percent (21%) of positions have been certified to managers; seventy-nine percent (79%) of positions are open; seventy-six percent (76%) of positions are more than twenty (20) hours a week; sixty-two percent (62%) of positions are new and thirty-eight percent (38%) are vacant; eighty-eight percent (88%) positions are located in Santa Monica, and twelve percent (12%) are from Malibu.**

**Ms. Perry noted that twenty-four (24) Children’s Center Assistant positions were not included on this report due to “pending status”.**

**Ms. Cindy Johnston, Human Resources Technician, provided a detailed report regarding the Children’s Center Assistant positions. Out of forty-eight (48) positions submitted to the Personnel Commission, twenty-nine (29) have been filled and nineteen (19) are remaining to be filled. The rest of the positions will be reconciled at a meeting with Child Development Services management scheduled for October 12, 2011.**

**Next month’s report will reflect all the updates for the Children’s Center Assistant positions.**

**Commissioner Brady commended Ms. Johnston for her dedication and efforts with this recruitment. Dr. Young expressed his gratitude to the Child Development Services staff for their assistance and support.**

3. Personnel Commission’s Twelve-Month Calendar of Events
  - 2011 – 2012

**Commissioner Brady will not be present at the November 8, 2011 regular Personnel Commission meeting.**

**Personnel Commissioners scheduled a Special Personnel Commission Closed Session for the Director’s Progress Report on Monday, November 21, 2011, at 5:00 p.m., in the Board Conference Room.**

### **C. Information Item(s):**

1. Merit Rules Review Tracker

**No changes**

2. Workforce Organization Development and Strategic District Partnership Tracker

**No changes – Dr. Young is still in conversation with Ms. Washington’s office regarding implementing a new oral Personnel Commission presentation into the New Employees’ Orientation.**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**Commissioner Kim stated for the record that three (3) District employees have contacted her regarding the Reclassification Study for Administrative Assistant in the Personnel Commission department.**

**B. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	December 2011
Merit Rules Revisions	Second Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	December 2011
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	December 2011

**Dr. Young provided a brief overview of the future items.**

**VI. Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
  - Progress Review of Strategic Goals - Director, Classified Personnel
  - **Summary Feedback Form for the Evaluation on Progress Report - added**

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 5:45 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 6:25 p.m.**

**The Commission reported out of Closed Session at 6:25 p.m. No action was taken.**



**VII. Special Personnel Commission Closed Session:**

Tuesday, October 18, 2011, at 5:30 pm - *District Office Board Conference Room*

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
  - Progress Review of Strategic Goals - Director, Classified Personnel

**Next Regular Personnel Commission Meeting:**

Tuesday, November 8, 2011, at 5:00 pm - *District Office Board Room*

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

**Personnel Commission meeting was adjourned in memory of Mr. Jim Heller, Commissioner Kim's late father.**

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

**TIME ADJOURNED: 6:30 p.m.**

Submitted by:

\_\_\_\_\_  
Wilbert Young, Ph.D.  
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.

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**  
District Office Board Conference Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**SPECIAL MEETING**  
**October 18, 2011 @ 5:00 p.m.**  
**District Office Board Conference Room**

**DUE TO A LACK OF QUORUM, THE MEETING WAS NOT CALLED TO ORDER AND IT WILL BE  
RESCHEDULED**

**PERSONNEL COMMISSIONERS:** Mrs. Pam Brady, Ms. Kim, and Mr. Shane McLoud

**I. General Functions:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Motion to Approve Agenda:**

Motion by:  
Seconded by:  
Vote:

- E. 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 three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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. Special Personnel Commission Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
  - Progress Review of Director, Classified Personnel

Motion by:  
Seconded by:  
Vote:

**TIME ADJOURNED TO CLOSED SESSION:**

**TIME RETURNED TO OPEN SESSION AT:**

**III. Next Regular Personnel Commission Meeting:**

Tuesday, November 8, 2011, at 5:00 pm - *District Office Board Room.*

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

Motion by:  
Seconded by:  
Vote:

**TIME ADJOURNED:**

Submitted by:

\_\_\_\_\_  
Wilbert Young, Ph.D.  
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.

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## **II. Report From The Director Of Classified Personnel:**

- A. Acknowledgment of Service for Commissioner Suzanne Kim**
- B. Search for the New Personnel Commissioner Update**
- **Filling the Expired Term of Commissioner Brady**
  - **Filling the Unexpired Term of Commissioner Kim**
- C. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**
- **Ms. Lindsey Cloud, Technical Specialist II, Voice Coach, from December 1, 2011 to May 31, 2012, Educational Services/Music, Grant Elementary School, Rogers Elementary School**
  - **Ms. Amanda Duran, Technical Specialist II, English Language Learners Instructor, from October 3, 2011 to June 20, 2012, Educational Services**
  - **Ms. Bobbi Ross-Neier, Technical Specialist I, Community Coordinator, from August 30, 2011 to June 30, 2012, Malibu High School**
- D. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel**
- **Mr. Bruno Anderson, Custodian, in the position of the Gardener from October 20, 2011 to March 6, 2012**
  - **Mr. Barton Burdick, Gardener, in the position of the Equipment Operator/Sports Facilities from October 5, 2011 to February 1, 2012**
  - **Mr. Stevie Davis, Custodian, in the position of the Equipment Operator from July 1, 2011 to September 30, 2011**
  - **Mr. Rick Deanda, Gardener, in the position of the Skilled Maintenance Worker from August 1, 2011 to August 31, 2011**
  - **Mr. Art Gonzalez, Custodian, in the position of the Sprinkler Repair Technician from October 19, 2011 to March 5, 2011**
  - **Mr. Lateef Howard, Instructional Assistant – Physical Education, in the position of the Physical Activities Specialist from September 12, 2011 to September 12, 2011**

- **Mr. Tom O'Rourke, Custodian, in the position of the Gardener from November 9, 2011 to March 12, 2012**
- **Ms. Maria Ruiz de Cortez, Cafeteria Worker I, in the position of the in the position of the Cafeteria Worker II from August 29, 2011 to November 10, 2011**
- **Ms. Leticia Tirado, Cafeteria Worker I, in the position of the Cafeteria Worker II from October 21, 2011 to October 31, 2011**

**E. Merit Rules Advisory Committee (A.R.C.) Update**

- **Advisory Rules Committee Agendas – October 13, 2011; October 27, 2011; November 10, 2011; December 1, 2011**

**F. Disciplinary Hearings**

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**  
- **Hearings: tentatively January 2012**
- **Ref. Number: 7011 0470 0002 6451 3988**
- **Ref. Number: 7011 0470 0002 6451 3995**
- **Ref. Number: 7011 0470 0002 6451 3964**  
- **Failed to Return "Request for Hearing before Personnel Commission" by October 28, 2011**
- **Ref. Number: 7011 0470 0002 6451 4053**  
- **Pre-hearing Conference: TBD**

**G. District Leadership Team Initiated by Superintendent Lyon**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Advisory Rules Committee (A.R.C.)**  
District Office Testing Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

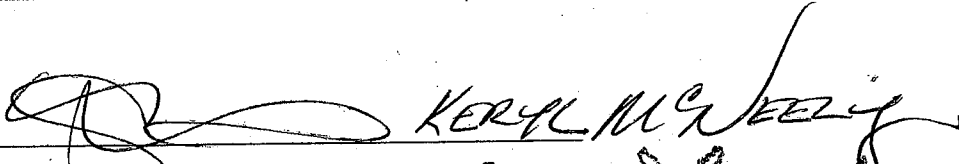


**October 13, 2011 @ 1:00 p.m.**

1. Superintendent and SEIU's Review
  - Chapter XI: Vacation, Leaves of Absence and Holidays
  - Chapter XII: Salaries, Overtime Pay, and Benefits
  
2. Next Regular A.R.C. Meeting
  - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: October 13, 2011

1.  KERYL McNEELY
2. Cindy Johnston  Cindy Johnston
3. Wilbert Ye  WILBERT YE
4. Beth Papp
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Advisory Rules Committee (A.R.C.)**  
District Office Testing Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**October 27, 2011 @ 1:00 p.m.**


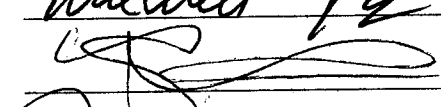
1. Superintendent and SEIU's Review
  - Chapter XI: Vacation, Leaves of Absence and Holidays
  - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
3. Review of Chapter XV: Resignation and Reinstatement
4. Review of Chapter XVI: Grievance Procedure
5. Other Business:
6. Next Regular A.R.C. Meeting
  - TBD



A.R.C. Meeting

SIGN-IN SHEET

Date: October 27, 2011

1. Carmen Larios 
2. Wilbert Ye WILBERT YOUNG
3.  KEVIN CRATEE-WHEELER
4. Myra Diaz VIRGINIA HYATT
5. Cindy Johnston Cindy Johnston
6. \_\_\_\_\_
7. \_\_\_\_\_

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Advisory Rules Committee (A.R.C.)**  
District Office Testing Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**November 10, 2011 @ 1:00 p.m.**

1. Cancellation of 11.8.11 Personnel Commission Meeting for a 2<sup>nd</sup> Reading
  - Chapter XI: Vacation, Leaves of Absence and Holidays
  - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
3. Review of Chapter XV: Resignation and Reinstatement
4. Review of Chapter XVI: Grievance Procedure
5. Other Business:
6. Next Regular A.R.C. Meeting
  - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: November 10, 2011

1. Cindy Johnston (Cindy Johnston)
2. W Albert Young (WILBERT YOUNG)
3. Beth Papp ~~(BETH PAPP)~~ (BETH PAPP)
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Advisory Rules Committee (A.R.C.)**  
District Office Testing Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**December 1, 2011 @ 1:00 p.m.**

1. Presentation of 12.13.11 Personnel Commission Meeting for a 2<sup>nd</sup> Reading
  - Chapter XI: Vacation, Leaves of Absence and Holidays
  - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
3. Review of Chapter XV: Resignation and Reinstatement
4. Review of Chapter XVI: Grievance Procedure
5. Other Business:
6. Next Regular A.R.C. Meeting
  - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: December 1, 2011

1. Virginia Hyatt VIRGINIA HYATT
2. Cindy Johnston Cindy Johnston
3. Annette Bolen ANNETTE BOLEN
4. Beth Papp BETH PAPP
5. Wilbert Young WILBERT YOUNG
6. Keryl Cartee-McNeely KERYL CARTEE-McNEELY
7. \_\_\_\_\_

**From:** [Wahrenbrock, Sarah](#)  
**To:** [Juan Cabrillo Elementary](#); [Edison Language Academy](#); [Franklin Elementary](#); [Grant Elementary](#); [McKinley Elementary](#); [John Muir Elementary](#); [Will Rogers Learning Community](#); [Roosevelt Elementary](#); [Webster Elementary](#); [Point Dume Marine Science](#); [JAMS](#); [Lincoln Middle School](#); [Malibu High School](#); [Samohi](#); [SMASH](#); [Child Development Services](#); [Olympic High School](#); [District Office](#); [smmctapresident@aol.com](#)  
**Subject:** District Leadership Team  
**Date:** Monday, December 05, 2011 3:02:09 PM

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*\*\*\*This email was sent on behalf of Superintendent Lyon.\*\*\**

Dear Colleagues,

As you know, in a district our size, it is often difficult to create an opportunity for all staff to discuss issues that affect our district as a whole. To help us improve that communication and create a body that can creatively think about challenges we face in the district, I am proposing the formation of a District Leadership Team. This group will be comprised of appointees from each of our employee groups: management, certificated, and classified. I will be working with SMMCTA President Harry Keiley and SEIU Chief Steward Keryl Cartee-McNeely to identify individuals to be a part of this team. If you are interested, please contact your union rep.

Our goals will include:

- Building trust through collaborative professional relationships among key internal stakeholder groups
- Identifying significant organizational issues (e.g. communication, managing organization/reputational risk, how to support employees with challenging issues)
- Identify solutions to identified concerns
- Speaking with one voice (to the extent possible)
- Discussing and identifying strategies which will improve our school district.

Those willing to participate in the DLT will need to commit to:

- Remaining open minded
- Letting go of prior experiences and old baggage
- Speaking honestly and respectfully
- Placing ideas above personalities
- Respecting the minority or different view points.
- Identifying solutions
- Thinking of the possible rather than the impossible
- Maintaining confidentiality when necessary
- Taking risks
- Actively listening and participating

The DLT will NOT engage in negotiations or individual personnel issues. Items that arise from the DLT discussions will be referred to the appropriate departments.

The group will meet monthly for ninety minutes and will meet at the district office.

I would like to hold our first meeting on December 19 from 4:00-5:30pm at the district office (room TBD). We will use that first meeting to set norms, establish a calendar, and begin

brainstorming the issues we want to address.

I am excited about the opportunity to have representatives of all employees working together to continue the work we do and to collaborate on how we will make our district even better.

Sincerely,

*Sandra Lyon*

Superintendent

Santa Monica-Malibu Unified School District

310.450.8338, ext. 70241

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### **III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 13**

1. October 20, 2011

**Approve Classified Personnel – Merit Report - No. A. 11**

2. November 3, 2011

**Approve Classified Personnel – Merit Report - No. A. 13**

3. November 17, 2011

**B. Approve Classified Personnel – Non-Merit Report – No. A. 14**

1. October 20, 2011

**Approve Classified Personnel – Non-Merit Report – No. A. 12**

2. November 3, 2011

**Approve Classified Personnel – Non-Merit Report – No. A. 14**

1. November 17, 2011

**C. Approve Classified Personnel Eligibility List(s):**

<b><u>Classification</u></b>	<b><u># Eligibles</u></b>
Administrative Assistant	44
Cafeteria Worker I	20
Children’s Center Assistant	110
Computer Operator	13
Elementary Library Coordinator	10
Fiscal Program Supervisor – Child Development Services	4
Health Office Specialist	10
Instructional Assistant – Special Education	13
Physical Activities Specialist	14
Physical Therapist	3
Senior Office Specialist	8
Specialized Instructional Assistant	9

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_



TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / WILBERT YOUNG  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 10/20/11

RECOMMENDATION NO. A.13

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>ELECTION</u>		<u>EFFECTIVE DATE</u>
Diaz, Roxana Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	10/7/11
Hawkins, Shelly Grant Elementary	Inst Asst – Classroom 2 Hrs/SY/Range: 18 Step: A	10/3/11
Hedges, Eric Maintenance	Electrician 8 Hrs/12 Mo/Range:37 Step: A	10/3/11
Martinez, Marsha Franklin Elementary	Inst Asst – Physical Ed 3.25 Hrs/SY/Range: 20 Step: A	10/3/11

<u>RE-EMPLOYMENT</u>		<u>EFFECTIVE DATE</u>
Miller, Karen Educational Svcs	Office Specialist 8 Hrs/11 Mo/Range: 22 Step: E	10/3/11

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Strnad, Jan Theater/Facility Permits	Facility Permit Supervisor 8 Hrs/12 Mo/Range: 41 Step: A Fr: Admin Asst; 8 Hrs/12 Mo	10/3/11
Villa, Alejandro Maintenance	Skilled Maintenance Worker 8 Hrs/12 Mo/Range: 31 Step: E Fr: Utility Worker; 8 Hrs/12 Mo	9/26/11

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Buendia, Carolina Special Education	Inst Asst – Special Ed	6/30/11-8/12/11

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Anderson, Bruno Santa Monica HS	Custodian [overtime, as needed]	7/1/11-6/30/12
Brewer, Ariana Special Education	Inst Asst – Special Ed [additional hours – training]	2/28/11-3/27/11
Buendia, Carolina Special Education	Inst Asst – Special Ed [additional hours – Spring Forum]	3/26/11
Burton, Jerome Roosevelt Elementary	Custodian [overtime, cleaning project]	9/23/11-10/1/11
Chulack, Sarah Special Education	Inst Asst – Specialized [additional hours, as needed]	8/30/11-6/18/12

Cortez, Griselda Facility Permits	Childrens Center Asst [additional hours, as needed]	9/1/11-6/15/12
Cortez, Griselda Theater Operations	Childrens Center Asst [additional hours, as needed]	9/1/11-6/15/12
Crawford, Cynthia John Adams MS	Library Asst I [overtime, as needed for Sci Magent]	9/15/11-6/15/12
Cueva, Felipe Santa Monica HS	Custodian [overtime, as needed]	7/1/11-6/30/12
Denoya, Michael Special Education	Speech Language Path Asst [additional hours, staff development]	8/25/11
Fisher, Caroline Special Education	Occupational Therapist [additional hours, staff development]	8/25/11
Flores, Maria Roosevelt Elementary	Sr. Office Specialist [overtime, compiling achievement data]	9/20/11-11/20/12
Garcia-Elmesry, Miriam Special Education	Inst Asst – Specialized [additional hours, training]	8/29/11-9/30/11
Gardea, Lupe Educational Svcs	Bilingual Community Liaison [additional hours, translation]	9/1/11-6/30/12
Germain, Katherine Rogers Elementary	Inst Asst – Classroom [additional hours, after school events]	9/1/11-6/18/12
Gonzalez, Simona Roosevelt Elementary	Physical Activities Specialist [additional hours, Anti-Bullying training]	9/20/11-6/15/12
Guberman, Jesse Special Education	Speech Language Path Asst [additional hours, staff development]	8/25/11
Hall, Ana Special Education	Inst Asst – Developmental Health [additional hours, training]	1/13/11-1/14/11
Harper, Erin Special Education	Occupational Therapist [additional hours, staff development]	8/25/11
Harris, Kenneth Roosevelt Elementary	Custodian [overtime, cleaning project]	9/23/11-10/1/11
Hartley, Logan Rogers Elementary	Inst Asst – Classroom [additional hours, after school events]	9/1/11-6/18/12
Hurtado, Renee Special Education	Inst Asst – Developmental Health [additional hours, Spring Forum]	3/26/11
Kemna-Gonzalez, Gabriela Special Education	Inst Asst – Special Ed [additional hours, training]	2/28/11-3/27/11
Kim, Jeong Special Education	Occupational Therapist [additional hours, staff development]	8/25/11
Klenk, Heather Lincoln Middle School	Inst Asst – Music [additional hours, assisting at band events]	8/30/11-6/18/12

Leavitt, Lynn Lincoln Middle School	Library Asst I [additional hours, after school library]	9/15/11-6/18/12
Mares, Joe Facility Permits	Equipment Operator [overtime, as needed]	8/13/11-6/15/12
Mares, Joe Theater Operations	Equipment Operator [overtime, as needed]	8/13/11-6/15/12
Martino, Jessica Special Education	Occupational Therapist [additional hours, staff development]	8/25/11
McKinley, Tyrone Facility Permits	Lifeguard [overtime, as needed]	8/27/11-8/28/11
Monjaraz, Gabriela Special Education	Inst Asst – Specialized [additional hours, training]	1/13/11-1/14/11
Naranjo, Debbie Food Svcs/Santa Monica HS	Cafeteria Worker II [additional hours – filling open position]	8/29/11-9/23/11
Orozco, Abel Facility Permits	Gardner [overtime, as needed]	8/13/11-6/15/12
Orozco, Abel Theater Operations	Gardner [overtime, as needed]	8/13/11-6/15/12
Omari, Saleem Santa Monica HS	Custodian [overtime, as needed]	7/1/11-6/30/12
Oyenoki, Elizabeth McKinley Elementary	Sr. Office Specialist [overtime, office move]	9/17/11-9/18/11
Persinger, Lisa Roosevelt Elementary	Sr. Office Specialist [overtime, compiling achievement data]	9/20/11-11/20/11
Reidmiller, Jill Special Education	Occupational Therapist [additional hours, staff development]	8/25/11
Suaste, Eduardo Santa Monica HS	Custodian [overtime, as needed]	7/1/11-6/30/12
Tangum, Cathy Facility Permits	Campus Security Officer [overtime, as needed]	9/17/11-6/15/12
Tangum, Cathy Theater Operations	Campus Security Officer [overtime, as needed]	9/17/11-6/15/12
Torres, Jose Facility Permits	Custodian [overtime, as needed]	9/17/11-6/15/12
Torres, Jose Theater Operations	Custodian [overtime, as needed]	9/17/11-6/15/12
Tursi, Lisa Roosevelt Elementary	Administrative Asst [overtime, compiling achievement data]	9/20/11-11/20/11
Ucan, Abraham Special Education	Inst Asst – Specialized [additional hours, training]	1/13/11-1/14/11

Walker, Louis Santa Monica HS	Custodian [overtime, as needed]	7/1/11-6/30/12
White, Robert Roosevelt Elementary	Inst Asst – Physical Ed [additional hours, Anti-Bullying training]	9/20/11-6/15/12

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Arnao, Dora Special Education	Inst Asst – Developmental Health	8/29/11-6/18/12
Gaidzik, Rusty Child Develop Svcs	Computer Operator	9/13/11-10/7/11
Harmon, Laurie Special Education	Inst Asst – Special Ed	8/29/11-6/30/12
Lockett, Tyrone Adult Education	Campus Security Officer	9/13/11-6/30/12
Lopez, Manny Purchasing	Stock & Delivery Clerk	8/29/11-6/30/12
Martinez, Daniel Special Education	Inst Asst – Special Ed	8/29/11-6/30/12
Oyenoki, Aimee McKinley Elementary	Inst Asst – Classroom	9/19/11-6/15/12
Rams, Florencia Grant Elementary	Bilingual Community Liaison	8/23/11-1/20/12
Robertson, Susan Personnel Commission	Office Specialist	9/14/11-6/15/12
Robinson, Christine Personnel Commission	Office Specialist	7/1/11-6/15/12

**INVOLUNTARY TRANSFER**

		<b><u>EFFECTIVE DATE</u></b>
Doty, Joel McKinley Elementary	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Grant Elementary	8/29/11
Thomas, William Malibu High School	Inst Asst – Special Ed 6.8 Hrs/SY Fr: 8 Hrs/SY/Franklin Elementary	8/29/11
Warmington, Brigitte Webster Elementary	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Pt Dume Elementary	8/29/11

**VOLUNTARY TRANSFER**

		<b><u>EFFECTIVE DATE</u></b>
Naranjo, Debbie Food Services	Cafeteria Worker II 7 Hrs/SY/Santa Monica HS Fr: 6 Hrs/SY/Edison Elementary	9/23/11

**CHANGE IN ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Custodio, Thelma Santa Monica HS	Inst Asst – Special Ed 6 hrs/SY Fr: 5 Hrs/SY	10/7/11
Marroquin, Robert McKinley Elementary	Inst Asst – Special Ed 6 Hrs/SY Fr: 4.5 Hrs/SY	8/30/11
Roller, Yolanda Special Education	Inst Asst – Developmental Health 7 Hrs/SY Fr: 6 Hrs/SY	9/27/11

**REDUCTION IN HOURS IN LIEU OF LAYOFF**

		<b><u>EFFECTIVE DATE</u></b>
Rodgers, Rodney Special Education	Inst Asst – Developmental Health 6 Hrs/SY Fr: 7.7 Hrs/SY	9/26/11

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Cortez, Griselda Child Develop Svcs	Children Center Asst Medical	9/26/11-10/7/11
Glover, Tomita Santa Monica HS	Administrative Asst Medical	8/29/11-10/23/11
Hernandez, Diane Fiscal Services	Accounting Assistant Medical	10/3/11-10/7/11
Hills, Kevin Santa Monica HS	Inst Asst – Special Ed Medical	8/29/11-10/31/11
Morales, Louis Edison Elementary	Physical Activities Specialist Medical	9/17/11-10/7/11
Padilla, Ramiro Operations	Equipment Operator Medical	8/27/11-10/31/11

**LEAVE OF ABSENCE (UNPAID)**

		<b><u>EFFECTIVE DATE</u></b>
Marshall, Kimberly McKinley Elementary	Inst Ast – Classroom Personel	10/6/11-11/11/11
Pacheco, Patricia Food Svcs	Cafeteria Worker I Childcare	8/26/11-6/18/12

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
De Cortez Ruiz, Maria Food Services	Cafeteria Worker II Fr: Cafeteria Worker I	9/21/11-10/31/11

**SUSPENSION WITHOUT PAY**

		<b><u>EFFECTIVE DATE</u></b>
DD8053095 Maintenance/Operations		9/30/11 – 11/10/11

**ABOLISHMENT OF POSITION**

		<b><u>EFFECTIVE DATE</u></b>
	Inst Asst – Special Ed 6 Hrs/SY; Grant Elementary	8/29/11

Inst Asst – Special Ed 8/29/11  
3.5 Hrs/SY; Malibu High School

Inst Asst – Classroom 8/29/11  
5 Hrs/SY; Pt Dume Elementary

**RESIGNATION**

Baath, Ebba  
Rogers Elementary

Inst Asst – Classroom

**EFFECTIVE DATE**

12/24/11

Burlakova, Svetlana  
Webster Elementary

Inst Asst – Special Ed

6/22/11

DeShannon, Brandi  
John Adams MS

Inst Asst – Special Ed

9/30/11

Hungerland, Maria  
Cabrillo Elementary

Inst Asst – Classroom

9/21/11

Peters, Allison  
Special Education

Inst Asst – Specialized

10/14/11

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

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / WILBERT YOUNG  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 11/03/11

RECOMMENDATION NO. A.11

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.

<b><u>ELECTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Bosque, Gloria CDS/Franklin Elem	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	10/10/11
Holmes, Michael Pt Dume Elementary	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: A	10/10/11
Kleisley, Susan CDS/Grant Elem	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	10/10/11
<b><u>RE-CLASSIFICATION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Lopez, Maribel Special Education	Inst Asst – Developmental Health 7 Hrs/SY/Range: 23 Step: F Fr: Inst Asst – Special Ed	10/1/11
<b><u>TEMP/ADDITIONAL ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Alvarez, Jose Facility Permits	Gardener [overtime, as needed]	9/16/11-6/18/12
Alvarez, Jose Theater Operations	Gardener [overtime, as needed]	9/16/11-6/18/12
Bolan, Anette Santa Monica HS	Campus Security Officer [overtime, as needed]	7/1/11-6/30/12
Castillo, John BB Projects	Network Engineer [overtime, as needed]	9/1/11-12/31/11
DeAndra, Rick Facility Permits	Gardener [overtime, as needed]	9/16/11-6/18/12
DeAndra, Rick Theater Operations	Gardener [overtime, as needed]	9/16/11-6/18/12
Flores, Ana Maintenance	Administrative Asst [overtime as needed]	9/20/11-6/30/12
Gilbertson, Kelly Webster Elementary	Inst Asst – Classroom [additional hours, school needs]	10/1/11-6/18/12
Gold, Kathy BB Projects	Technology Support Asst [overtime, as needed]	9/1/11-12/31/11
Gutierrez-Prada, Nancy Educational Svcs	Bilingual Community Liaison [additional hours, Middle School Initiative]	9/20/11-6/30/12
Jackson, Mitchell Facility Permits	Custodian [overtime, as needed]	9/27/11-6/15/12

Jackson, Mitchell Theater Operations	Custodian [overtime, as needed]	9/27/11-6/15/12
James, Carolin Special Education	Administrative Asst [overtime, as needed]	10/3/11-12/5/11
Kidwell, LaChell Special Education	Inst Asst - Special Ed [additional hours]	9/7/08-6/25/10
Kingsley, Karrie Special Education	Occupational Therapist [additional hours, assessments]	4/25/11-6/22/11
Lopez, Sarah Facility Permits	Children Center Asst [additional hours, as needed]	10/1/11-6/15/12
Lopez, Sarah Theater Operations	Children Center Asst [additional hours, as needed]	10/1/11-6/15/12
Lowe, Heather McKinley Elementary	Elementary Library Coord [coordinate GATE program]	10/17/11-6/15/12
Manzur, Juan BB Projects	Technology Support Asst [overtime, as needed]	9/1/11-12/31/11
Mares, Jose Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Marmolejo, David BB Projects	Network Engineer [overtime, as needed]	9/1/11-12/31/11
Martin, Anthony Santa Monica HS	Campus Security Officer [overtime, as needed]	7/1/11-6/30/12
McGrath, Kathy Business Svcs	Sr. Office Specialist [overtime, Illuminate input]	8/29/11-9/4/11
Medellin, Diana Lincoln MS	Inst Asst – Special Ed [additional hours, after-school Library]	10/3/11-6/18/12
Miller, Melvyn Santa Monica HS	Campus Security Officer [overtime, as needed]	7/1/11-6/30/12
Morich, Karin Lincoln MS	Inst Asst – Specialized [additional hours, after-school Library]	10/3/11-6/18/12
Nao, Kim Educational Svcs	Student Outreach Specialist [additional hours, Middle School Initiative]	9/20/11-6/30/12
Nunez, Sherry Santa Monica HS	Campus Security Officer [overtime, as needed]	7/1/11-6/30/12
Orozco, Abel Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Patterson, Pete BB Projects	Technology Support Asst [overtime, as needed]	9/1/11-12/31/11
Quon, Rosemary Special Education	Office Specialist [assist with special project]	10/17/11 – 9/30/12



Rodriguez, Maria Educational Svcs	Bilingual Community Liaison [additional hours, Middle School Initiative]	9/20/11-6/30/12
Sargent, Darren Santa Monica HS	Campus Security Officer [overtime, as needed]	7/1/11-6/30/12
Tangum, Cathy Olympic HS	Campus Security Officer [additional hours, Saturday School]	10/8/11-6/30/12
Vargas, Patty Olympic HS	Administrative Assistant [overtime, Tobacco Grant Program]	10/10/11-4/1/12
Villa, Florinda Educational Svcs	Bilingual Community Liaison [additional hours, Middle School Initiative]	9/20/11-6/30/12

**SUBSTITUTES**

Khaili, Ramesh Child Develop Svcs	Inst Asst – Classroom	<b><u>EFFECTIVE DATE</u></b> 10/3/11–6/15/12
Quon, Rosemary Personnel Commission	Office Specialist	10/12/11-6/15/12

**INVOLUNTARY TRANSFER**

Warmington, Brigitte Webster Elementary	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Pt Dume Elementary	<b><u>EFFECTIVE DATE</u></b> 8/29/11
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**CHANGE IN ASSIGNMENT**

Custodio, Thelma Special Ed/SaMo	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 10/7/11
Howard, Lateef Santa Monica HS	Inst Asst – Physical Ed 4 Hrs/SY Fr: 3 Hrs/SY/Webster Elementary	10/18/11
Newman, Pasley Special Ed/SaMo	Inst Asst – Special Ed 6.5 Hrs/SY Fr: 6 Hrs/SY	10/4/11
Plascencia, Henry Operations/SaMo	Custodian 8 Hrs/12 Mo Fr: 3 Hrs/12 Mo	10/12/11
Perez-Madera, Salomon Special Education	Inst Asst – Specialized 6.5 Hrs/SY Fr: 6 Hrs/SY	9/19/11-6/30/12
Roller, Yolanda Special Ed/Lincoln	Inst Asst – Developmental Health 7 Hrs/SY Fr: 6 Hrs/SY	9/27/11-6/30/12

**LEAVE OF ABSENCE (PAID)**

Cortez, Griselda Child Develop Svcs	Children Center Asst Medical	<b><u>EFFECTIVE DATE</u></b> 10/10/11-10/16/11
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DeAlmeida, Suzanne Lincoln Middle School	Inst Asst – Special Ed Medical	9/30/11-10/14/11
Hernandez, Diane Fiscal Services	Accounting Tech Catastrophic [updated from 10/20/11 Agenda]	10/3/11-10/7/11
Jackson, Nisha McKinley Elementary	Inst Asst – Special Ed Medical	9/29/11-11/9/11
Malik, Kiran Franklin Elementary	Inst Asst – Special Ed Medical	10/12/11-10/24/11
McCrea, Kathy Malibu High School	Sr. Office Specialist Medical	9/9/11-10/31/11
Watkins, Jennifer Food Services	Cook Baker Medical	10/1/11-10/10/11
Yashar, Azita McKinley Elementary	Inst Asst – Special Ed Medical	10/1/11-10/31/11

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Brito, Salvador Transportation	Bus Driver	11/1/11
Carrillo, Rigoberto Maintenance	HVAC Technician	11/1/11
Gold, Kathy Information Svcs	Technology Support Asst	11/1/11
Murray, April Lincoln Middle School	Lifeguard	11/1/11
Younan, Julie Personnel Commission	Human Resource Tech	11/1/11

**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Burdick, Barton Grounds	Equipment Operator Fr: Gardener	10/5/11-2/1/12
Dodd, Jason Maintenance	HVAC Tech Fr: Carpenter	10/7/11-10/27/11
Howard, Lateef Webster Elementary	Physical Activities Specialist Fr: Inst Asst – Physical Ed	9/12/11
Villa, Alejandro Maintenance	Carpenter Fr: Skilled Maint Worker	10/7/11-10/27/11

**LAYOFF**

**EFFECTIVE DATE**

HA4108949 McKinley Elementary	Sr. Office Specialist	12/19/11
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**LAYOFF/REDUCTION OF HOURS**

**EFFECTIVE DATE**

CX4537259 Special Ed/JAMS	Inst Asst – Special Ed 6.5 Hrs/SY Fr: 7.5 Hrs/SY	12/19/11
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CS9850099 Special Education	COTA 8 Hrs/SY Fr: 8 Hrs/10 Month	12/19/11
UW4439637 Special Education	Job Development Specialist 6 Hrs/SY Fr: 6 Hrs/10 Month	12/19/11
EP8405364 Special Education	Job Development Specialist 3 Hrs/SY Fr: 3 Hrs/10 Month	12/19/11

**ABOLISHMENT OF POSITION**

Inst Asst - Bilingual 3.75 Hrs/SY; Edison Elementary	<b><u>EFFECTIVE DATE</u></b> 9/20/11
Inst Asst – Special Ed 6 Hrs/SY; Olympic HS	8/29/11

**DISQUALIFICATION FROM PROBATION**

GN9770570 Special Education	Inst Asst – Specialized	<b><u>EFFECTIVE DATE</u></b> 11/4/11
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**RESIGNATION**

Paulson, Amber Grant Elementary	Inst Asst - Classroom	<b><u>EFFECTIVE DATE</u></b> 10/21/11
Walker, DaShayne Special Education	Inst Asst – Special Ed	10/11/11
Woodward, Teresa Child Develop Svcs	Children Center Asst	9/30/11

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

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / WILBERT YOUNG  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 11/17/11

RECOMMENDATION NO. A.13

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.

<b><u>ELECTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Barnum, Jessica Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	10/31/11
Britt, Medina Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	10/27/11
Cruz, Gerado Child Develop Svcs	Fiscal Program Supervisor 8 Hrs/!2 Mo/Range: 41 Step: A	11/7/11
Cueva, Sandra Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	10/24/11
Guirgus, Ramez Theater Op/Permits	Sports Facility Attendant 6 Hrs/12 Mo/Range: 22 Step: A	10/24/11
Nydell, Amanda Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	10/31/11
Rand, Alex Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A	11/1/11
Silverman, Stuart Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: F	11/1/11
Sinai, Farimah Theater Op/Permits	Accounting Assistant II 4 Hrs/12 Mo/Range: 26 Step: A	10/27/11
Watson, Natasha Special Education	Inst Asst – Special Ed 4.5 Hrs/SY/Range: 20 Step: F	

<b><u>PROMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
White, Robert Theater Op/Permits	Sports Facility Attendant 6 Hrs/12 Mo/Range: 22 Step: E Fr: Inst Asst – PE; 6 Hrs/SY	10/26/11

<b><u>TEMP/ADDITIONAL ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Arnao, Dora Santa Monica HS	Inst Asst – Special Ed Substitute [additional assign, PSAT Proctor]	10/15/11
Casillas, Veronica Santa Monica HS	Student Outreach Specialist [additional hours, translation]	10/18/11-11/4/11
Cooper, Ray Santa Monica HS	Campus Security Officer [overtime, PSAT Proctor]	10/15/11

Coursey, Pierre BB Projects	Telephone Systems/Computer Equip Spec [overtime, as needed]	10/1/11-12/31/12
Fairchild, Kathy Santa Monica HS	Campus Security Officer Substitute [overtime, as needed]	7/1/11-6/30/12
Flores, Maria Estela Roosevelt Elementary	Sr. Office Specialist [overtime, Illuminate data entry]	10/24/11-11/24/11
Gaidzik, Bill BB Projects	Technology Support Asst [overtime, as needed]	10/1/11-12/31/11
Iniguez, Wilma Muir Elementary	Sr. Office Specialist [overtime, Illuminate data entry]	10/24/11-11/30/11
Lopez, Manuel Santa Monica HS	Campus Security Officer Substitute [overtime, as needed]	7/1/11-6/30/12
Mangum, Don Santa Monica HS	Campus Security Officer [overtime, PSAT Exam]	10/15/11
Marroquin, Robert Special Education	Inst Asst – Special Ed [additional hours, as needed]	10/20/11-6/30/12
Marshall, Kimberly McKinley Elementary	Inst Asst – Classroom [additional assignment]	9/27/11-9/28/11
Martin, Charles Santa Monica HS	Campus Security Officer [overtime, as needed]	7/1/11-6/30/12
Martinez, Santiago BB Projects	Technology Support Asst [overtime, as needed]	10/1/11-12/31/11
McGee, Leslee Santa Monica HS	Administrative Asst [overtime, assist sports program]	10/11/11-12/31/11
McGee, Leslee Santa Monica HS	Administrative Asst [overtime, PSAT Proctor]	10/10/11-10/15/11
Mendoza, Dina Santa Monica HS	Sr. Office Specialist [overtime, PSAT Proctor]	10/15/11
Minca, Robin Lincoln MS	Administrative Asst [overtime, Illuminate data entry]	9/1/11-9/9/11
Montoya, Lisa Educational Svcs	Administrative Asst [overtime, field trip]	10/15/11
Morales, Yanet BB Projects	Technology Support Asst [overtime, as needed]	10/1/11-12/31/11
Morris, Terry Santa Monica HS	Administrative Asst [overtime, assist sports program]	10/11/11-12/31/11
Morris, Terry Santa Monica HS	Administrative Asst [overtime, PSAT Proctor]	10/10/11-10/15/11
Nyden, Diane Lincoln MS	Sr. Office Specialist [overtime, Illuminate data entry]	9/1/11-9/9/11

Oyenoki, Elizabeth McKinley Elementary	Sr. Office Specialist [overtime, Illuminate data entry]	10/17/11-10/21/11
Paddock, Lori Lincoln MS	Sr. Office Specialist [overtime, Illuminate data entry]	9/1/11-9/9/11
Persinger, Lisa Roosevelt Elementary	Sr. Office Specialist [overtime, Illuminate data entry]	10/24/11-11/24/11
Quon, Rosemary Special Education	Office Specialist [special assignment]	10/17/11-12/31/11
Reed, Luanne Santa Monica HS	Licensed Vocational Nurse [overtime, PSAT Proctor]	10/15/11
Ruddy, Colleen Lincoln MS	Inst Asst – Music [additional hours, orchestra program]	9/1/11-6/18/12
Schwartz-Miller, Claire Muir Elementary	Elementary Library Coordinator [additional hours, filling in for open position]	10/31/11-6/18/12
Spalding, James Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Tangum, Cathy Santa Monica HS	Campus Security Officer [overtime, as needed]	7/1/11-6/30/12
Tursi, Lisa Roosevelt Elementary	Administrative Asst [overtime, Illuminate data entry]	10/24/11-11/24/11
Vargas, Patricia Olympic HS	Administrative Asst [overtime, Project Trust]	10/24/11-6/30/12

**SUBSTITUTES**

Gardner, Rodney Operations	Custodian	<b><u>EFFECTIVE DATE</u></b> 10/19/11-6/30/12
Gottesman, Judith Lincoln MS	Accompanist	10/25/11-11/20/11
Guerro, Daniel Personnel Commission	Inst Asst – Physical Ed	10/1/11-6/15/12
Matranga, Ann Special Education	Inst Asst – Special Ed	10/27/11-6/30/12
Polhumus, Ann Special Education	Inst Asst – Special Ed	8/29/11-6/30/12
Thobe, James Rogers Elementary	Inst Asst – Classroom	10/26/11-11/23/11

**CHANGE IN ASSIGNMENT**

Ausmus, Juley Cabrillo Elementary	Inst Asst – Classroom 3.2 Hrs/SY Fr: 3 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 8/29/11-6/15/12
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Davis, Lenora Transportation	Bus Driver 8 Hrs/10 Month Fr: 7 Hrs/10 Month	10/17/11-6/15/12
Lawrence, Jennifer Cabrillo Elementary	Inst Asst – Classroom 3.2 Hrs/SY Fr; 3 Hrs/SY	8/29/11-6/15/12
Morales, Ismael Cabrillo Elementary	Inst Asst – Classroom 3.2 Hrs/SY Fr: 3 Hrs/SY	8/29/11-6/15/12

**INVOLUNTARY TRANSFER**

Watson, Natasha Spec Education	Inst Asst – Special Ed 4.5 Hrs/SY/Lincoln Child Care Fr: 3.5 Hrs/SY/McKinley Elementary	<b><u>EFFECTIVE DATE</u></b> 8/29/11
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**LEAVE OF ABSENCE (PAID)**

Anderson, Amanda John Adams MS	Inst Asst – Special Ed Medical	<b><u>EFFECTIVE DATE</u></b> 11/7/11-12/5/11
Cornejo, Ana Food Services	Cafeteria Worker I Medical	9/10/11-1/31/12
Flores, Martha John Adams MS	Inst Asst – Special Ed Medical	10/26/11-11/13/11
Gershuni, Katherine Child Develop Svcs	Childrens Center Asst Medical	10/10/11-10/30/11
Glover, Tomita Santa Monica HS	Administrative Assistant Medical	10/24/11-10/27/11
Hernandez, Diane Fiscal Services	Accounting Technician Medical (75%)	10/17/11-11/30/11
Laird, Rosemary Human Resources	Office Specialist Medical	9/15/11-10/28/11
Laird, Rosemary Human Resources	Office Specialist Medical (50%)	10/31/11-11/30/11
McCrea, Kathy Malibu High School	Sr. Office Specialist Medical	11/1/11-12/16/11
Valladares, Yulma Child Develop Svcs	Bilingual Community Liaison Maternity	10/18/11-2/3/12
Watkins, Jennifer Food Services	Cook Baker Medical	10/11/11-12/31/11

**WORKING OUT OF CLASS**

Anderson, Bruno Grounds	Gardener Fr: Custodian	<b><u>EFFECTIVE DATE</u></b> 10/20/11-3/6/12
Colvin, Lovell Grounds	Sprinkler Repair Technician Fr: Custodian	10/17/11-10/18/11

Deanda, Rick Maintenance	Skilled Maintenance Worker Fr: Gardner	10/7/11-10/27/11
Gonzalez, Art Grounds	Sprinkler Repair Technician Fr: Custodian	10/19/11-3/5/12
Kratz, Damon Operations	Utility Worker Fr: Custodian	11/9/11-3/12/12
Moton, Wilson Grounds	Gardener Fr: Custodian	10/7/11-10/18/11
O'Rourke, Thomas Grounds	Gardener Fr: Custodian	11/9/11-3/12/12

**RESCISSION LAYOFF/REDUCTION OF HOURS**

GF6164340 Adult Education (Reduction in hours)	Campus Security Officer 3.2 Hrs/10 Mo Fr: 4 Hrs/11 Mo	<b><u>EFFECTIVE DATE</u></b> 11/14/11
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**ABOLISHMENT OF POSITION**

Inst Asst – Developmental Health 7.7 Hrs/SY; Santa Monica HS	<b><u>EFFECTIVE DATE</u></b> 6/23/11
Inst Asst – Classroom 2 Hrs/SY; Cabrillo Elementary	9/21/11

**RESIGNATION**

Harrison, Keith Lincoln Middle School	Accompanist	<b><u>EFFECTIVE DATE</u></b> 10/21/11
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MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY VOTE:  
 AYES:  
 NOES:



TO: BOARD OF EDUCATION ACTION/CONSENT  
10/20/11  
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG  
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.14

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.

**AVID TUTOR**

LEONARD, HANNAH	JOHN ADAMS MIDDLE SCHOOL	9/28/11-6/8/12
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**COACHING ASSISTANT**

GESSFORD, GLEN	MALIBU HIGH SCHOOL	9/27/11-6/30/12
OLIVER, MATTHEW	MALIBU HIGH SCHOOL	9/30/11-6/30/12
PHILLIPS, ELLIOT	MALIBU HIGH SCHOOL	9/22/11-6/30/12

**NOON SUPERVISION AIDE**

ADAMS, DARYL	WEBSTER ELEMENTARY	9/29/11-6/30/12
BRAVO, MARIA	ROOSEVELT ELEMENTARY	9/24/11-6/15/12
BROOKES, KAREN	WEBSTER ELEMENTARY	8/29/11-6/30/12
GILBERTSON, KELLY	WEBSTER ELEMENTARY	8/29/11-6/30/12
HAWKINS, TEO	ROOSEVELT ELEMENTARY	10/7/11-6/15/12
HOWARD, LATEEF	WEBSTER ELEMENTARY	8/29/11-6/30/12
MALDONARDO-BOATMAN, M.	FRANKLIN ELEMENTARY	9/20/11-6/15/12
PEREZ, GRACE	ROGERS ELEMENTARY	9/1/11-6/18/12
PERSHEN, NAJMEH	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
ROWBOTHAM, DEAN	FRANKLIN ELEMENTARY	9/1/11-6/15/12
SILVERN, ZACHARY	GRANT ELEMENTARY	8/30/11-6/18/12

**TECHNICAL SPECIALIST – LEVEL II**

DRESS, STEPHEN	ED SVCS/LINCOLN MS [Strings Coach] - Funding: SMMEF: Dream Winds	10/1/11-5/31/12
FLICKINGER, KELLY	JOHN ADAMS MIDDLE SCHOOL [Music Clinician] - Funding: Tier III Programs Cat Flex	9/15/11-6/8/12
FLICKINGER, KELLY	ED SVCS/JOHN ADAMS MS [Percussion Coach] - Funding: SMMEF: Dream Winds	10/1/11-5/31/12
HAGEMAN, JUSTIN	JOHN ADAMS MIDDLE SCHOOL [Music Clinician] - Funding: Tier III Programs Cat Flex	9/15/11-6/8/12
HAGEMAN, JUSTIN	ED SVCS/JOHN ADAMS MS [Brass/Woodwind Coach] - Funding: SMMEF: Dream Winds	10/1/11-5/31/12

HARRIS, MARK	OLYMPIC HIGH SCHOOL [Music Instruction] - Funding: SMMEF – Dream Winds	8/29/11-6/15/12
MOERSCHEL, JOSEPHINE	JOHN ADAMS MIDDLE SCHOOL [Music Clinician] - Funding: Tier III Programs Cat Flex	9/15/11-6/8/12
MOERSCHEL, JOSEPHINE	ED SVCS/JOHN ADAMS MS [Strings Coach] - Funding: SMMEF: Dream Winds	10/1/11-5/31/12
NAZIEMIEC, KAROLINA	ED SVCS/LINCOLN MS [Strings Coach] - Funding: SMMEF: Dream Winds	10/1/11-5/31/12
REAVES, TEAG	ED SVCS/LINCOLN MS [Brass/Woodwind Coach] - Funding: SMMEF: Dream Winds	10/1/11-5/31/12
ROTH, JENNIFER	JOHN ADAMS MIDDLE SCHOOL [Music Clinician] - Funding: Tier III Programs Cat Flex	9/15/11-6/8/12
ROTH, JENNIFER	ED SVCS/JOHN ADAMS MS [Brass/Woodwind Coach] - Funding: SMMEF: Dream Winds	10/1/11-5/31/12
SENUK, PETER	JOHN ADAMS MIDDLE SCHOOL [Music Clinician] - Funding: Gifts	9/15/11-6/8/12
SENUK, PETER	ED SVCS/JAMS AND LINCOLN MS [Brass/Woodwind Coach] - Funding: SMMEF: Dream Winds	10/1/11-5/31/12
WEAVER, KELLY	ED SVCS/LINCOLN MS [Percussion Coach] - Funding: SMMEF: Dream Winds	10/1/11-5/31/12

**EDUCATIONAL SPECIALIST – LEVEL II**

BAKER, ELIZABETH	WEBSTER ELEMENTARY [Vocal Music Instruction] - Funding: Reimbursed by PTA	9/20/11-6/30/12
BLAKE, JUDITH	GRANT ELEMENTARY [Art Instruction] - Funding: Reimbursed by PTA	9/26/11-6/15/12
MARTINEZ, YOLANDA	FRANKLIN ELEMENTARY [Fine Arts Instruction] - Funding: Reimbursed by PTA	9/1/11-6/30/12

RAFFE, DAVIDA

ROOSEVELT ELEMENTARY  
[Ceramics Instruction]  
- Funding: Reimbursed by PTA

10/8/11-6/18/12

SHELTON, SUSAN

PT DUME ELEMENTARY  
[Art Instruction]  
- Funding: Reimbursed by PTA

10/3/11-5/25/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
11/03/11  
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG  
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.12

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.

**AVID TUTOR**

ARMSTRONG, CODY	JOHN ADAMS MIDDLE SCHOOL	10/14/11-6/15/12
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**COACHING ASSISTANT**

JACOBSEN, JAMES	MALIBU HIGH SCHOOL	7/1/11-6/30/12
MUJIC, EDI	MALIBU HIGH SCHOOL	10/19/11-6/30/12

**NOON SUPERVISION AIDE**

DIMAS, PAULINA	MUIR ELEMENTARY	9/6/11-6/15/12
GIROUX, STEPHANIE	EDISON ELEMENTARY	10/17/11-6/15/12
ISLAS, DAVID	ROOSEVELT ELEMENTARY	10/21/11-6/15/12
MATHIAS, JAMES	MUIR ELEMENTARY	10/13/11-6/30/12
MELENDEZ, HALLIE	JOHN ADAMS MIDDLE SCHOOL	10/3/11-6/15/12
VALDEZ, RICKY	ROOSEVELT ELEMENTARY	10/21/11-6/15/12
YOUSEF, MARK	ROOSEVELT ELEMENTARY	10/10/11-6/15/12

**EDUCATIONAL SPECIALIST – LEVEL I**

ROSS-NEIER, BOBBI	MALIBU HIGH SCHOOL [Coordinate Community Service Program] - Funding: Tier III Programs Cat Flex – 43% Gifts – 29% Malibu Shark Fund – 28%	8/30/11-6/30/12
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**TECHNICAL SPECIALIST – LEVEL II**

HSU, GRACE	ED SVCS/JAMS [Strings Coach] - Funding: SMMEF – Dream Winds	10/1/11-5/31/12
SULPICO, JULES	EDUCATIONAL SVCS [Strings Coach] - Funding: Gifts	10/7/11-5/31/12
WEAVER, KELLY	LINCOLN MIDDLE SCHOOL [Band Coach] - Funding: Gifts	9/15/11-6/18/12

**ADMINISTRATIVE SPECIALIST – LEVEL II**

RIVERA, NANCY	CHILD DEVELOP SVCS [Transition for CDS Fiscal Supervisor] - Funding: Head Start Basic – 75% LA Universal Preschool – 25%	10/1/11-11/30/12
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**EDUCATIONAL SPECIALIST – LEVEL II**

DURAN, AMANDA	EDUCATIONAL SERVICES [ELD Instruction] - Funding: Economic Impact Aid LEP	10/3/11-6/20/12
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**STUDENT WORKER – WORKABILITY**

GLOVER, IAN	SPECIAL EDUCATION	10/11/11-6/30/13
GULINO, GINA	SPECIAL EDUCATION	9/26/11-6/30/12
MALLEN, CHRISTOPHER	SPECIAL EDUCATION	10/11/11-6/30/13
MARTINEZ, ALEX	SPECIAL EDUCATION	9/26/11-6/30/12
MC CLENDON, MARCUS	SPECIAL EDUCATION	9/16/11-6/30/14
PEDRO, VICTORIA	SPECIAL EDUCATION	10/4/11-6/30/13

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
11/17/11  
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG  
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.14

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.

**AVID TUTOR**

AGUILA, YESENIA	LINCOLN MIDDLE SCHOOL	10/20/11-6/18/12
SANTOS, MARIE	LINCOLN MIDDLE SCHOOL	10/3/11-6/18/12
YAGHOUBZADEH, MICHELLE	LINCOLN MIDDLE SCHOOL	10/21/11-6/18/12

**COACHING ASSISTANT**

ALEMAN, PEDRO	SANTA MONICA HS	9/28/11-6/30/12
GOLDBERG, HAYDEN	MALIBU HIGH SCHOOL	10/21/11-6/30/12
WESTON, SEAN	SANTA MONICA HS	10/20/11-6/31/12

**NOON SUPERVISION AIDE**

WILKINSON, GREGORY	WEBSTER ELEMENTARY	10/15/11-6/30/12
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**EDUCATIONAL SPECIALIST – LEVEL III**

GOODE, MICHAEL	ED SVCS/SANTA MONICA HS [Orchestra Coach] - Funding: Santa Monica Arts Parents Assoc	10/1/11-6/30/12
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MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:

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## **IV. Discussion/Action Items/or Other Information:**

### **A. Action Item(s):**

1. Advanced Step Placements:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Gerardo Cruz in the classification of Fiscal Services Supervisor – Child Development Services pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Farimah Sinai in the classification of Accounting Assistant II pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Production Kitchen Coordinator classification specification within the Food and Nutrition Services

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Site Food Service Coordinator classification specification within the Food and Nutrition Services

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

3. Second Reading of Changes to Merit Rules:

Director's Recommendation: *Approve*

- a. *Chapter XI: Vacation, Leaves of Absence and Holidays*

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

- b. *Chapter XII: Salaries, Overtime Pay, and Benefits*

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

4. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Mr. Damon Kratz, Custodian, in the position of the Utility Worker from November 9, 2011 to March 12, 2012 (First Extension)

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_



**B. Discussion Item(s):**

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
  - 2011 – 2012

**C. Information Item(s):**

1. Merit Rules Review Tracker
2. Workforce Organization Development and Strategic District Partnership Tracker

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, December 13, 2011**

**AGENDA ITEM NO: IV.A.1.a.**

SUBJECT: Advanced Step Placement – Gerardo Cruz

**BACKGROUND INFORMATION:**

<p><b>Classification Title:</b> Fiscal Program Supervisor-CDS</p>	<p><b>Employee:</b> Gerardo Cruz</p>
<p><b><u>Education and Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Educational attainment equivalent to a bachelor’s degree in finance, accounting or a related field.</li> <li>• Three (3) years of responsible accounting or financial experience, including some school district or Head Start or State Child Development experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Cruz has obtained a Bachelor’s degree in Business Administration from California State University, Bakersfield.</li> <li>• Mr. Cruz has six (6) years of accounting or financial experience.</li> </ul>

**DIRECTOR’S RECOMMENDATION:**

Mr. Cruz’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range M-41, Step B on the 2007-08 Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

**From:** [Young, Wilbert](#)  
**To:** [Hatch, Jana](#)  
**Cc:** [Perry, Stephanie](#)  
**Subject:** FW: Advanced Salary Placement  
**Date:** Friday, December 02, 2011 12:02:57 PM  
**Attachments:** [Automatic reply Advanced Salary Placement.msg](#)

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Hello Jana,

Did we receive a write up for this request from Stephanie?

Wilbert

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**From:** Cruz, Gerardo  
**Sent:** Wednesday, November 30, 2011 8:01 PM  
**To:** Young, Wilbert  
**Cc:** Perry, Stephanie  
**Subject:** FW: Advanced Salary Placement

Hello Dr. Young,

I am forwarding you this email as directed in the attached email. I have previously spoke to Stephanie regarding the below. I was told I should submit this by the 5<sup>th</sup> of December to ensure my request is put on the Personnel Commission agenda for the 13<sup>th</sup>. I'm unsure of Stephanie's return date and wouldn't want miss the deadline.

Please let me know if you would like any additional information.

Thank you for your time and consideration.

**Gerardo Cruz**

Fiscal Services Supervisor  
Child Development Services  
Santa Monica-Malibu Unified School District  
1651 16th Street  
Santa Monica, CA 90404  
Phone: 310.450.8338, ext. 70-221  
Fax: 310.450.1667  
[gcruz@smmusd.org](mailto:gcruz@smmusd.org)

---

**From:** Cruz, Gerardo  
**Sent:** Wednesday, November 30, 2011 7:54 PM  
**To:** Perry, Stephanie  
**Cc:** Abdo, Judy  
**Subject:** Advanced Salary Placement

Hello Stephanie,

Per our discussion, I would like to request an advanced salary placement on the Management Salary Schedule to Step B effective my hire date.

I have discussed this with my direct supervisor Judy Abdo.

Thank you,  
Gerardo

**Gerardo Cruz**

Fiscal Services Supervisor  
Child Development Services  
Santa Monica-Malibu Unified School District  
1651 16th Street  
Santa Monica, CA 90404  
Phone: 310.450.8338, ext. 70-221  
Fax: 310.450.1667  
[gcruz@smmusd.org](mailto:gcruz@smmusd.org)

# SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **CLASS TITLE: FISCAL PROGRAM SUPERVISOR-CHILD DEVELOPMENT SERVICES**

Management Salary Range: M-41

### **BASIC FUNCTION:**

Under the direction of the Director-Child Development Services, oversee and monitor the fiscal programs and related activities of the Child Development Services Department; participate in the development of and administer departmental and program budgets; monitor, analyze and supervise program enrollment and attendance for reimbursement from funding agencies; review and analyze departmental operating expenses to assure the Department is fiscally sound; prepare financial and statistical reports in compliance with District and funding agencies and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Participate in the planning and development of the Child Development Services departmental and individual program budgets, including projecting revenue and expenses; administer, monitor and adjust departmental and program budgets in compliance with District and funding agencies' requirements.
- Evaluate and recommend program equipment and supplies purchases; oversee payment of invoices, contracts, and purchase orders; serve as departmental liaison with Purchasing Department for the purchase of equipment and supplies; maintain equipment inventory and related records.
- Train, supervise and evaluate the performance of assigned personnel; participate in the selection of new staff; recommend disciplinary and other actions as appropriate.
- Analyze, participate in and supervise the compilation and preparation of fiscal, statistical and other reports and projections required by federal, State and City funding agencies (including Head Start and Los Angeles Universal Preschool) for program expense reimbursement.
- Monitor and analyze program enrollment and attendance to assure programs meet funding levels established by participating federal, State and City agencies; make necessary budget adjustments; inform departmental administration and program supervisors of funding status and recommend and implement corrective action.
- Oversee and monitor the reconciliation of departmental expenditures and revenues; make necessary budget adjustments; report financial status to departmental administration and recommend and implement cost reduction measures, expenditure control, or expenditure of program surpluses, as necessary.

- Supervise child Development Services' fiscal program and related activities, including the preparation and maintenance of departmental accounts, records and reports; assure compliance with federal, State, City and District requirements.
- Provide technical support and supervision to site supervisors for site budget development and administration; provide information on the fiscal status of the program.
- Maintain and supervise the maintenance of budget, fiscal, and staffing records; assist Business and Fiscal Services' Departments in annual external audit of departmental records.
- Serve as departmental liaison with other District departments and federal, State and City agencies in budgetary and fiscal matters; attend meetings and workshops as required.
- Oversee State-mandated parent fee programs to assure appropriate fees are billed, collected, deposited, documented and reported in accordance with State requirements.
- Assist the Director with applications for program funding; supervise preparation of program contracts and contract amendments with participating funding agencies as assigned.

**OTHER DUTIES:**

- Participate in developing, implementing, maintain and updating systems and procedures for departmental fiscal operations in accordance with District and funding agencies' requirements.
- Perform related duties as assigned.

**SUPERVISION:**

Supervision is received from the Director–Child Development Services. Supervision is exercised over assigned clerical, technical and other support staff.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Fiscal and related legal aspects of a child developmental operations program.
- Principles and practices of school district accounting and governmental budgetary procedures.
- Funding terms and conditions and program requirements of child development programs.
- Financial analysis, control, records and research.
- Current financial office methods, procedures and practices, including the use of computer hardware and financial software packages.

- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Statistical and financial record-keeping techniques.

**ABILITY TO:**

- Plan, organize, develop and implement budget planning and expenditure control processes and procedures for Child Development Services.
- Analyze and correctly interpret and apply federal and State regulations and guidelines with regard to fiscal documentation.
- Accurately analyze quantitative data and prepare written and oral reports.
- Prepare detailed expenditure projections.
- Learn Head Start regulations and reporting requirements.
- Train, supervise and evaluate assigned staff.
- Interpret policies and procedures to the public, governmental agencies and District personnel.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination of:

**EDUCATION:**

Educational attainment equivalent to a bachelor's degree in finance, accounting or a related field.

**EXPERIENCE:**

Three (3) years of responsible accounting or financial experience, including some school district or Head Start or State Child Development experience.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and availability of private transportation or ability to provide transportation between District sites may be required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

**PHYSICAL DEMANDS:**

Office work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. Physical demands include hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents. Dexterity of hands and fingers to operate a computer keyboard. Sitting for extended periods of time; bending at the waist or crouching to file materials.

**DUTIES APPROVED  
BOARD OF EDUCATION:**

1996

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:**

December 3, 1996

Revised: March 8, 2011



**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, December 13, 2011**

**AGENDA ITEM NO: IV.A.1.b.**

SUBJECT: Advanced Step Placement – Farimah Sinai

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Accounting Assistant II	<b>Employee:</b> Farimah Sinai
<b><u>Education and Experience:</u></b> <ul style="list-style-type: none"><li>• Educational attainment equivalent to high school graduation.</li><li>• Two or more years of clerical accounting experience.</li></ul>	<ul style="list-style-type: none"><li>• Farimah has obtained a Bachelor’s in Economics from UCLA</li><li>• Farimah has over 12 years of clerical accounting experience.</li></ul>

**DIRECTOR’S RECOMMENDATION:**

Ms. Sinai’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Vote: \_\_\_\_\_

CLASSIFIED PERSONNEL

2011 OCT 26 A 8:31 October 19, 2011

Dr. Wilbert Young  
Director of Classified Personnel  
Santa Monica Malibu Unified School District  
1651 16th Street, Santa Monica, CA 90404

Dear Dr. Young,

My name is Farimah Sinai and I've been hired as Accountant Assistant II this month. I would like to request advanced step placement because of my extensive experience in this field.

The required experience for this position was two or more years. However, I have over 12 years of experience in bookkeeping, accounting and other office duties. I have been handling accounts payable, accounts receivable, bank and credit card reconciliation, finding discrepancies, matching invoices to orders, maintaining files, payroll and payroll taxes, preparing and posting deposits and any other needed office work.

The range of pay for this position was between \$14.89 and \$19.00 an hour and I was hired at the lower end. Because of my experience, I would like to request \$19.00 an hour for my starting salary. If you have any questions, please feel free to call me. I appreciate your time and attention to this matter.

Sincerely,



Farimah Sinai  
829 26<sup>th</sup> Street  
Santa Monica, CA 90403  
(310) 453-0377

**From:** [Upton, Carey](#)  
**To:** [Young, Wilbert](#); [Farima\\_Sinai@yahoo.com](mailto:Farima_Sinai@yahoo.com)  
**Cc:** [Younan, Julie](#); [Hatch, Jana](#)  
**Subject:** RE: Advanced Step Placement Request - Farimah Sinai  
**Date:** Monday, October 31, 2011 12:11:18 PM  
**Attachments:** [image001.jpg](#)

---

Wilbert,

I support the Advanced Step Placement Request for Farimah Sinai.

Warmly,

**Carey Upton**

Director of Theater Operations & Facility Permits

Santa Monica - Malibu Unified School District

310-395-3204 x71585

818-472-6668 m

[cupton@smmusd.org](mailto:cupton@smmusd.org)

[www.smmusd.org/facility\\_permits](http://www.smmusd.org/facility_permits)

[www.barnumhall.org](http://www.barnumhall.org)

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**From:** Young, Wilbert  
**Sent:** Monday, October 31, 2011 12:04 PM  
**To:** [Farima\\_Sinai@yahoo.com](mailto:Farima_Sinai@yahoo.com)  
**Cc:** Upton, Carey; Younan, Julie; Hatch, Jana  
**Subject:** Advanced Step Placement Request - Farimah Sinai

Hello Farimah,

Pursuant to Merit Rule 12.2.4.B – *Salary on Employment*, Personnel Commission staff has made a tentative recommendation for your request. This recommendation will be presented to the Personnel Commission at its November 8, 2011 meeting. Please let me know if you would be supportive of this recommendation.

Thank you,

Wilbert

*Wilbert Young, Ph.D.*

Director, Personnel Commission

Santa Monica-Malibu USD

1651 Sixteenth Street

Santa Monica, CA 90404

Tel: 310.450.8338, ext. 280  
Fax: 310.450.0898  
e-mail: [wyoung@smmusd.org](mailto:wyoung@smmusd.org)

# Santa Monica-Malibu Unified School District

## Class Specification

### ACCOUNTING ASSISTANT II

<b><u>Department/Division:</u></b>	Fiscal Services
<b><u>Reports To:</u></b>	Fiscal Services Supervisor
<b><u>Provides Technical Direction To:</u></b>	N/A
<b><u>Date Prepared:</u></b>	September 18, 2002
<b><u>File Name:</u></b>	AccountingAssistantII.doc

### Job Content

#### **Job Summary:**

Under general supervision, matches supporting documentation to purchase orders; requests payment warrants and pays vendors; reconciles accounts payable problems; maintains accounts payable files; performs year-end closing activities for accounts payable; and performs other related work as necessary.

#### **Examples of Essential Functions:**

1. Organizes, sorts and matches purchase orders, invoices and receivers; inputs data to be sent, via magnetic tape, to the County Office for warrant purposes.
2. Reconciles monthly statements received from vendors; researches any open items or discrepancies; requests documentation needed to clear items.
3. Matches warrants to invoices and requisitions; arranges approval by the Fiscal Services Director; and mails warrants.

4. Reviews purchase orders for merchandise, services, or supplies which have not been received; accrues payments that are established but will be paid in the following year; prepares vendor files for the new year and reconciles monthly records with District vendor history reports.
5. Verifies accuracy and validity of charges and account numbers; matches receivers/proofs of delivery documents to corresponding invoices; sends copies of invoices for verification.
6. Researches discrepancies and answers questions regarding accounts and payments.
7. Makes copies and files warrants and accounting records in appropriate vendor files.
8. Responds to questions regarding accounts payable and timekeeping procedures from vendors and employees.
9. Prepares daily bank deposits and receipts; maintains inventory records.
10. Explains accounting procedures to staff and faculty; trains Student Workers as needed.
11. Performs related duties as assigned or as the situation requires.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

## **Job-Related Qualifications Guidelines**

### **Education/Training/Experience:**

**Required:** Educational attainment equivalent to high school graduation. Two or more years of clerical accounting experience.

**Desirable:**

### **Knowledge:**

- Clerical accounting and reconciliation methods and techniques.
- Automated accounting system practices.
- Accounts payable, cashiering and timekeeping procedures.
- Office filing and record keeping techniques.

### **Skills/Abilities:**

- Operate a personal computer to utilize word processing, spreadsheet, and accounting system applications.
- Input data quickly and accurately.
- Communicate effectively with vendors, co-workers, and department supervisors.
- Provide technical direction to Student Workers.
- Schedule, organize, and complete work in accordance with deadlines.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Understand and follow specifications and instructions.
- Identify errors or discrepancies in accounting documentation.
- Compare and match related accounting documents.
- File documents alphabetically, numerically, and chronologically.
- Work cooperatively with others.

### **Physical Elements:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with vendors, co-workers, faculty, administrators and department supervisors in requesting and providing information.

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.

### **Special Requirements:**

None.

Date Adopted by the Commission: June 2001

#### **RULE 12.2.4.B: SALARY ON EMPLOYMENT**

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 the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.



### 16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1<sup>st</sup>) of each calendar month. When an anniversary date falls on or before the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured on the first (1<sup>st</sup>) of the month. When the anniversary date falls after the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured the first (1<sup>st</sup>) of the following month.

### 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.

### 16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

**PERSONNEL COMMISSION  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
Regular Meeting: Tuesday, December 13, 2011**

**AGENDA ITEM NO: IV.A.2.a.**

SUBJECT: Classification Specification Revision–Production Kitchen Coordinator

**BACKGROUND INFORMATION:**

The Director of Food and Nutrition Services has requested the revision of the classification specification to reflect the new requirements of the California Health and Safety Code. The revised job requirements of the classification are required for future recruitment purposes.

The changes are not sufficient to alter the salary allocation for the classification. The classification specification revision is presented in legislative format. Please see attachment.

*Note: SEIU Local 99 is the exclusive representative of classified employees assigned to the Production Kitchen Coordinator. The SEIU Chief Steward has been consulted with regard to the classification specification revisions and is in concurrence.*

**DIRECTOR’S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for the Production Kitchen Coordinator.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Vote: \_\_\_\_\_

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS TITLE: PRODUCTION KITCHEN COORDINATOR

Classified Employees Salary Range: A-29

BASIC FUNCTION:

Under general supervision, plan, organize, coordinate and participate in the operation of complex food production kitchen at a high school site producing 2,500 or more meals; coordinate, schedule and monitor the transportation of food to satellite kitchens; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

**ESSENTIAL DUTIES:**

- Plan, organize, coordinate and participate in the preparation of food at a complex high school production kitchen; maintain food production and high quality standards; assure recipes and menus are in accordance with federal, State and department rules and regulations. *E*
- Train and provide work direction to assigned food service staff; oversee the preparation and cooking of food and the transportation of lunches to the satellite cafeterias. *E*
- Plan and oversee the ordering, receipt, inspection, storage and inventory control of food products and supplies. *E*
- Oversee and direct the cleaning and maintenance of food production equipment and food preparation areas. *E*
- Confer with the Director and Assistant Director of Food Services, school principals and other food service staff regarding food production needs, quality control, menu planning, ordering food products and supplies and delivery of meals. *E*
- Prepare daily sales report and daily cash deposit for transactions at the high school; audit and evaluate the daily sales reports from each satellite location. *E*
- Utilize cost control procedures to maintain compliance with operating costs and budget limitations. *E*
- Establish and maintain appropriate plan sanitation, safe working conditions and food handling practices and procedures; assure compliance with health and safety rules and guidelines.

**OTHER DUTIES:**

- Performs related duties as assigned.

SUPERVISION:

Supervision is received from the Director of Food Services **and Nutrition**.

Incumbents in this classification coordinate ~~with~~ work and provide guidance to ~~Lead Cafeteria Worker II's and the Cafeteria Worker II's~~ at each of the assigned satellite locations.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Principles of training and providing work direction.
- Methods of preparing, cooking, packaging and/or serving food in large quantities.
- Federal, State and District rules and regulations pertaining to school meals and child nutrition programs.
- Techniques of shipping food to satellite locations.
- Food production costs, and price, portion and quality control methods in a large food production operation.
- Methods of computing food quantities required by menus.
- Procedures for ordering, receiving and storing foods and other perishable items in large quantities.
- Food handling techniques.
- Methods of cleaning and maintaining food service areas, utensils and equipment.
- Kitchen sanitation and safety precautions.
- Effective food merchandising.

### **ABILITY TO:**

- Plan, schedule, monitor and train assigned personnel.
- Operate appliances found in school cafeterias.
- Maintain accurate records and prepare reports.
- Monitor the preparation of food in large quantities.
- Compute food quantities required by menus.
- Implement quality control methods and procedures for food production.
- Establish and maintain cooperative and effective working relationships with others.
- Be flexible.

### **EDUCATION AND EXPERIENCE:**

#### **EDUCATION:**

**Educational attainment equivalent to a high school diploma or its recognized equivalent.**

#### **EXPERIENCE:**

Five (**5**) years of experience ordering, preparing and serving large quantities of food.

### **LICENSES AND OTHER REQUIREMENTS:**

~~An approved (CA Health and Safety Code Section 113716) food safety certificate must be obtained by the time of appointment and maintained).~~

**An approved (CA Health and Safety Code Chapter 3, Article 2 section 113947 and 113947 (1-6)) food safety certificate must be obtained by the time of appointment and maintained.**

**113947.3a: Food safety certification required pursuant to Section 113947.1 shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization must be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs."**

Valid California driver's license.

**Some positions in this class may be required to provide his/her own transportation between school sites and be required to possess a valid California driver's license.**

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment; heat from ovens and stoves and cold from walk-in refrigerators and freezers.

PHYSICAL ABILITIES:

Lifting, carrying, pushing, or pulling moderately heavy objects **up to forty-five (45) pounds**; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers.

DUTIES APPROVED  
BOARD OF EDUCATION:

No date.

CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:

Revised October 2000

Revised December 13, 2011

**PERSONNEL COMMISSION  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
Regular Meeting: Tuesday, December 13, 2011**

**AGENDA ITEM NO: IV.A.2.b.**

SUBJECT: Classification Specification Revision–Site Food Service Coordinator

**BACKGROUND INFORMATION:**

The Director of Food and Nutrition Services has requested the revision of the classification specification to reflect the new requirements of the California Health and Safety Code. The revised job requirements of the classification are required for future recruitment purposes.

The changes are not sufficient to alter the salary allocation for the classification. The classification specification revision is presented in legislative format. Please see attachment.

*Note: SEIU Local 99 is the exclusive representative of classified employees assigned to the Site Food Service Coordinator. The SEIU Chief Steward has been consulted with regard to the classification specification revisions and is in concurrence.*

**DIRECTOR’S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for the Site Food Services Coordinator.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Vote: \_\_\_\_\_

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS TITLE: SITE FOOD SERVICE COORDINATOR

Classified Employees Salary Range: A-27

**BASIC FUNCTION:**

Under general supervision, organize, lead and participate in the food service operations at an assigned middle school satellite kitchen; train, assign and provide work direction to assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Organize and lead food service operations at an assigned middle school satellite kitchen; assure the preparation, serving and storage of food is in accordance with established government health and safety guidelines and procedures. £
- Oversee serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with serving size requirements. £
- Prepare work schedules and assign duties for assigned personnel; train and provide work direction. £
- Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations. £
- Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports, menu planning and production sheets. £
- Operate a variety of equipment and machines used in a school cafeteria as required; operate a computer terminal to access data and input information from SNAP program. £
- Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served. £
- Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.
- Attend meetings related to food service operations and activities; schedule, prepare and deliver food for catering events and meetings as assigned.

**OTHER DUTIES**

- Perform related duties as assigned.

**SUPERVISION:**

Supervision is received from the Director of Food **and Nutrition** Services or designee.

Provides functional and technical ~~direction over~~ **guidance to** Cafeteria Worker I's and student workers at the middle school satellite kitchen.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Operations of a middle school satellite cafeteria.
- Principles of training and providing work **guidance** direction.
- Methods of preparing and serving food in large quantities.
- Methods of computing food quantities required by menus.
- Food handling techniques and kitchen sanitation.
- Methods of cleaning and maintaining food service areas, utensils and equipment.
- Kitchen sanitation and safety precautions.
- Components of the National School Lunch Program **regulations**.
- Techniques of shipping food to satellite locations.
- Effective food merchandising

**ABILITY TO:**

- Train and provide work direction to assigned staff.
- Operate appliances found in school cafeterias.
- Maintain **accurate** records.
- Prepare and serve meats, vegetables and baked goods I large quantities.
- Compute food quantities required by menus.
- Understand and carry out oral and written instructions **in English**.
- Establish and maintain cooperative and effective working relationships with others.
- Be flexible.

**EDUCATION AND EXPERIENCE:****EDUCATION:****EXPERIENCE:**

Two **(2)** years experience ordering, preparing and serving large quantities of food and cleaning and maintaining food service areas and related equipment.

**LICENSES AND OTHER REQUIREMENTS:**

**An approved (CA Health and Safety Code Chapter 3, Article 2 section 113947 and 113947 (1-6)) food safety certificate must be obtained by the time of appointment and maintained.**

**113947.3a: Food safety certification required pursuant to Section 113947.1 shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization must be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs."**



**Some positions in this class may be required to provide his/her own transportation between school sites and be required to possess a valid California driver's license.**

WORKING CONDITIONS:

ENVIRONMENT:

Middle school satellite kitchen environment; heat from ovens and stoves and cold from walk-in refrigerators and freezers.

PHYSICAL ABILITIES:

Lifting, carrying, pushing or pulling moderately heavy objects (**such as canned food cases**) **up to forty-five (45) pounds**; standings and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers.

DUTIES APPROVED  
BOARD OF EDUCATION:

No date.

CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:

Revised October 2000

Revised December 13, 2011

**PERSONNEL COMMISSION  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
Regular Meeting: Tuesday, December 13, 2011**

**AGENDA ITEM NO: IV.A.3.a.b.**

SUBJECT: Second Reading Personnel Commission Rules:

- a. *Chapter XI: Vacation, Leaves of Absence and Holidays*
- b. *Chapter XII: Salaries, Overtime Pay and Benefits*

**BACKGROUND INFORMATION:**

The Personnel Commission conducted a first reading of proposed revisions for the following:

- a. *Chapter XI: Vacation, Leaves of Absence and Holidays*
- b. *Chapter XII: Salaries, Overtime Pay and Benefits*

Notification of the proposed Rule changes and solicitation of questions, comments and input was sent to the Superintendent and SEIU. Upon review by the Advisory Rules Committee (ARC), several recommendations made by these interested parties were incorporated. In part, based on the recommendations from the interested parties, the ARC has developed the proposed revisions for a second reading and adoption by the Personnel Commission.

**DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission adopt the proposed revisions to Personnel Commission Rules as follow:

- a. *Chapter XI: Vacation, Leaves of Absence and Holidays* for a second reading and adoption. (attachment).

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Vote: \_\_\_\_\_

- b. *Chapter XII: Salaries, Overtime Pay and Benefits* for a second reading and adoption. (attachment).

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Vote: \_\_\_\_\_

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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 or limited term assignment, shall earn vacation at the rate of:

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 ~~from~~ six (6) through ten (10) years;
3. ~~One~~ and one-half (1-1/2) days per month of employment from eleven (11) through ~~fifteen~~ **fourteen** ~~(14)~~ years or;
4. ~~One~~ and three-quarters (1 3/4) days per month of employment **from the fifteenth (15<sup>th</sup>) through the nineteenth(19<sup>th</sup>) year** beginning with the ~~sixteen~~ year and continuing each year thereafter.;
5. **Two (2) days per month of employment beginning with the twentieth (20<sup>th</sup>) 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 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 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.
1. 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 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 be requested in advance and must be approved by the immediate supervisor before it is taken.

#### 11.1.4

#### 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 shall~~ **amount not taken** shall accumulate for use in the next year or be paid for in cash at the option of the Board.

#### 11.1.5

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

- A. Classified employees assigned to a work year of less ~~than~~ aen twelve (12) months shall take their vacation during the school year in which it is earned and ~~will~~ **shall** 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~~ aen 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**

#### 11.1.6

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

- A. 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~~ **Human Resources**.

**Reference: Education Code 45200**

11.1.7 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 **their** ~~his/her~~ same **classification in a** positions **of equal status**. **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**~~family~~, **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 **they** ~~he/she~~ **are** is entitled as a **permanent** ~~regular~~ employee.
- EF.** The Board 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.



- FG. 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.
- HI. 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.

**References: Education Codes 45136, 45137, 45190, 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. physical or mental inability to perform the usual and customary duties of the position due to illness, injury or for legally established quarantine, or 2. a visit to a licensed health care professional, such as 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 fifty percent (50%) or more of the work ~~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).

DC. Pay for any day of sick leave shall be the same pay the employee would have received had they worked that day.

FD. Sick leave accrued, but not used, shall carry over from one fiscal year to another with no limit on accumulation.

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

HF. 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.

IG. In order to receive compensation while absent ~~on~~ in 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 their ~~his/her~~ supervisor within the first two (2) working hours of the day of absence.

JH. When a substitute employee has been provided, the absent employee shall notify their ~~his/her~~ immediate supervisor ~~of the day prior to his/her~~ their 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.~~

EJ. 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.

CK. 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. Allowable leave shall not be for 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 their his/her immediate supervisor.

DC. An employee claiming 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.
- FE.** 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 **of Education**.
- 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 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.~~
- JI.** 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 ~~or and the treating of a physician~~. These releases must certify that the employee is able **to return to their** his/her position without restrictions or limitations.
- KJ.** 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.
- LK.** 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 **their** 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 candidates 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.~~

- ML. 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** ~~removed from~~ ~~the reemployment list.~~
- NL. 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 a **the worker's compensation award** ~~temporary~~ ~~disability allowance,~~ exceed the employee's regular salary.
- OM. 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. **All regular classified employees who have exhausted all accrued and advanced sick leave shall 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.**
- B. When a regular classified employee has exhausted all accumulated sick leave and continues to be unable to resume the regular duties of **their** ~~his/her~~ position due to illness **or** ~~and~~ injury, the employee may request to **the Assistant Superintendent of Human Resources** be placed on **additional leave for accident or** ~~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 LEAVE (Non-Industrial) (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 of** 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 **or Human Resources, Personnel Services** 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. ~~T~~the likelihood that the employee will be able to return to regular duties at the conclusion of the leave;
  2. ~~T~~the length of services and work record of the employee;
  3. ~~T~~the employee's previous leave history and attendance record;
  4. ~~T~~the number of positions in the employee's class and
  5. ~~T~~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 to a position within the class to which the employee is assigned and, if at all possible, to their position with all the rights, benefits and burdens of a permanent employee.** ~~Granting unpaid illness leave shall guarantee the employee the right to return to his/her former class.~~

**Reference: Education Code 45195**

#### 11.3.5 RETURN FROM SICK ~~ILLNESS LEAVE~~ **(Non-Industrial)**

- A. When a classified employee, ~~is who has been placed~~ on paid or unpaid illness leave of five (5) or more consecutive working days wishes to return to work, ~~they are he/she may be required to submit a release form~~ from ~~their~~ their his/her physician. **The release 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 and is:**
1. **required upon return from surgery or illness requiring hospitalization regardless of the duration of the absence;**
  2. **required upon request by the District.**

The employee shall provide ~~their~~ their his/her supervisor and ~~Personnel Services~~ Human Resources at least one (1) day advance notice of return.

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

**Reference: Education Code 45195**

~~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 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 **BEREAVEMENT LEAVE AND PROCEDURE**

~~GENERAL PROVISIONS (EDUCATION CODE 45194)~~

- 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-or-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 ~~to~~ of the employee.

**Reference: Education Code 45194**

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

- A. 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**



#### 11.4.3.2 BEREAVEMENT FOR OTHER THAN IMMEDIATE FAMILY

Bereavement leave for other than immediate family members may be charged to personal necessity leave.

#### ~~11.4.2 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~~

~~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 **PERSONAL NECESSITY LEAVE AND PROCEDURE** 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 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. **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 Section 45194 and that provided, in addition thereto, as a right by the governing board.** Days used as personal necessity leave shall be deducted from the employee's sick leave balance.
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 any 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 presence;

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

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 not 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 in Section 45194.

~~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:~~

~~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**

~~11.5.1 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~~

~~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 PREGNANCY DISABILITY LEAVE  
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 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 attending physician and approved by the District.
- C. Prior to the eighth month of pregnancy, the employee shall ~~furnish a~~ **request an extended leave of absence and provide Human Resources** ~~Personnel Services~~ 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 service, the employee must present to **Human Resources** ~~Personnel Services~~, 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

~~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 FAMILY CARE AND MEDICAL LEAVE UNPAID CHILD REARING LEAVE GENERAL PROVISIONS (EDUCATION CODE 45190, 45199)~~

- A. An unpaid family care and medical leave shall be granted, to the extent of and subject to the restrictions as set forth below, to a permanent employee who has been employed for twelve (12) months and who has served one hundred thirty (130) working days during the twelve (12)**

months immediately preceding the effective date of the leave. The family care and medical leave may be granted for the following reasons:

1. Birth of a child of the employee,
  2. Placement of a child with an employee in connection with the adoption or foster care of the child by the employee,
  3. Serious health condition of a child of an employee,
  4. Employee's own serious health condition,
  5. Employee's care of a parent or spouse/registered domestic partners who has a serious health problem, or
  6. Employee's care of a spouse/registered domestic partner, child, parent or next of kin who is a covered service member, or qualifying exigency for a spouse, child, or parent of a member of the Reserves or the National Guard.
- B. Family care and medical leave may be taken in one or more incremental periods; mutually agreed to by the District and the employee, not to exceed a total of twelve (12) workweeks within a twelve (12)-month period.
- C. An employee must provide notice of their intent to take family care and medical leave not less than thirty (30) days before leave is to begin or, in emergencies, as soon as practicable to Human Resources.

~~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 prior to the anticipated date on which the leave is to commence.~~

~~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

~~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

#### JURY DUTY AND WITNESS LEAVE ~~GENERAL PROVISIONS (EDUCATION CODE 44036, 44037)~~

- A. Leave ~~of id~~ 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 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 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 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 **their** ~~his/her~~ presence is not required in court. The employee shall notify the District to release the substitute employee, when applicable.

**Reference: Education Codes 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

~~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.~~

#### 11.9.4

##### MILITARY LEAVE

~~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 corp, 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 shall be granted leave with the first thirty (30) calendar days at full pay. Employees on military leave shall be granted salary 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 their ~~his/her~~ same regular position or an equal position in the same class.

**Reference: 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 ~~DU~~ TO EPIDEMIC/QUARANTINE

- A. ~~Every regular classified employee shall be~~ **paid their 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~~ **their** ~~his/her~~ **customary** ~~regular duties or other~~ **reasonable and** ~~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. 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. Time off shall be taken at the beginning or end of the shift and shall only be the time necessary to vote.



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 **their** ~~his/her~~ immediate supervisor ~~at least two (2) days~~ prior to the date of the desired release.

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 **their** ~~his/her~~ former position at any time prior to completion of the assignment in an exempt, temporary or limited term position, 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~~1~~ CONVENTION ATTENDANCE

- A. Regular classified employee 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.

11.11.3-2 ADMINISTRATIVE LEAVE (~~EDUCATION CODE 45190, 45198~~)

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

**Reference: Education Codes 45190 and 45198**

~~11.11.2 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~~

11.12.1 TRANSFER OF SICK LEAVE FROM ANOTHER SCHOOL DISTRICTS  
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~~1~~.
  - 2. The employee separated for reasons other than action initiated by the employer for cause~~1~~.
  - 3. The employee was employed by the District within one year of separation from the previous district.

**Reference: Education Code 45202**

~~Rule 11.13~~

~~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.

11.13.1.1

UNPAID LEAVE OF ABSENCE

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 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 **from** of 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 **their** his/her position.
  - 2. If the leave of absence is for more than six (6) months, 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.
  
- FG.** 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.

~~HI.~~ 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.

**Reference: Education Codes 45190 and 45198**

~~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.~~

~~Rule 11.14~~

~~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 **PAID HOLIDAYS**  
~~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

<b><u>New Year's Day*</u></b>	<b><u>January 1 (or 2<sup>rd</sup> -According to District calendar)</u></b>
<b><u>Martin Luther King Day</u></b>	<b><u>3<sup>rd</sup> Monday in January</u></b>
<b><u>Lincoln's Day*</u></b>	<b><u>2<sup>nd</sup> Monday in February</u></b>
<b><u>President's Day*</u></b>	<b><u>3<sup>rd</sup> Monday in February</u></b>
<b><u>Memorial Day</u></b>	<b><u>Last Monday in May</u></b>
<b><u>Independence Day</u></b>	<b><u>July 4</u></b>
<b><u>Labor Day</u></b>	<b><u>1<sup>st</sup> Monday in September</u></b>
<b><u>Admissions Day*</u></b>	<b><u>September 9</u></b>
<b><u>Veterans Day*</u></b>	<b><u>November 11</u></b>

**Thanksgiving Day**                      **4<sup>th</sup> Thursday in November**

**Christmas Day**                              **December 25**

**\* See Rule 11.14.B**

~~January 1~~

~~\*Martin Luther King<sub>2</sub> day~~

~~\*Lincoln Day~~

~~\*Washington Day~~

~~\*Memorial Day~~

~~July 4~~

~~\*Admission Day~~

~~\*Veterans Day~~

~~Thanksgiving Day~~

~~December 25~~

~~\*See Rule 11.14.18~~

**12.** 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.

**23.** 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**.

**34.** Children's Center Calendar

The Board **of Education** may adopt a different holiday calendar for the Children's Center. When Children's Center employees work on District designated holidays they shall be granted an 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 "in lieu" holidays are scheduled to provide at least a three (3) day weekend<sub>2</sub> or

2. ~~I~~the "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. ~~I~~their regular pay for the holiday plus,
  2. ~~I~~their 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 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.
- E. A regular classified employee who is not assigned to duty during student recess periods between September and June shall be paid for any holiday that falls within the recess, provided ~~they were~~ ~~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, 45206 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.~~

## CHAPTER XII: SALARIES, OVERTIME PAY, AND BENEFITS

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## CHAPTER XII

### SALARIES, OVERTIME PAY AND BENEFITS

#### RULE 12.1

#### DETERMINATION OF SALARY SCHEDULES

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.

##### 12.1.1

##### FIXING ANNUAL SALARY SCHEDULES (~~EDUCATION CODE 45160, 45162, 45163, 45241~~)

- A. The Board **of Education** shall fix the annual salaries for all classified employees and other employees not requiring certification qualifications, employed by the District, unless otherwise prescribed by law.
- B. The Board **of Education** may increase the salary schedule for classified employees at any time during the fiscal year and shall adopt increases and/or decreases resulting from the classification or reclassification of positions as approved by the Commission.
- C. The provisions of this section shall not be construed to permit the Board **of Education** to demote or dismiss an employee due to the reclassification of a position or class of positions unless otherwise authorized by law or these Rules.
- D. If the Board **of Education** is unable to comply with the provisions of paragraph A above **because it is engaged in a study, which was commenced prior due to the commencement of the school year, to increase the salaries and wages of persons employed by the District in positions not requiring certification qualifications, the Board of Education may, by appropriate action taken** ~~collective negotiations or because a salary study is being conducted, the Board may, prior to~~ **the final adoption of the budget, do either of the following:**
  1. **Adopt an interim salary schedule which shall be the same schedule as for the preceding year, except that increases may be granted at that time based upon increased cost-of-living indexes, and provide that the salaries and wages fixed as a result of the study shall be payable for the entire school year to include the period thereof in which the study was conducted and final Board of Education action taken.**
  2. **Provide that the salaries and wages fixed as a result of the study shall be effective only for that portion of the school year, as determined by the Board of Education at the time it takes action after**



**the study has been completed. "Portion of the school year," as used here shall not be for any period of time less than the period of time remaining in the school year from the date the Board of Education adopts the salary schedule based on the study commenced prior to that school year.**

- E. The board shall employ, pay and otherwise control the services of classified employees only in accordance with the provisions of Title 2, Division 3, Chapter 5, Article 6 (Merit System of the State of California Education Code and these Rules.

### 12.1.2

#### FACTORS IN SALARY DETERMINATION

- A. The Director of Classified Personnel shall prepare recommendations for the allocation of classes to salary ranges for approval by the Commission. These recommendations may take into account the following factors:
  - 1. Wages and salaries paid for similar work in private industry in the recruitment area;
  - 2. Wages and salaries paid by other governmental agencies in the recruitment area;
  - 3. The principle of like pay for like work within the classified services;
  - 4. Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan, and
  - 5. Such other information as the Commission may require.

### 12.1.3

#### SALARY STUDIES

- A. The Director of Classified Personnel shall conduct or, with the approval of the Commission, cause to be conducted a salary study:
  - 1. When a new class is created, or
  - 2. When directed by the Commission.
- B. The administration, an employee, or employee representative, may request a salary study of a class by directing a written communication to the Commission and setting forth the reasons for the study.
- C. A salary study may consist of a review of internal relationships with other related classes and may include a salary survey of private industry and public sector pay rates.

#### 12.1.4

#### SALARY RECOMMENDATIONS (EDUCATION CODE 45268)

- A. After making its findings, the Commission shall present salary recommendations to the Board for approval. The Board **of Education** may approve, amend or reject the recommendation but shall not alter the percentage relationships among classes in the occupational family as established by the classification plan. No amendment shall be adopted until the Commission is first given a reasonable opportunity to comment on the affect the amendment will have on the principle of like pay for like work. No changes shall operate to disturb the relationship **in** which compensation schedules bear to one another, as the relationship has been established in the classification made by the Commission.
- B. Salary recommendations may be based on evidence that the class in question is substantially overpaid or underpaid as determined by a survey of relative community rates or the internal alignment of ~~positions with other classes~~.
- C. Adjustments may also be made when a classification study indicates that changes of duties and responsibilities require such a change.

**Reference: Education Codes 45160, 45162, 45163, 45241, and 45268**

#### RULE 12.2

#### GENERAL SALARY PROVISIONS

~~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.~~

#### 12.2.1

#### INTERPRETATION OF THE SALARY SCHEDULE

- A. The schedule of pay for each class represents the standard rate of pay for full-time employment, unless in the pay schedule it is specifically indicated that the rate is for part-time service.
- B. The rates of pay<sub>2</sub>, as set forth in the salary schedules do not include reimbursements for actual and necessary expense for travel, subsistence, car mileage and similar purposes authorized and incurred as part of the employment.

#### 12.2.2

#### PAYROLL PROCEDURE (EDUCATION CODE 42646)

- A. The County Superintendent of Schools, **with the approval of** ~~and~~ the County Auditor shall prepare separate payroll warrants for classified employees. These warrants shall:

1. Provide a statement of the amount earned;
  2. Include an itemization of the amounts withheld;
  3. Show the closing date of the pay period and the date of issue, ~~and~~
  4. Be issued on or before the tenth calendar day following the end of the pay period.
- B. The payroll procedures may provide for salary payment, including salary advances, more frequently than once a month.

**Reference: Education Code 42646**

12.2.3            CORRECTION OF ERROR IN SALARY (~~EDUCATION CODE 45167~~)

- A. Whenever it is determined that an error has been made in the calculation, reporting or in the payment of any classified employee's salary, the District shall, within five (5) working days:
1. Provide the employee with a statement of correction;
  2. Issue a supplemental payment to cover the underpayment when the employee has been underpaid, ~~or~~
  3. Make equitable arrangements for repayment when the employee has been overpaid.
- B. The correction of errors made in the calculation, reporting or in the payment of any classified employee's salary shall ~~be for~~ not **be for** more than three (3) years from the date the error is discovered.

**Reference: Education Code 45167**

12.2.4            SALARY ON EMPLOYMENT

- A. New employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set with the approval of the Board **of Education** and the Commission at any step of the schedule for the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.
- 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 the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification. (*Personnel Commission Merit Chapter XII; Rule 12.2.4 – Approved by the Personnel Commission: January 12, 2010*)

#### 12.2.5            SALARY INCREMENTS

- A. After satisfactory completion of six (6) months in a regular position, classified employees, including ~~supervisory and~~ confidential, shall advance to the next step on the appropriate salary range. After completion of one (1) year in a regular position, classified management **and supervisory** employees shall advance to the next step on the appropriate salary range upon completion of each year of continuous and satisfactory service until the maximum salary is reached. **Salary advancement shall be effective on the first day of the month.**
- B. ~~Salary advancement shall be effective on the first day of the month.~~ When an anniversary date falls on or before the fifteenth of the month, the increment shall be the first of that month. When the anniversary date falls after the fifteenth of the month, the increment shall be the first of the following month.
- C. Employees placed above the first step of a salary range will advance at one (1) year intervals until the maximum is reached.

#### 12.2.6            WITHHOLDING SALARY INCREMENTS

- A. A salary increment shall be withheld when an employee has received a Needs to Improve or Unsatisfactory ~~P~~performance ~~E~~evaluation. Upon clearance of the Needs to Improve or **Unsatisfactory Performance E**evaluation by a subsequent Job performance Progress Report or evaluation by the employee's immediate supervisor, the increment shall be approved effective the first of the month following the filing of a satisfactory evaluation. This shall then become the new salary increment date.
- B. Withholding a salary increment for a permanent employee shall be subject to appeal to the Commission only as a part of any appeal resulting from a disciplinary action.

#### 12.2.7            SALARY ON PROMOTION

- A. When an employee is promoted to a position on a higher salary range, the employee shall receive at least a one (10) step salary increase, but not less than the first step of the new salary range.

- B. If the increase is less than one (1) salary step, the employee shall be placed on the next higher salary step but not higher than the highest salary step in that range.
- C. The promoted employee shall serve a probationary period in the new class.
- D. Promoted employees placed on step A will advance one step on the salary schedule upon satisfactory completion of the probationary period in the new class, or promoted employees placed above step A will advance one (1) step on the salary schedule upon satisfactory completion of one (1) year of service in the new class.

#### 12.2.8

#### SALARY ON DEMOTION

- A. An employee who accepts a voluntary demotion shall be placed on the step of the range of the lower class which is closest to the rate earned in the higher class, provided that the employee shall not receive a salary increase thereby. The increment date established in the higher class shall be retained.
- B. An employee who accepts a voluntary demotion in lieu of layoff shall be "Y" rated. (Rule 3.3.3B)
- C. If an employee is involuntarily demoted during probation, as provided in these Rules, salary placement shall be at the step of the lower salary range to which the employee would have progressed if the employee had served continuously in the lower class. When the demotion is a disciplinary action, the notice shall specify the step of the salary schedule at which the employee shall be placed.

#### 12.2.9

#### SALARY ON RECLASSIFICATION (~~EDUCATION CODE 45268~~)

- A. When the position held by a regular employee is reclassified, the salary placement and increment date shall be determined as follows:
  - 1. If the position is allocated to a class with a higher salary range and the employee is granted status without examination, the employee shall retain the same salary step on the higher range and the same increment date as held in the lower class.
  - 2. If the position is allocated to a class with a higher salary range and the employee obtains status in the higher class upon passing an examination (~~Rule 3.3.3A~~), the change of classification shall be treated as a promotion (Rule 12.2.7).

3. If the position is allocated to a class with a lower salary range and the employee retains the position, the employee's salary shall be "Y" rated (Rule 3.3.3B).
- B. Reclassified employees shall serve a probationary period in their new classification.

12.2.10            SALARY ON REALLOCATION (EDUCATION CODE 45268)

- A. When a class is reallocated to a higher salary range, employees in the class shall be placed on the new salary range on the same salary step they held prior to reallocation. The employee's salary increment date shall not change.

12.2.11            SALARY ON TRANSFER

- A. When an employee is transferred from one (1) position to another in the same class, or a related class on the same salary range, the employee's step placement and salary increment date shall not change.

12.2.12            SALARY ON REEMPLOYMENT, REINSTATEMENT, AND RETURN FROM LEAVE OF ABSENCE

- A. Upon reemployment, reinstatement or return from leave of absence, an employee shall be placed on the same step of the salary range **that was previously held** ~~prior to separation.~~
- B. Credit for step advancement shall accrue during military leave and all paid leave.
- ~~C. Upon return from leave of absence, layoff or resignation, the employee shall be placed on the salary step last achieved prior to leave, layoff or resignation.~~
- ~~D. An employee restored after leave of absence, layoff or resignation, shall be granted prior service credit for step advancement.~~

**Reference : Education Code 45309**

12.2.13            DIFFERENTIAL PAY (EDUCATION CODE 45182)

- A. An employee assigned to a regular position requiring four (4) or more hours of service after 5:00 p.m. and before 12:00 midnight shall be paid a differential of two (2) ranges on the salary schedule.

- B. An employee assigned to a regular position requiring four (4) or more hours of service after 12:00 midnight and before 6:00 a.m. shall be paid a differential of four (4) ranges on the salary schedule.
- C. Employees assigned to evening and night positions on a regular basis who are required to work a temporary day assignment, **according to these Rules**, shall continue to be granted the differential.
- D. Positions for which differential compensation is granted shall be filled as vacancies according to these Rules.
- E. Positions which require the incumbent to regularly work evening or night hours for three (3) or more days per week shall be granted differential pay.
- F. The Board **of Education** may provide differential pay to those classified employees who perform duties of a distasteful, dangerous or unique nature when reasonably justified. Such differential shall be based upon findings and recommendations of the Commission.

**Reference: Education Codes 45180, 45181 and 45182**

12.2.14      LONGEVITY PAY

- A. Regular classified employees shall receive a longevity increment in addition to their regular salary in recognition of satisfactory and continuous service to the district. Each longevity increment shall be two (2) salary ranges on the appropriate salary schedule. Longevity increments shall be granted as follows:

1. **The first longevity award is paid after a Management, or Supervisory and Confidential employees, has been on the top step (column E) of the Management Salary Schedule for a period of three years. Subsequent increments are paid after every third year (3<sup>rd</sup>) thereafter.**

- a. ~~Eight years~~
- b. ~~Eleven years\*~~
- c. ~~Fifteen years~~
- d. ~~Twenty years~~
- e. ~~Twenty five years~~
- f. ~~Thirty years~~

~~\*The eleven year increment is granted only on completion of five (5) semester units of job related course work.~~

2. **Each Non-management or Non-supervisory employee shall receive a five percent (5%) salary increase upon the completion of seven (7) years of service and every five (5) years thereafter. That is, as follows:**

- a. **1<sup>st</sup> increment after seven (7) years;**

- b. 2<sup>nd</sup> increment after twelve (12) years;**
- c. 3<sup>rd</sup> increment after seventeen (17) years;**
- d. 4<sup>th</sup> increment after twenty-two (22) years and**
- e. 5<sup>th</sup> increment after twenty-seven (27) years.**

B. Longevity is computed on total regular time with the District, adjusted for any breaks(s) in service for all classes in which regularly employed.

12.2.15      EFFECTIVE DATE OF SALARY CHANGES

- A. Salary increments shall be effective on the first **(1<sup>st</sup>)** day of the calendar month as provided below:
1. When the date of change falls on or before the fifteenth **(15<sup>th</sup>)** of the month, the salary change shall be effective on the first **(1<sup>st</sup>)** of that month.
  2. When the date of change falls after the fifteenth **(15<sup>th</sup>)** of the month, the salary change shall be effective on the first **(1<sup>st</sup>)** of the following month.

~~12.2.16      APPLICATION OF SALARY PROVISIONS TO UNIT MEMBERS~~

~~A. The salary 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 12.3      OVERTIME PROVISIONS

~~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.~~

12.3.1      OVERTIME DEFINED (~~EDUCATION CODE 45128~~)

- A. Overtime shall be defined as authorized work time in excess of forty (40) hours in one (1) week or eight (8) hours in one (1) day.
- B. Employees assigned to a ten (10) hour day, four (4) day forty (40) hour week shall receive overtime pay for hours worked in excess of ten (10) hours per day or forty (40) hours per week.



- C. For purposes of computing the number hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence shall be considered as time worked by the employee.~~overtime compensation, work time shall include:~~
- ~~1. All actual hours worked plus;~~
  - ~~2. All hours of paid leave or compensatory time off.~~

### 12.3.2

#### OVERTIME COMPENSATION (EDUCATION CODE 45128, 45131)

- A. An employee who works authorized overtime shall be paid at the rate of one and one-half (1-1/2) times **their** his/her regular rate of pay ~~or~~ shall receive compensatory time at the rate of one and one-half (1-1/2) time, the overtime hours worked.
1. For overtime purposes the employee's regular rate of pay includes shift and special assignment differentials.
  2. The employee's **overtime** regular rate of pay is the appropriate rate for the class in which the duties are performed.
- B. Overtime at the rate of one and one-half (1-1/2) times **their** his/her regular rate shall be paid to part-time employees as follows:
1. An employee having an average workday of four (4) hours or more shall receive overtime compensation for any authorized work performed on the sixth or seventh consecutive day of work.
  2. An employee having an average workday of less than four (4) hours shall receive overtime compensation for any authorized work performed on the seventh consecutive day of work.
- C. When a classified employee is required to work on any District paid holiday the employee shall be paid, in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) times the employee's regular rate of pay.
- ~~D. The minimum authorized overtime period is one-half (1-1/2) hour.~~

### 12.3.3

#### ASSIGNMENT OF OVERTIME

- A. Overtime work shall be ~~equitably assigned~~ **based on seniority and on a rotating basis** among all qualified employees who are in the same class, the same organizational unit, and the same work location. ~~In assigning overtime the appointing authority may consider:~~

- ~~1. Special skills and/or training required for an employee to perform the specific work, and~~
- ~~2. The availability of regular part-time employees to perform the required work.~~

12.3.4            COMPENSATORY TIME (EDUCATION CODE 45129)

- A. Compensatory time off may be granted in lieu of cash payment for overtime hours worked at the election of the employee and with the approval of the supervisor. The following provisions apply:
  1. A record of compensatory time worked and taken shall be maintained in the department.
  2. Compensatory time may be taken in lieu of any other authorized leave.
  3. Compensatory time shall be approved by the supervisor before it is taken.
  4. **When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within twelve (12) calendar months following the month in which the overtime was worked and without impairing the services rendered by the employing District.** ~~An employee should use compensatory time within the calendar month in which it is earned.~~
  5. Compensatory time is earned at the ~~regular or~~ overtime rate. When the hours worked are in excess of forty (40) per week or eight (8) per day, the rate shall be at one and one-half (1-1/2) times.

12.3.5            CALL BACK

- A. Whenever an employee is called back to duty by **their** ~~his/her~~ supervisor or designee after the conclusion of the normal work shift, the employee shall receive a minimum of two (2) hours pay at the appropriate salary rate.
- B. When an employee is called back to duty by **their** ~~his/her~~ supervisor or designee on a day which is not a regularly scheduled work day **they** ~~he/she~~ shall receive a minimum of two (2) hours pay at the appropriate rate.
- C. Employees called back for more than two (2) hours shall be paid for the actual hours worked at the appropriate salary rate.

EXEMPTION FROM OVERTIME (EDUCATION CODE 45130)

- A. Positions or classes of positions designated supervisory, administrative, or executive by the Commission, **when applicable, or the Board of Education** may be exempted from the overtime provisions of these Rules.
- B. To be exempted from overtime, positions or classes of positions must clearly and reasonably be management positions. **The duties, flexibility of hours, salary, benefit structure, and authority of these classes are of such a nature that they should be set apart from positions subject to overtime and will not be unreasonably discriminated against as a result of this exemption.**
- ~~C. The classes of established positions listed below are clearly and reasonably management positions. The duties, flexibility of hours, salary, benefit structure, and authority of these classes are of such a nature that they should be set apart from positions subject to overtime and will not be unreasonably discriminated against as a result of this exemption.~~

~~Accounting Supervisor  
Assistant Director of Food Services  
Assistant Superintendent – Fiscal and Business Services  
Business Services Administrator  
Director of Administrative Services  
Director of Classified Personnel  
Director of Food Services  
Director of Maintenance and Operations  
Director of Public Information/Publications  
Director of Purchasing and Stores  
Director of Transportation  
Fiscal Services Administrator  
Payroll Supervisor~~

CD. Notwithstanding the provisions of paragraph A of this Rule, if an exempt employee is required to work on any District paid holiday, **they** he/she shall be paid, in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) times the employee's rate of pay.

**Reference: Education Codes 45127, 45128, 45129, 45130 and 45131**

APPLICATION OF OVERTIME PROVISIONS TO UNIT MEMBERS

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

EMPLOYEE BENEFITS

~~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.~~

#### 12.4.1

#### HWEALTH AND WELFARE BENEFITS

- A. The District shall provide a health and welfare benefit plan for all regular employees assigned twenty (20) or more hours per week.
- B. Benefits shall be the amount approved annually by the Board of Education.
- C. Group medical and dental insurance shall be provided from carriers agreed on by the District and the recognized employee organizations.
- ~~D. Each regular employee, after his/her selection of a medical and dental plan may designate the remainder of the authorized amount, if any, to purchase additional approved coverage or tax sheltered annuity as authorized by the Board.~~
- DE. Regular employees assigned thirty-five (35) or more hours per week and nine (9) or more months per year, shall be considered full time employees.
- E. Regular employees assigned less than thirty-five (35) but twenty (20) or more hours per week, shall receive a prorata share of the benefits authorized for full time employees. This proration shall be based on the ratio that hours worked per week bear to forty (40) hours.
- F. Employees assigned less than twenty (20) hours per week shall not be eligible for benefits provided by this Rule.
- G. Notwithstanding other provisions of this Rule, classified employees hired prior to September ~~19~~9, 1977, who were receiving full benefits provided by the District, shall continue to receive these benefits provided:
  - 1. They have been continuously employed by the District since September 19, 1977, and
  - 2. That this benefit has not been forfeited as a result of voluntary reduction in hours, except a voluntary reduction in lieu of lay-off.

#### 12.4.2

#### MILEAGE REIMBURSEMENT (EDUCATION CODE 44032)

- A. Any classified employee who is required by their his/her supervisor to use their his/her personal vehicle for District business shall be reimbursed for mileage at the rate approved by the Board of Education.

**Reference: Education Code 44032**

12.4.3 APPLICATION OF EMPLOYEE BENEFIT PROVISIONS TO UNIT MEMBERS

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

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, December 13, 2011**

**AGENDA ITEM NO: IV.A.4.a.**

SUBJECT: Working Out of Class (WOC) Request – First Extension for Damon Kratz, Custodian, Maintenance and Operations Department, WOC as a Utility Worker

**BACKGROUND INFORMATION:**

Mr. Kratz is a Custodian in the Maintenance and Operations Department. Mr. Terance Venable, Manager of Buildings and Grounds Operations, requested the initial WOC. This WOC request is an extension of his current assignment from November 9, 2011 to March 12, 2012. The rationale for this request is to grant Mr. Kratz a temporary assignment pending the recruitment for Utility Worker within the Maintenance and Operations Department.

**DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission approve this request pursuant to SEIU Contract Article 29 *Working Out of Class* and Personnel Commission Rule §3.2.8.C *Working Out of Class* (attachments).

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote: \_\_\_\_\_

### 3.2.8 WORKING OUT OF CLASS

- A. Each classified employee shall be required to perform the duties approved by the Board and classified by the Commission for the class to which assigned. The employee may be required to perform other related duties consistent with the definition of the class to which assigned.
- B. When an employee is assigned to perform work beyond that indicated in the definition of the class to which assigned for a period of time exceeding five (5) out of fifteen (15) calendar days, shall be compensated as follows:
  - 1. Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established;
  - 2. If a new class is recommended, the Director of Classified Personnel shall set forth the qualifications recommended and those recommended by the Board, if any; the qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board.
- C. Request for differential pay for working out of class shall be submitted to the Director of Classified Personnel within thirty (30) days of assignment by the employee or the supervisor. Such differential pay for working out of class shall be limited to ninety (90) working days in one fiscal year for each employee. The Commission may authorize one extension of working out of class not to exceed an additional ninety (90) working days.
- D. A claim for pay differential for working out of class shall be submitted by the employee or the supervisor. The Director of Classified Personnel will notify the supervisor upon receipt of a claim submitted by an employee.
- E. A claim for pay differential for working out of class must contain a list of the assigned duties that are outside the scope of employee's assigned position.
- F. The Director of Classified Personnel shall review the duties assigned to the position and shall determine if the assigned duties are at a higher level, and shall recommend an appropriate pay differential to the Commission for approval.
- G. If review by the Director of Classified Personnel determines that the assigned duties are not at a higher level, the Director of Classified Personnel shall notify the employee and the appropriate supervisor. If the employee or supervisor wishes to appeal this decision, it must be presented to the Commission at the next regular meeting.

**References: Education Code Sections 45110, 45276 and 45310**

## ARTICLE 28

### ENTIRE AGREEMENT

- §28.1 The District shall not be bound by any requirement which is not expressly and explicitly stated in this Agreement. Specifically, but not exclusively, the District is not bound by any past practices of the District or understandings with any unit member, organization, or council, unless such past practices or understandings are specifically stated in this Agreement.
- §28.2 The Union agrees that this Agreement is intended to cover all matters relating to wages, hours, and all other terms and conditions of employment and supersedes all previous agreements or supplements thereto covering said matters. The parties agree that during the term of the Agreement neither the District nor the Union will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement, unless the District finds it necessary to make changes that are within the scope of representation as defined by Government Code 3543.2. In which case, the District shall negotiate with the union concerning such changes to the extent required by law. Before meeting and negotiating, the parties shall attempt to resolve any such changes informally.

## ARTICLE 29

### WORKING OUT OF CLASS

- §29.1 Each unit member shall be required to perform the duties approved by the Board of Education and classified by the Personnel Commission for the class to which he/she is assigned. He/she may be required to perform other related duties consistent with the definition of the class to which assigned.
- §29.2 When a unit member is assigned to perform work beyond that indicated in the definition of the class to which he/she is assigned, he/she shall be compensated as of the first (1st) day as follows:
- §29.2.1 If the work assignment is to a position in an existing class, upon the approval of the Director of Classified Personnel, it shall be processed as a limited-term assignment under the applicable Personnel Commission Rules; or
- §29.2.2 If an employee is required to perform duties which are not allocated to an existing class, the assignment shall be reported to the Director of Classified Personnel in writing so that a review may be conducted to determine the appropriate pay differential for the temporary assignment.
- §29.2.3 Requests for differential pay for working out of class may be submitted by the unit member or his/her supervisor to the Director of Classified Personnel at any time. The Director of Classified Personnel will notify the supervisor upon receipt of a claim submitted by a unit member.
- §29.2.4 A claim for pay differential for working out of class must contain a list of the assigned duties.
- §29.2.5 The Personnel Commission staff shall review the duties assigned to the position and shall determine if the assigned duties are at a higher level and shall recommend an appropriate pay differential to the Personnel Commission for approval.



- §29.2.6 Changes in salary resulting from the reclassification of a position shall be effective as of the time the Personnel Commission received the request for differential pay. Retroactive pay increases for working out of class shall be limited to the thirty (30) calendar days proceeding the date that the claim was submitted in writing to the Director of Classified Personnel.
- §29.2.7 If the Commission staff review determines that the assigned duties are not at a higher level, the Director of Classified Personnel shall notify the employee and the appropriate supervisor and present the findings to the Commission at the next regular meeting.
- §29.2.8 Pay differentials for working out of class shall be limited to ninety (90) working days in one (1) fiscal year for each employee. The Personnel Commission may authorize one (1) extension of working out of class not to exceed an additional ninety (90) working days.
- §29.3 Whenever a vacant position exists within the Classified service and management determines that the position shall be temporarily filled until a permanent person is hired, management shall provide to all current, permanent department/site employees (whose job classification is the next lower classification) the opportunity to work out-of-class based on seniority rotation. As subsequent assignments arise or if the original assignment exceeds the time line described in §29.2.8, the next senior permanent department/site employee shall be offered the out-of-class assignment. If additional help is needed for the short term, temp/additional employees shall be employed to the lowest possible classification.
- §29.4 Disputes involving this Article shall be resolved pursuant to Personnel Commission Rules, and shall not be subject to the grievance procedure set forth in **Article 13 - Grievance Procedure**.

## ARTICLE 30

### LAYOFFS/REDUCTION IN HOURS

- §30.1 The District shall not implement any involuntary reduction in regular hours of assignment or layoff of unit members except as provided in the following procedure:
  - §30.1.1 Union shall be given written notice at least forty-five (45) calendar days before the meeting at which the Board of Education will take action on the layoffs/reduction in hours due to lack of funds.
  - §30.1.2 The District shall provide the Union with a reasonable opportunity, at the request of the Union, during said forty-five (45) calendar days following notice to the Union, to negotiate regarding the proposed layoff/reduction in hours, including the decision itself and the effects thereof.
  - §30.1.3 If agreement cannot be reached within forty-five (45) calendar days after notice to the Union, the District may proceed with Board action and notification to the unit members affected.
  - §30.1.4 At any time during said forty-five (45) calendar days following notice to the Union, either party may request to proceed to fact finding. The District and the Union shall agree upon a fact finder, who shall meet with the parties and make recommendations. The fact-finding process shall be completed and the fact finder's report issued within ninety (90) calendar days following notice to the Union.
  - §30.1.5 If agreement has not been reached by the end of ninety (90) days after notice to the Union, the District may implement the proposed layoff/reduction in hours.

## Personnel Requisition Executive Summary as of December 7, 2011

### REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* <b>Cert. List</b> <i>[Selection interviews held/scheduled for each position.]</i>	<b>22</b>
* <b>Open</b> <i>[None of these positions are on Transfer Bulletin.]</i>	<b>17</b>
<b>Total:</b>	<b>39</b>

### REQUISITION ACTIVITY

	<u>Count</u>
* <b>Previous Requisition Total (10/28/11)</b>	<b>44</b>
* <b>Requisitions Received (+)</b>	<b>26</b>
* <b>Requisitions Filled (-)</b>	<b>27</b>
* <b>Requisitions Cancelled/On Hold (-)</b>	<b>4</b>
* <b>Current Requisition Total (12/07/11)</b>	<b>39</b>

Personnel Commission

## Personnel Requisition Monthly Comparison

Req Status	12/3/2010	1/5/2011	2/2/2011	3/3/2011	4/7/2011	5/5/2011	6/7/2011	7/6/2011	8/8/2011	9/8/2011	10/6/2011	10/28/2011	12/7/2011
<b>Cert. List</b>	6	2	3	5	3	4	2	2	32	10	9	5	23
<b>Open</b>	6	8	8	7	9	17	21	23	28	37	33	39	17
<b>Total</b>	<b>12</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>21</b>	<b>23</b>	<b>25</b>	<b>60</b>	<b>47</b>	<b>42</b>	<b>44</b>	<b>40</b>

**Req Status:** "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.



## Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type <sup>1</sup>	Replacing	Transfer Bulletin #	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
<b>Certification List to Appointing Authority</b>													
1	12-018	07/15/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---		Cert. List	11/17/11	STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS FOR REMAINING CCA VACANCIES.	YES
2	12-036	07/21/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---		Cert. List	11/17/11	STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS FOR REMAINING CCA VACANCIES.	YES
3	12-038	07/21/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---		Cert. List	11/17/11	STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS FOR REMAINING CCA VACANCIES.	YES
4	12-092	09/08/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---		Cert. List	11/17/11	STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS FOR REMAINING CCA VACANCIES.	YES
5	12-093	09/08/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---		Cert. List	11/17/11	STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS FOR REMAINING CCA VACANCIES.	YES
6	12-160	11/01/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---	15	Cert. List	11/17/11	STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS FOR REMAINING CCA VACANCIES.	YES
7	12-165	11/09/11	ELEMENTARY LIBRARY COORD	MUIR ELEMENTARY	87.50	7.00	Vac	SUZANNE MOSCOSO	15	Cert. List	11/17/11	SELECTION INTVWS SCHEDULED FOR 12/07/11. [TRANSFER BULLETIN #15 CLOSED 11/08/11.]	YES
8	12-101	08/29/11	INSTRUCTIONAL ASST-CLASSROOM	FRANKLIN ELEMENTARY	75.00	6.00	Vac	CATHY GREWOHL	7	Cert. List	09/28/11	STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVW. MOST RECENT EMAIL SENT 11/23/11. [SUBSTITUTE EMPLOYEE ASSIGNED UNTIL POSITION FILLED.]	YES
9	12-100	09/02/11	INSTRUCTIONAL ASST-CLASSROOM	MCKINLEY ELEMENTARY	25.00	2.00	New	---	7	Cert. List	09/28/11	SELECTION INTVWS SCHEDULED FOR 09/30/11 WERE CANCELLED PENDING RECEIPT OF RECEIPT OF ADDITIONAL REQUISITION FOR A 3.5 HOUR POSITION AT MCKINLEY. SELECTION INTERVIEWS RE-SCHEDULED FOR 12/02/11, 12/05/11 & 12/06/11. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	YES

## Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type <sup>1</sup>	Replacing	Transfer Bulletin #	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
10	12-118	09/14/11	INSTRUCTIONAL ASST-CLASSROOM	ROOSEVELT ELEMENTARY	75.00	6.00	New	---	9	Cert. List	10/21/11	CANDIDATE SELECTED 10/25/11. CANDIDATE SUBSEQUENTLY DECLINED POSITION. [SUBSTITUTE ASSIGNED UNTIL POSITION FILLED.]	YES
11	12-161	10/31/11	INSTRUCTIONAL ASST-CLASSRM	FRANKLIN ELEMENTARY	47.50	3.80	Vac	ALBERT FLORES	15	Cert. List	11/23/11	STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS. SUBSTITUTE ASSIGNED PENDING SELECTION. [TRANSFER BULLETIN #15 CLOSED 11/08/11.]	YES
12	12-166	11/09/11	INSTRUCTIONAL ASST-CLASSRM	MCKINLEY ELEMENTARY	37.50	3.00	Vac	BABETTE DICKERSON	16	Cert. List	11/28/11	SELECTION INTVWS SCHEDULED 12/02/11, 12/05/11 & 12/06/11. [TRANSFER BULLETIN #16 CLOSED 11/16/11.]	YES
13	12-163	10/27/11	INSTRUCTIONAL ASST-CLASSRM	WILL ROGERS LEARNING ACADEMY	37.50	3.00	Vac	EBBA BAATG	15	Cert. List	11/23/11	STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS. [TRANSFER BULLETIN #15 CLOSED 11/08/11.]	YES
14	12-105	09/08/11	INSTRUCTIONAL ASST-PHYSICAL ED	SANTA MONICA HIGH	50.00	4.00	New	---	7	Cert. List	09/23/11	[SPECIAL REQUIREMENTS: FEMALE ONLY FOR GIRLS LOCKER ROOM.] STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS. [TRANSFER BULLETIN #7 CLOSED 09/14/11.] FIRST INTERVIEWS UNABLE TO SCHEDULE. AWAITING NEW INTERVIEW.	YES
15	12-168	11/09/11	INSTRUCTIONAL ASST-PHYSICAL ED	ROOSEVELT ELEMENTARY	75.00	6.00	Vac	ROBERT WHITE	16	Cert. List	11/10/11	TRANSFER BULLETIN #16 CLOSED 11/16/11. SELECTION INTVWS HELD 11/22/11.	YES
16	12-131	09/23/11	INSTRUCTIONAL ASST-SPECIAL ED	SANTA MONICA HIGH	75.00	6.00	Vac	MARITZA HERNANDEA	10	Cert. List	11/21/11	SELECTION INTVWS BEING SCHEDULED BY SCHOOL SITE	YES
17	12-148	10/10/11	INSTRUCTIONAL ASST-SPECIAL ED	WEBSTER ELEMENTARY	75.00	6.00	Vac	SVETLANA BURLAKOVA	12	Cert. List	11/28/11	SELECTION INTVWS BEING SCHEDULED BY SCHOOL SITE. OFFER EXTENDED AND DECLINED.	YES
18	12-149	10/10/11	INSTRUCTIONAL ASST-SPECIAL ED	JOHN ADAMS MIDDLE	62.50	5.00	Vac	BRANDI DESHANNON	12	Cert. List	11/28/11	SELECTION INTVWS BEING SCHEDULED BY SCHOOL SITE	YES

## Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type <sup>1</sup>	Replacing	Transfer Bulletin #	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
19	12-137	10/03/11	INSTRUCTIONAL ASST-SPECIAL ED (BILINGUAL-SPANISH)	SANTA MONICA HIGH	75.00	6.00	New	---	11	Cert. List	11/21/11	SELECTION INTVWS BEING SCHEDULED BY SCHOOL SITE	YES
20	12-138	10/03/11	INSTRUCTIONAL ASST-SPECIAL ED (BILINGUAL-SPANISH)	SANTA MONICA HIGH	62.50	5.00	New	---	11	Cert. List	11/21/11	SELECTION INTVWS BEING SCHEDULED BY SCHOOL SITE	YES
21	12-133	09/23/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	Vac	MARIA MEYER	10	Cert. List	11/29/11	SELECTION INTVWS SCHEDULED FOR 12/01/11.	NO
22	12-141	09/28/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	Vac	VACANT FROM SCHOOL YEAR 2010-2011	11	Cert. List	11/29/11	SELECTION INTVWS SCHEDULED FOR 12/01/11.	NO

### Open Recruitments

1	12-142	10/05/11	ADMINISTRATIVE ASST	BUSINESS SVCS	100.00	8.00	Vac	JAN STRNAD	11	Open	12/07/11	RECRUITMENT OPENED 09/23/11 TO 10/14/11. APPLICATION SCREENING COMPLETED. APPLICANT PROTEST PERIOD ENDED 10/28/11. WRITTEN EXAM ADMINISTERED 11/14/11. PERFORMANCE/ORAL EXAM PENDING RATER AVAILABILITY AND CONFIRMATION. [TRANSFER BULLETIN #11 CLOSED 10/12/11.]	YES
2	12-117	09/14/11	ADMINISTRATIVE ASST	SPECIAL ED	100.00	8.00	Vac	TINA BULCHAND	9	Open	12/07/11	RECRUITMENT OPENED 09/23/11 TO 10/14/11. APPLICATION SCREENING COMPLETED. APPLICANT PROTEST PERIOD ENDED 10/28/11. WRITTEN EXAM ADMINISTERED 11/14/11. PERFORMANCE/ORAL EXAM PENDING RATER AVAILABILITY AND CONFIRMATION. SUBSTITUTE EMPLOYEE ASSIGNED PENDING COMPLETION OF EXAM PROCESS. [TRANSFER BULLETIN #9 CLOSED 09/26/11.]	YES
3	12-005	07/14/11	BILINGUAL COMMUNITY LIAISON	GRANT ELEMENTARY	30.00	2.40	Vac	KARINA TEJEDA	2	Open		SELECTION INTERVIEWS HELD 08/04/11 AND 08/05/11. HIRING AUTHORITY REQUESTED ADDITIONAL RANKS. RECRUITMENT RE-OPENED 09/26/11 - 10/18/11 TO ACQUIRE ADDITIONAL RANKS. WRITTEN EXAMINATION SCHEDULED ADMINISTERED 11/10/11. WRITING TRANSLATION EXAM ADMINISTERED 11/28/11. PROTEST PERIOD ENDS 12/05/11. [SUBSTITUTE EMPLOYEE IN PLACE DURING RECRUITMENT PROCESS.]	

## Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type <sup>1</sup>	Replacing	Transfer Bulletin #	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
4	12-075	08/17/11	EQUIPMENT OPERATOR/SPORTS FACILITIES	MAINTENANCE & OPERATIONS	100.00	8.00	New	---	6	Open		CLASS SPEC REVISED 10/11/11. JOB ANALYSIS PROCESS INITIATED 10/04/11. CURRENT EMPLOYEE WORKING OUT OF CLASS PENDING COMPLETION OF RECRUITMENT/EXAMINATION PROCESS. [TRANSFER BULLETIN #6 CLOSED 08/24/11.]	
5	12-055	08/09/11	INSTRUCTIONAL ASST-BILINGUAL (SPANISH)	SANTA MONICA HIGH	43.75	3.50	Vac	CAROLINA GUTIERREZ	5	Open		WRITTEN EXAM ADMINISTERED 11/15/11. ORAL EXAM PENDING RATER AVAILABILITY AND TESTING LOCATION. [TRANSFER BULLETIN #5 CLOSED 08/17/11.]	
6	12-167	11/01/11	INSTRUCTIONAL ASST-MUSIC	SANTA MONICA HIGH	37.50	3.00	New		16	Open		TRANSFER BULLETIN #16 CLOSED 11/16/11. RECRUITMENT OPENED 11/03/11 - 11/29/11. WRITTEN EXAM SCHEDULED DURING WEEK OF 12/05/11.	
7	12-169	11/09/11	INSTRUCTIONAL ASST-SPECIAL ED	GRANT PRESCHOOL	56.25	4.50	Vac	ARIANA BREWER	16	Open		TRANSFER BULLETIN #16 CLOSED 11/16/11.	
8	12-136	09/28/11	INSTRUCTIONAL ASST-SPECIAL ED	LINCOLN MIDDLE	75.00	6.00	Vac	KAREN MILLER	11	Open		RECRUITMENT INITIALLY OPENED 09/19/11 10/11/11. WRITTEN EXAM ADMINISTERED 10/27/11. RECRUITMENT RE-OPENED 11/22/11 TO ACQUIRE ADDITIONAL CANDIDATES. [TRANSFER BULLETIN #11 CLOSED 10/12/11.]	
9	12-110	09/08/11	INSTRUCTIONAL ASST-SPECIAL ED	OLYMPIC HIGH	62.50	5.00	New	---	8	Open		RECRUITMENT INITIALLY OPENED 09/19/11 10/11/11. WRITTEN EXAM ADMINISTERED 10/27/11. RECRUITMENT RE-OPENED 11/22/11 TO ACQUIRE ADDITIONAL CANDIDATES. [TRANSFER BULLETIN #8 CLOSED 09/19/11.]	
10	12-156	10/31/11	INSTRUCTIONAL ASST-SPECIAL ED	LINCOLN MIDDLE	75.00	6.00	Vac	DESHAYNE WALKER	14	Open		TRANSFER BULLETIN #14 CLOSED 11/07/11.	
11	12-157	10/17/11	INSTRUCTIONAL ASST-SPECIAL ED	LINCOLN MIDDLE	75.00	6.00	New	---	14	Open		TRANSFER BULLETIN #14 CLOSED 11/07/11. [1:1 POSITION]	



## Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type <sup>1</sup>	Replacing	Transfer Bulletin #	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
12	12-147	10/10/11	INSTRUCTIONAL ASST-SPECIAL ED	PT. DUME ELEMENTARY	75.00	6.00	Vac	BRIGETTE WARMINGTON	12	Open		RECRUITMENT INITIALLY OPENED 09/19/11-10/11/11. WRITTEN EXAM ADMINISTERED 10/27/11. RECRUITMENT RE-OPENED 11/22/11 TO ACQUIRE ADDITIONAL CANDIDATES. [TRANSFER BULLETIN #12 CLOSED 10/20/11.]	
13	11-114	03/17/11	REPROGRAPHICS OPERATOR	PURCHASING	100.00	8.00	Vac	DEWEY HAMPTON	37	Open		APPLICATION FILING PERIOD INITIALLY OPENED 03/18/11. THE RECRUITMENT WAS SUBSEQUENTLY PLACED ON HOLD IN ORDER TO UPDATE CLASS SPEC FOR RECRUITING PURPOSES. REVISED CLASS SPEC APPROVED 05/10/11. WRITTEN EXAM COMPONENT ADMINISTERED 07/20/11. STAFF COLLABORATING WITH SME TO DEVELOP TECHNICAL ORAL AND PERFORMANCE EXAM. MOST RECENT MEETING WITH SME HELD 11/17/11.	
14	12-103	09/08/11	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
15	11-110	02/18/11	SENIOR BUYER	PURCHASING	100.00	8.00	New	---	35	Open		ORIG CERT LIST CONTAINING ONE (1) ELIGIBLE ON 07/20/11. ELIGIBLE CANDIDATE APPOINTED ON PROVISIONAL BASIS (JULY 2011) AFTER INITIAL EXAM ADMINISTRATION. RECRUITMENT RE-OPENED 09/13/11 - 10/05/11 TO ACQUIRE ADDITIONAL RANKS. WRITTEN EXAM ADMINISTERED 10/26/11. STAFF COLLABORATING WITH SME TO DEVELOP TECHNICAL ORAL AND PERFORMANCE EXAMS WHICH ARE TENTATIVELY SCHEDULED FOR 12/14/11.	

## Personnel Requisition Detailed Report

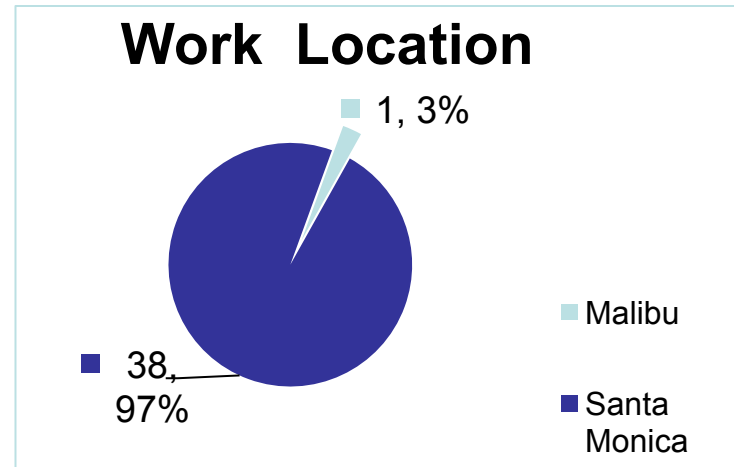
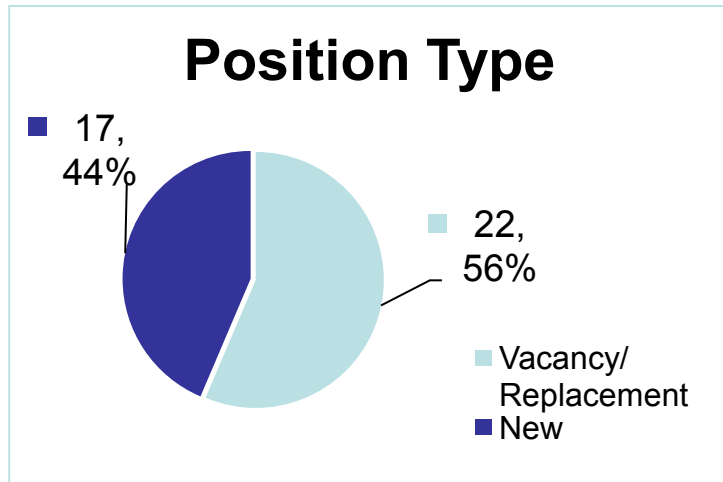
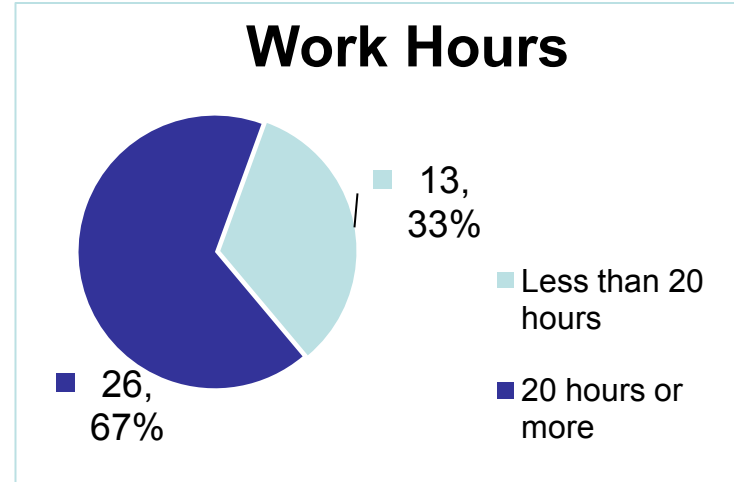
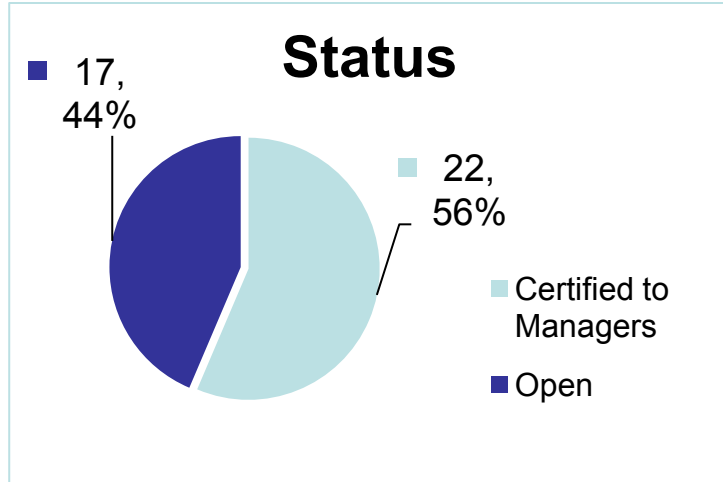
#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type <sup>1</sup>	Replacing	Transfer Bulletin #	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
16	12-048	07/19/11	SENIOR OFFICE SPECIALIST (BILINGUAL-SPANISH)	CHILD DEVEL SVCS	100.00	8.00	New	---	3	Open		TRANSFER BULLETIN CLOSED 07/27/11. ON 07/20/11, HIRING AUTHORITY NOTIFIED STAFF THAT POSITION REQUIRED BILINGUAL (SPANISH) SKILLS. CANDIDATES ON ELIGIBILITY LIST CONTACTED TO SCHEDULE FOR ORAL BILINGUAL TEST ON 08/05/11. RECRUITMENT RE-OPENED 08/19/11 - 08/24/11 TO ACQUIRE ADDITIONAL CANDIDATES WITH BILINGUAL SKILLS. WRITTEN EXAM ADMINISTERED 10/12/11. STAFF COORDINATING BILINGUAL SKILLS ASSESSMENT BASED ON AVAILABILITY OF RATING PANEL.	
17	11-142	06/13/11	STOCK AND DELIVERY CLERK	PURCHASING	75.00	6.00	Vac	VERITY KR PAN	45	Open		RECRUITMENT OPENED 07/06/11 - 07/27/11. WRITTEN EXAM DEVELOPED IN COLLABORATION WITH SME AND ADMINISTERED DURING THE WEEK OF 08/29/11. STAFF COLLABORATING WITH SME TO DEVELOP TECHNICAL ORAL AND PERFORMANCE (DRIVING) EXAM. MOST RECENT MEETING WITH SME HELD 11/17/11. WAITING FOR TRANSPORTATION DEPARTMENT TO PROVIDE DATE FOR RATERS FOR QAI AND PERFORMANCE	

**NOTES:**

- <sup>1</sup> **Position Type** : "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.
- <sup>2</sup> **Req Status** : "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

# Personnel Requisition Graphic Summary

as of December 7, 2011



**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2011 – 2012**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Discussion Item</b>
<b>2011</b>			
July 12, 2011	5:00 p.m.	Board Room – District Office	
August 9, 2011	5:00 p.m.	Board Room – District Office	
September 13, 2011	5:00 p.m.	Board Room – District Office	
October 11, 2011	5:00 p.m.	Board Room – District Office	
October 18, 2011	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director, Classified Personnel
November 8, 2011	5:00 p.m.	Board Room – District Office	
November 21, 2011	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director, Classified Personnel
December 13, 2011	5:00 p.m.	Board Room – District Office	
<b>2012</b>			
January 10, 2012	5:00 p.m.	Board Room – District Office	
January 26 – 29, 2012	Daily Conference	San Diego, California	CSPCA 2012 Annual Conference
February 14, 2012	5:00 p.m.	Board Room – District Office	
March 13, 2012	5:00 p.m.	Board Room – District Office	
April 10, 2012	5:00 p.m.	Board Room – District Office	2012–13 Budget Discussion and Development,
May 8, 2012	5:00 p.m.	Board Room – District Office	2012-13 Budget Adoption
June TBD, 2012	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director of Classified Personnel
June 12, 2012	5:00 p.m.	Board Room – District Office	



**SMMUSD Board of Education Meeting Schedule 2011-2012**

**Closed Session begins at 4:30pm**  
**Public Meetings begin at 6:00pm**

July through December 2011					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/20* DO	7/23* DO 7/26* DO	*Wednesday, 7/20 *Saturday, 7/23: retreat *Wednesday, 7/26: special mtg
August		8/10* DO		8/24* DO	*Wednesday, 8/10 *Wednesday, 8/24 First day of school: 8/30
September	9/8 DO			9/22 DO	
October	10/6 M		10/20 DO	10/22* DO	*Saturday, 10/22: retreat
November	11/3 M		11/17 DO		Thanksgiving: 11/24-25
December			12/15 DO	winter break	
<b>Winter Break: December 21 – January 3</b>					
January through June 2012					
<b>Winter Break: December 21 – January 3</b>					
January			1/19 DO		
February	2/2 M		2/16 DO		
March	3/1 DO		3/15 DO	3/29* DO	*3/22 & 3/23: Stairway *3/29: 5 <sup>th</sup> Thursday
<b>Spring Break: April 2 – April 13</b>					
April	spring break	spring break	4/19 DO		
May	5/3 M		5/17 DO		
June	6/7 DO			6/27* DO	Last day of school: 6/15 *Wednesday: 6/27

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.  
 Malibu City Council Chambers (M): 23825 Stuart Ranch Road, Malibu, CA

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	Commission review dates	Comments (requests)	Adoption by Commission
Chap II	2 <sup>nd</sup> Reading	The Personnel Commission	9.19.06		9.19.06
Chap III	2 <sup>nd</sup> Reading	Classification of Employees and Positions	1.12.10	Excluding Rule 3.1.2.B	1.12.10
Rule 3.1.2.B	2 <sup>nd</sup> Reading	Special Categories	2.9.10		2.9.10
Chap IV	2 <sup>nd</sup> Reading	Application for Employment	1.12.10	Excluding Rule 4.6.2.B	1.12.10
Rule 4.6.2.B	2 <sup>nd</sup> Reading	Appeal from Disqualification	2.9.10		2.9.10
Chap V	2 <sup>nd</sup> Reading	Recruitment and	2.9.10		2.9.10

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

		Examinations			
Chap. VI-	1st Reading	Eligibility Lists	4.13.10		
	2 <sup>nd</sup> Reading		6.8.10		6.8.10
Chap. VII	1st Reading	Appointment to Classified Positions	6.8.10	Excluding Rule 7.3.3	
				Review to Supt and SEIU 7.26.10	
	2 <sup>nd</sup> Reading		9.14.10		9.14.10
Rule 7.3.3	1st Reading	Summer Session Assignment	4.13.10		
	2 <sup>nd</sup> Reading		6.8.10		6.8.10



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Chap. VIII	1st Reading	Employee Clearances	7.13.10		
				Review to Supt and SEIU 7.26.10	
	2 <sup>nd</sup> Reading		9.14.10		9.14.10
Chap. IX	1st Reading	Employment Status	11.9.10		
				Review to Supt and SEIU 12.6.10	
	2 <sup>nd</sup> Reading		2.8.11		2.8.11
Chap. X	1st Reading	Performance Evaluation	11.9.10		
				Review to Supt and SEIU 12.6.10	
	2 <sup>nd</sup> Reading		2.8.11		2.8.11

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Chap. XI	1st Reading	Vacation, Leaves of Absence and Holidays	4.12.11	Review to Supt and SEIU 6.7.11  Per Asst.Sup's request deadline extended	
Chap. XII	1st Reading	Salaries, Overtime Pay and Benefits	4.12.11	Review to Supt and SEIU 6.7.11  Per Asst.Sup's request deadline extended	
Rule 12.2.4.B	2 <sup>nd</sup> Reading	Salary on Employment	1.12.10		1.12.10
Chap XIII	2 <sup>nd</sup> Reading	Seniority, Layoff, Displacement and Reemployment	1.12.10		1.12.10



<p>District's <i>New Employee Orientation Program</i></p> <ul style="list-style-type: none"> <li>• Prepare PowerPoint slides to overview PC</li> </ul>	Staff	TBD	<ul style="list-style-type: none"> <li>• Collaborate with the HR to put into District's <i>New Employee Orientation Program</i></li> </ul>
<p>Career In-Service Training Seminars</p> <ul style="list-style-type: none"> <li>• Merit Principles of Personnel Administration/Merit System Under the State of California Education Codes</li> <li>• Personnel Commission Merit Rules</li> <li>• Classification Titles and Descriptions</li> <li>• Overview of the Personnel Commission</li> </ul>	Staff	<p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p>	<ul style="list-style-type: none"> <li>• Develop a series of seminars to augment employees' knowledge and skills to work within a Merit System school district. To explore such questions as: <ol style="list-style-type: none"> <li>1. What is a Merit System?</li> <li>2. Is there an outline of appropriate Education Code Sections to reference?</li> <li>3. What is the relationship between the Education Codes and Merit Rules?</li> <li>4. How to navigate the Personnel Commission's web site?</li> <li>5. How to get useful feedback from users?</li> <li>6. How to mediate issues?</li> <li>7. Which Commission staff to contact?</li> <li>8. Why this and not that?</li> </ol> </li> </ul>

<p>Welcome Letter (Electronic) to New Administrators and Managers</p> <ul style="list-style-type: none"> <li>• Introduction to the Personnel Commission</li> <li>• Link to Website</li> <li>• Link to Personnel Commission Staff</li> </ul>	DOC/AA	TBD	
<p>Personnel Commission Website</p> <ul style="list-style-type: none"> <li>• Update</li> </ul>	AA/DOC	On-Going	<ul style="list-style-type: none"> <li>• Collaborate with District's Information Systems Department</li> </ul>
<p>Employee Development Workshops</p>	Staff	<p>3.30.11</p> <p>4.7.11</p> <p>TBD</p>	<ul style="list-style-type: none"> <li>• Targeted and District-wide workshops on such topics as: <ol style="list-style-type: none"> <li>1. Interviewing Skills</li> <li>2. Employment Application Skills</li> </ol> </li> </ul>

			<p>3. Understanding the Employment Application Process</p> <p>4. Resume Skills</p> <p>5. Examination Preparation</p> <p>6. Career Planning</p>
<p>Feedback Mechanisms</p> <ul style="list-style-type: none"> <li>• One-to- One Meetings with Administrators and Managers</li> <li>• Customer Satisfaction Surveys</li> <li>• Review “Best Practices” from the literature and other Agencies</li> </ul>	Staff	<p>On-Going</p> <p>On-Going</p> <p>On-Going</p>	

<b><u>Key:</u></b> AA-Administrative Assistant DOC-Director of Classified Personnel HRT-Human Resources Technician PA-Personnel Analyst			

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## V. Personnel Commission Business:

### A. Personnel Commissioner Comments

### B. Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	February 2012
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	February 2012



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## **VI. Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
  - Performance Evaluation of Director, Classified Personnel

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**VII. Next Regular Personnel Commission Meeting:**

Tuesday, January 10, 2012, at 5:00 pm - *District Office Board Room*

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**VIII. Adjournment:**