



# ***PLEASE POST ON CLASSIFIED BULLETIN BOARD***

## **PERSONNEL COMMISSION MEETING**

### **PERSONNEL COMMISSION MEETING PROCEDURES**

Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the chairperson may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

### **SMOKING IS NOT PERMITTED ON DISTRICT PREMISES**

**What:** Personnel Commission Meeting  
**When:** October 25, 2018  
**Time:** 4:30 p.m.  
**Where:** Lompoc Unified School District  
Education Center – Board Room  
1301 North A Street, Lompoc, California 93436

## **AGENDA**

**Call to Order** – 4:30 p.m.

A. **Approval of Minutes** (Action)

September 20, 2018 Regular Meeting (*Attachment 1*)

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

B. **Input from the Public**

The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. Unless otherwise determined by the Commission, each person is limited to 5 minutes. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)

C. **Reports**

1. Barbara Sandoval, CSEA Representative – Monthly Report
2. Cynthia Carrillo, Director, Classified Human Resources – Monthly Report

D. **Information Items**

1. Classified Personnel Items – September 25 2018 & October 9, 2018 (*Attachment 2*)
2. Status of Vacancies (*Attachment 3*)
3. Examination Schedule (*Attachment 4*)
4. Working Out of Class Report (*Attachment 5*)

**E. New Business (Discussion/Action)**

1. Ratification of Eligibility Lists (Action) – **(Attachment 6)**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

2. Personnel Commission Rules and Regulations Revisions – 2<sup>nd</sup> Reading (Action) – **(Attachment 7)**

- a. Chapter 13 – Performance Evaluations (Classified Management/Confidential Only)
- b. Chapter 15 – Leaves of Absence
- c. Chapter 20 – Layoffs (Classified Management/Confidential Only)

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

3. Personnel Commission Rules and Regulations Revisions – 1<sup>st</sup> Reading (Discussion Only) – **(Attachment 8)**

- a. Chapter 12 – Personnel Files (New)
- b. Chapter 16 – Holidays (Revised)
- c. Chapter 21 – Separation From Service (New)

**F. Unfinished Business (Discussion/Action)**

**G. Items from the Floor**

**H. Items from the Personnel Commissioners**

**I. Items from Personnel Commission Staff**

**J. Next Meeting Date**

- **November 15, 2018** – Board Room, 4:30 p.m. – **Regular Meeting**

**K. Recess to Closed Session (Government Code 54957)**

1. Personnel Matter

**L. Report of Action Taken in Closed Session**

1. Public report of any action taken in Closed Session which must be reported out

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

**M. Adjournment**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

*Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request as far in advance of the meeting as possible to the office of the Human Resources Director for the Personnel Commission, Cynthia Carrillo, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220*

## LOMPOC UNIFIED SCHOOL DISTRICT

### Personnel Commission Meeting September 20, 2018 Unadopted Minutes (Page 1)

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. September 20, 2018 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Gayle Higgason, Hector Samaniego, Chris Rowe
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Cynthia Carrillo, Erika Diggs, Carmen Jaramillo, Barbara Sandoval
<b><u>Guests Present</u></b>	None
<b><u>Approval of Minutes</u></b>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the August 16, 2018 regular meeting. (3-0)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b>	
1. CSEA	Barbara Sandoval shared that CSEA ratified the contract and it will be presented to the board at the next meeting. Negotiations went well.
2. Cynthia Carrillo	Cynthia Carrillo provided a September HR update. She also provided copies of the 2017-2018 Annual Report.
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – September 11, 2018 <b><u>Status of Vacancies</u></b> – Erika Diggs <b><u>Examination Schedule</u></b> – Erika Diggs <b><u>Working Out of Class Report</u></b> – Erika Diggs

<b><u>New Business</u></b>	
1. Ratification of Eligibility List (Action)	<b>Action</b> - Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists:  <b>Accounting Technician</b> – Established 9/12/18 – 1 promotional rank / 3 open ranks <b>Administrative Assistant II (Merged List)</b> – Established 9/13/18 – 5 promotional ranks / 2 open ranks <b>Staff Secretary (Merged List)</b> – Established 9/11/18 – 3 promotional ranks / 7 open ranks
2. 2nd Reading of Ewing Year 3 Job Descriptions (Action)	<b>Action</b> - Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the Ewing Year 3 Job Descriptions in the following job families: Attendance Health Human Resources Information Technology Printing Classified Confidential Classified Management

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting  
 September 20, 2018  
 Unadopted Minutes (Page 2)

<p>3. 1<sup>st</sup> Reading of Ewing Year 3 Job Descriptions (Action)</p>	<p><b>Action</b> – Motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve revised Merit Rules and Regulations.                  Chapter 1 – Definitions                  Chapter 2 – Rule Making Authority                  Chapter 19 - Discipline</p>
<p>4.1<sup>st</sup> Reading of Merit Rules and Regulations (Discussion)</p>	<p><b>Discussion</b> – Merit Rules and Regulations Revisions – 1<sup>st</sup> Reading                  Chapter 13 – Performance Evaluations (Classified Management and Confidential Only)                  Chapter 15 – Leaves of Absence                  Chapter 20 – Layoffs (Classified Management and Confidential Only)</p> <p>Second reading and approval will be presented at the October 25, 2018 Personnel Commission Meeting.</p>

<p><b><u>Unfinished Business</u></b>                  1. None</p>	<p>None</p>
<p><b><u>Items from the Floor</u></b></p>	<p>None</p>
<p><b><u>Items from Personnel Commissioners</u></b></p>	<p>None</p>
<p><b><u>Items from PC Staff</u></b></p>	<p>None</p>

<p><b><u>Recess to Closed Session</u></b></p>	<p>The Personnel Commission recessed to closed session at 4:51 pm and returned to open session at 4:55 pm. – No action was taken.</p>
<p><b><u>Next Meeting Date</u></b></p>	<p>October 25, 2018 in the Board Room at 4:30 p.m. – <b>Regular Meeting</b></p>
<p><b><u>Adjournment</u></b></p>	<p>Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:55 p.m. (3-0)</p>

LOMPOC UNIFIED SCHOOL DISTRICT  
 CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
 September 25, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Clifford, Megan	CNW I	Los Berros	Range 21-1	08/27/18
Evangelista, Veronica	Paraeducator	La Canada	Range 24-1	09/17/18
Foust, Makayla	Paraeducator – SPED	La Honda	Range 27-1	09/10/18
Hang, Herk	GMW I	Grounds	Range 32-3	09/18/18
Lopez, Jaqueline	CNW I	Fillmore	Range 27-1	08/30/18
Morales, Eduardo	Paraeducator – SPED	CHS	Range 27-1	09/10/18
Morrill, Carolyn	LVN	Health Svcs.	Range 42-3	09/12/18
Osua, Grecia	Office Assistant	La Honda	Range 29-1	09/04/18
Siben, Grainne	Staff Secretary	Special Ed.	Range 33-1	09/10/18
Triplett, Gilda	CNW I	Ruth	Range 21-2	09/10/18

EMPLOYMENT - Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Bobbitt, Jaimie	Office Assistant	SUB	29-1	08/31/18
Dimock, Kristen	Noon Aide	REG	FR	08/30/18
Francis, Katelynn	AVID Tutor	REG	24-1	08/31/18
Heller, Michael	Custodian	SUB	29-1	09/06/18
Huss, Julie	Office Assistant	SUB	29-1	09/06/18
Marmolejo, Robert	GMW I	SUB	32-1	09/06/18
Rivas, Yasmin	BIL Paraeducator	SUB	25-1	08/14/18
River, Geoffrey	Custodian	SUB	29-1	09/11/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Berroteran, Alyssa	CNW I 2.0 hrs/day, FMEL Range 21-2	CNW I 3.0 hrs/day, LHS Range 21-2	08/30/18
Crocker, Patty	CNW I 3.0 hrs/day, CHS Range 21-5	CNW I 4.0 hrs/day, CHS Range 21-5	08/24/18
Boltz, Diana	Paraeducator SPED 6.0 hrs/day, LBEL Range 27-5	Paraeducator SPED 6.0 hrs/day, HPEL Range 27-5	09/10/18
Densmore, Marie	39 Month Reinstatement	LVN 6.0 hrs/day, HLTH Range 42-5	09/04/18

Forshey, Kristin	Paraeducator SPED 6.0 hrs/day, CHS Range 27-2	Paraeducator SPED 6.0 hrs/day, FMEL Range 27-2	09/10/18
Harlow, Mona	CNW I 2.5 hrs/day, RUTH Range 21-5	Paraeducator SPED 6.0 hrs/day, LHS Range 27-4	09/10/18
Lopez, Brandy	CNW I 2.5 hrs/day, CHS Range 21-5	CNW I 3.0 hrs/day, CHS Range 21-5	09/06/18
Mares, Christal	Paraeducator 4.0 hrs/day, LCEL Range 24-1	Paraeducator BIL 7.0 hrs/day, LHS Range 25-2	09/17/18
Martinez, Emely	Paraeducator SPED 6.0 hrs/day, LHEL Range 27-1	Paraeducator SPED 6.0 hrs/day, LBEL Range 27-1	09/10/18
Masters, Lana	CNW I 3.0 hrs/day, FMEL Range 21-5	CNW I 5.5 hrs/day, MGEL Range 21-5	08/27/18
Mireles, Jarery	Paraeducator BIL 4.0 hrs/day, FMEL Range 25-3	Paraeducator SPED 6.0 hrs/day, FMEL Range 27-3	09/04/18
Purgason, Kathy	CNW I 2.0 hrs/day, FMEL Range 21-2	CNW I 3.0 hrs/day, FMEL Range 21-2	09/06/18
Reinacher, Audrey	Paraeducator SPED 6.0 hrs/day, HPEL Range 27-5	Paraeducator SPED 6.0 hrs/day, CREL Range 27-5	09/10/18
Salutan, Mekayla	Paraeducator 4.0 hrs/day, LHEL Range 24-1	Paraeducator SPED 6.0 hrs/day, LBEL Range 27-1	09/10/18
Sunthimer, Kevin	39 Month Reinstatement	Paraeducator SPED 6.0 hrs/day, LCEL Range 27-5	09/04/18

**SEPARATIONS**

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Dierling, Elsie	Noon Duty Aide	Resignation	09/10/18
Gustaves, Selmer	Paraeducator	Retirement – 30 years	09/04/18

LOMPOC UNIFIED SCHOOL DISTRICT  
 CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
 October 09, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Mercer, Melissa	Staff Secretary	Pupil Svcs.	33-1	10/08/18

EMPLOYMENT - Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Aguirre, Jessica	Paraeducator	SUB	24-1	09/17/18
Botello, Saul	AVID Tutor	REG	24-1	09/17/18
Cross, Shelly	Noon Aide	REG	FR	09/17/18
Gordon, Brett	Paraeducator – SPED	SUB	27-1	09/17/18
Holloway, Haley	Clerical	SUB	29-1	09/26/18
Krenzke, Leanne	CNW I	SUB	24-1	09/18/18
Lopez, Meliza	Clerical	SUB	29-1	09/19/18
Miller, Steven	Custodian	SUB	29-1	09/26/18
Quinlan, Jamie	Noon Aide	REG	FR	09/17/18
Rodriguez, Stacey	Clerical	SUB	29-1	09/25/18
Uribe Colima, Adriana	Clerical	SUB	29-1	09/20/18
Wiant, Michelle	Transportation Attend	SUB	26-1	09/25/18
Wolcott, Joshua	Custodian	SUB	29-1	09/19/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Claggett, Candace	Senior Office Assistant 4.0 hrs/day, LHS Range 31-1	Senior Office Assistant 8.0 hrs/day, LHS Range 31-1	10/01/18
Jackson, Sarah	Paraeducator SPED 6.0 hrs/day, CREL Range 27-1	Paraeducator SPED 6.0 hrs/day, LHS/LVMS Range 27-1	10/01/18
Jimenez, Corina	Senior Office Assistant 8.0 hrs/day, LHS Range 31-2	Staff Secretary 8.0 hrs/day, CHS Range 33-2	10/01/18
Slaight, Elizabeth	Lead Custodian I 8.0 hrs/day, BVEL Range 31-5	Lead Custodian III 8.0 hrs/day, LHS Range 36-4	10/08/18
Torres, Azucena	CNW I 2.0 hrs/day, CHS Range 21-2	CNW I 2.5 hrs/day, CHS Range 21-2	10/01/18

Villarreal, Janeth	Staff Secretary 8.0 hrs/day, LVMS Range 33-5	Accounting Tech. 8.0 hrs/day, ACCT Range 39-3	09/18/18
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SEPARATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Bedolla, Andreina	Paraeducator – BIL	Resignation	09/27/18
Seki, Hiromi	NDA SUB	Resignation	09/28/18
Velasquez, Corina	Paraeducator	Resignation	10/05/18



**Status of Classified Vacancies  
Prepared October 17, 2018**

**For Personnel Commission Meeting October 25, 2018**

<b>POSITION</b>	<b>HOURS</b>	<b>REASON</b>	<b>WORK YEAR</b>	<b>FUNDING SOURCE</b>	<b>REPLACING</b>	<b>SITE</b>	<b>STATUS</b>
CUSTODIAN	8.0	VACANT DUE TO RETIREMENT	260	MAINTENANCE	H. PEREZ	FIL	ON HOLD PER MANAGER
PARAEDUCATOR - BILINGUAL	6.0	VACANT DUE TO RESIGNATION	196	ADULT ED	A. BEDOLLA	ADULT ED	INTERVIEWS
PARAEDUCATOR - BILINGUAL	6.0	NEW	196	SUP CON / TITLE I	N/A	LVMS	INTERVIEWS
PARAEDUCATOR - SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	SARAH JACKSON	CRESTVIEW	TESTING
PARAEDUCATOR - SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	N/A	CRESTVIEW	TESTING
PARAEDUCATOR - SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	SHAYLYN GROVES	FILLMORE	TESTING
SCHOOL ACCOUNTING ASSISTANT I	2.0	VACANT DUE TO PROMOTIONAL	228	ADULT ED	L. AYERS	ADULT ED	TESTING
SITE TECHNOLOGY ASSISTANT	6 HRS DAY/4 DAY/WK	NEW	196	ADULT ED	N/A	ADULT ED	TESTING
STUDENT SAFETY LIAISON	6.0	VACANT DUE TO PROMOTION	196	SUP CON	K. NELSON	LVMS	INTERVIEWS

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared October 17, 2018

**EXAMINATION SCHEDULE**  
For Personnel Commission Meeting October 25, 2018

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN/ PERFORMANCE EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Child Nutrition Worker I <b>(continuous recruitment)</b>	TBD	TBD	TBD	TBD	TBD
Language Assessment Technician	TBD	TBD	TBD	TBD	TBD
Paraeducator Special Education <b>(continuous recruitment)</b>	TBD	TBD	TBD	TBD	TBD
School Accounting Assistant I	TBD	10/29/2018	TBD	11/6/2018	TBD
School Accounting Assistant II	TBD	10/31/2018	TBD	11/8/2018	TBD
School Accounting Assistant III	TBD	10/29/2018	TBD	11/7/2018	TBD
Site Technology Assistant	TBD	10/23/2018	TBD	11/1/2018	TBD
Speech/Language Pathology Assistant	TBD	TBD	TBD	TBD	TBD
Transportation Attendant <b>(continuous recruitment)</b>	TBD	TBD	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared October 19, 2018

**WORKING OUT OF CLASS REPORT**  
For Personnel Commission Meeting October 25, 2018

	<b>Employee Name</b>	<b>Current Job Title/Location</b>	<b>WOC Assignment</b>	<b>Beginning Date of WOC</b>	<b>End Date of WOC</b>	<b>Reason</b>	<b>Comments</b>
	Paul Ortega	Bus Driver II / Transportation Dept.	Bus Driver / Service Mechanic / Transportation Dept.	3/13/2018	TBD		
	Eugene Forney	Grounds Maint Wkr II/ M&O	Lead Grounds Maint. Wkr.	5/16/2018	TBD		
	Dylan Miller	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II	5/16/2018	TBD		
	Elizabeth Acker	Office Asst./SpEd	Admin. Asst. II	7/27/2018	10/19/2018	Vacancy	
	Erik Diggs	IA-SpEd/La Canada	IA-Computer Lab/LHS	8/13/2018	TBD	Leave	
	Marco Vargas	IA-SpEd/LHS	Student Safety Assistant Campus Liaison/LVMS	10/08/2018	TBD	Vacancy	
	Aracely Navarro	IA-SpEd/LVMS	Language Assessment Tech	10/11/2018	TBD	Vacancy	
	Janina Herrera	Home School Liaison/Ruth	Account Clerk	8/15/2018	TBD		
	Rosa Fletes	Paraeducator/Ruth	Account Clerk	8/15/2018	TBD		
	Barbara Sandoval	Para-SpEd/Fill, Lib Tech/BCtr	Text Book Specialist/Bk Ctr	8/24/2018	TBD	Leave	
	Sonia Yopez	District Com Liaison/Ed. Ctr	District Translator/Ed. Ctr	10/15/2018	TBD	Leave	
	Kristine Reep	Para/BuenaVista	ParaSpEd/BuenaVista	9/10/2018	TBD	Temp	
	Alexis VanDyke	Para/BuenaVista	ParaSpEd/BuenaVista	9/10/2018	TBD	Temp	

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared October 19, 2018

**RATIFICATION OF ELIGIBILITY LISTS**

For Personnel Commission Meeting October 25, 2018

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

<b>Recruitment Type/Position</b>	<b>Established</b>	<b>Number of Ranks on Promotional</b>	<b>Number of Candidates on Promotional</b>	<b>Number Of Ranks on Open</b>	<b>Number of Candidates on Open</b>
<i>Administrative Assistant I</i>	10/11/2018	3	3	6	6
<i>Career Center Technician</i>	10/3/2018	0	0	5	5
<i>Child Nutrition Worker I</i> <i>*merged list ex. 5/23/19</i>	10/10/2018	0	0	8	9
<i>Cook</i>	9/14/2018	1	1	2	2
<i>Lead Custodian I</i>	10/15/2018	7	10	0	0
<i>Lead Custodian III</i>	9/14/2018	6	7	0	0
<i>Paraeducator</i> <i>*merged list exp. 6/19/19</i>	10/9/2018	0	0	10	13
<i>Paraeducator Bilingual</i> <i>*merged list exp. 1/25/19</i>	10/18/2018	0	0	7	8
<i>Paraeducator Special Ed.</i> <i>*merged list exp. 5/14/19</i>	10/5/2018	0	0	5	7
<i>Student Safety Assistant</i> <i>Campus Liaison</i> <i>*merged list exp. 12/14/18</i>	10/17/18	1	1	6	8

It is recommended that the Personnel Commission ratify the eligibility lists as shown above.

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared: October 3, 2018

**PERSONNEL COMMISSION RULES AND REGULATIONS REVISIONS – 2ND READING**

Action Item  
October 25, 2018

The Personnel Commission will consider the following revisions to its Rules & Regulations:

Chapter 13 – Performance Evaluations (Classified Management and Confidential Only)

Chapter 15- Leaves of Absence

Chapter 20 – Layoffs (Classified Management and Confidential Only)

This is in accordance with current Merit Rules and Regulations Chapter 10.200.1 (a), which states:

*“The Commission shall prescribe and amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall be binding upon the governing board...”*

Chapter 13, 15, and 20 revisions were submitted as a first reading at the September 20<sup>th</sup> Personnel Commission meeting.

It is recommended that the Personnel Commission approve Chapters 1, 2, and 19 revisions of the Merit Rules and Regulations.

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared: October 3, 2018

**PERSONNEL COMMISSION RULES AND REGULATIONS REVISIONS – 1st READING**

Discussion Item  
October 25, 2018

The Personnel Commission will consider the following revisions to its Rules & Regulations:

- Chapter 12 – Personnel Files (New)
- Chapter 16 – Holidays (Revised)
- Chapter 21 - Separation from Service (New)

This is in accordance with current Merit Rules and Regulations Chapter 10.200.1 (a), which states:

*“The Commission shall prescribe and amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall be binding upon the governing board...”*

Chapter 12, 16, and 21 new and revisions are being submitted as a first reading at the October 25<sup>th</sup> Personnel Commission meeting and will be presented to the Personnel Commission for a 2<sup>nd</sup> reading and approval at its November 15<sup>th</sup> meeting.

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission