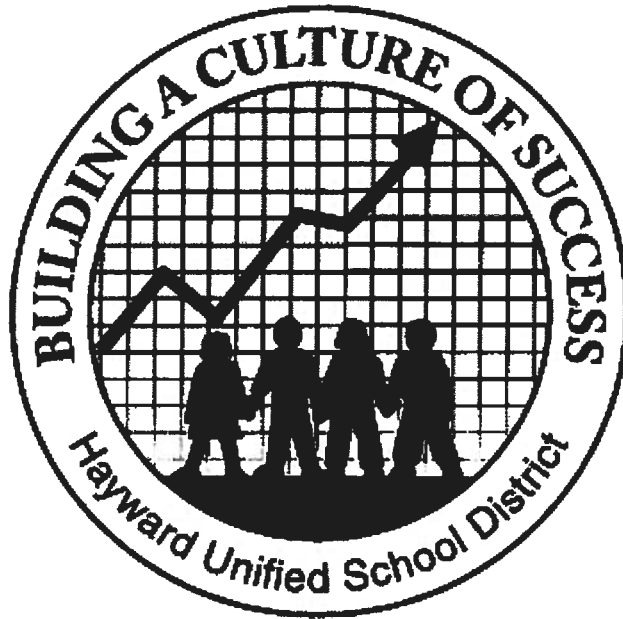


Hayward Unified School District



BOARD OF EDUCATION

SPECIAL MEETING

AGENDA

Ms. Lisa Brunner, President
Mr. William McGee, Vice President
Mr. Luis Reynoso, Clerk
Ms. Maribel Heredia, Member
Mr. Jesús Armas, Member

Janis Duran, Superintendent

October 18, 2011

Hayward Unified School District



JOINT MEETING OF THE
BOARD OF EDUCATION AND PERSONNEL COMMISSION
SPECIAL MEETING

Tuesday, October 18, 2011

Hayward Unified School District – Board Room
24411 Amador Street, Hayward, CA 94541

AGENDA

	Remarks
<p>A. CALL TO ORDER:</p> <ol style="list-style-type: none">1. Call to Order by the President of the Board _____ at 5:30 p.m.2. Board Roll Call:<ul style="list-style-type: none"><input type="checkbox"/> Ms. Lisa Brunner, <i>President</i><input type="checkbox"/> Mr. William McGee, <i>Vice President</i><input type="checkbox"/> Mr. Luis Reynoso, <i>Clerk</i><input type="checkbox"/> Ms. Maribel Heredia, <i>Member</i><input type="checkbox"/> Mr. Jesús Armas, <i>Member</i><p>Personnel Commission Roll Call:</p><ul style="list-style-type: none"><input type="checkbox"/> Ms. Lisa Glover-Gardin, <i>Chair</i><input type="checkbox"/> Dr. José Lopez, <i>Vice Chair</i><input type="checkbox"/> Dr. Annette Walker, <i>Member</i><p>Administration:</p><ul style="list-style-type: none"><input type="checkbox"/> Ms. Janis Duran, <i>Superintendent</i>3. Pledge of Allegiance to the Flag4. Approve Agenda	Open Session 5:30 p.m.
<p>B. PUBLIC COMMENTS:</p> <p><i>Note: This Public Comments section provides an opportunity to speak on items listed on the agenda only.</i></p> <p><i>Comments are welcome; however, the Board is prohibited by law from having a discussion with the speaker(s) during this segment of the meeting. Board members <u>may</u> respond briefly,</i></p>	Public Comments 5:35 p.m.

* Denotes items that the Board MUST consider at this meeting.
Times indicated are estimates and may be changed at the Board's discretion.

refer an item to staff, or ask clarifying questions. Those wishing to speak must fill out and submit a **“Request to Address the Board” card** located on a table near the entrance to the meeting room. This card should be given to the recording secretary, along with any material to be shared with the Board. Your item will be taken under consideration and referred to appropriate staff, if necessary.

REMARKS

C. OPEN SESSION:

**Open Session
5:30 p.m.**


1. Review current practices and discuss roles and responsibilities of the Board of Education and Personnel Commission (Human Resources)

D. CLOSED SESSION

Closed Session

- **Personnel** (Government Code Section 54957)
 - Public Employee Appointment
 - Superintendent
 - Discipline/Dismissal/Release
- **Public Employee Performance Evaluation: Superintendent**
(Government Code Sec. 54957)

E. ADJOURNMENT:

 This agenda is available on the Internet www.husd.k12.ca.us



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request accommodations at least 48 hours in advance of the meeting by contacting the Superintendent's Office at (510) 784-2640

Agenda Item: C.1.
Page Number: 1 of 22
Consent: X
 Yes No
Bd. Meeting Date: 10/18/11

BOARD OF EDUCATION SUMMARY REPORT

DIVISION: Superintendent's Office

SUBMITTED BY: Janis Duran, Superintendent
Kathryn Benson, Director of Classified Human Resources

SUBJECT: Special Session: Joint Meeting between the
Hayward Unified School District Board of Trustees and the
Personnel Commission

GOAL: N/A

OBJECTIVE: N/A

BACKGROUND:

The Board of Education and the Personnel Commission have historically held a joint meeting to review current practices and discuss roles and responsibilities. This meeting is intended as a Study Session to better familiarize the Board of Education with the functions of the Personnel Commission.

The attached agenda and materials are intended to assist in the discussion.

RECOMMENDATION

This is an information only item.

HAYWARD UNIFIED SCHOOL DISTRICT
Board and Personnel Commission Joint Meeting

Tuesday, October 18, 2011
5:30 p.m. – 7:30 p.m.

Agenda	Title of Item	Presenter	Activity	Time	Desired Outcome
1.0	Introductions Setting the Context	All		5 Min.	Get to Know Each Other Establish Goals for Retreat
2.0	Merit System: <ul style="list-style-type: none"> • Philosophy of Merit System • Classified Position v. Certificated Position • Step by Step: Creating a Classified Position 	Kathryn Benson Janis Duran	Overview	45 Min.	Discuss the Relative Roles of the Board of Education and the Personnel Commission in the Merit System
3.0	How Do We Work Together to Meet Goals?	Lisa Brunner and Lisa Glover-Gardin Facilitate Conversation	Discussion	30 Min.	Get Ideas for Cooperation and Improved Communication
4.0	Current Issues for Discussion	All	Discussion	45 Min.	

**PURPOSE AND PHILOSOPHY OF THE
MERIT SYSTEM**

- o The Merit System is similar to the federal civil service which governs all classified personnel. Its fundamental purpose is to insure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness, and given protection against arbitrary dismissal through rights of appeal to the Personnel Commission.



HUSD MERIT SYSTEM

- o The Hayward Unified School District has been a Merit System district since 1942 when the Hayward Elementary School District became a Merit System district. Hayward Union High School District became a Merit System district in 1957 and La Vista Elementary School District in 1962. These three districts unified with Mt. Eden Elementary School District on July 1, 1963. The new Hayward Unified School District was established as a Merit System District.



SETTING THE CONTEXT

- o Promote harmonious and cooperative relations between the BOE and the PC.
- o Work cooperatively to assure equal opportunity in HUSD



FUNCTIONS OF THE BOARD OF EDUCATION

- o Positions
- o Employment
- o Service Record
- o Discipline
- o Salaries and Employee Benefits
- o Budget
- o Other

**FUNCTION OF THE PERSONNEL
COMMISSION**

- o Positions
- o Employment
- o Examination
- o Selection
- o Service Records
- o Discipline
- o Salary Schedules
- o Budget
- o Other

**WORKING RELATIONSHIPS
JOINT MEETINGS**

- o Develop better communication between the BOE and the PC
- o Provide opportunities to listen to concerns and find solutions
- o Provide a procedure during a time of declared emergency
- o Provide a venue to discuss the financial status and prospects of the District.

**RESPONSIBILITIES OF SUPERINTENDENT AND
DIRECTOR OF CLASSIFIED HUMAN RESOURCES**

- o Collaborate to develop and maintain the best attainable program of personnel administration for the classified service.
- o Prepare and share an Personnel Commission Annual Report to inform the BOE and the public about the activities of the Personnel Commission.



HAYWARD UNIFIED SCHOOL DISTRICT
Personnel Commission

Nature and Purpose of the Merit System

The merit system is similar to the federal civil service which governs all classified (non-certificated) personnel. Its fundamental purpose is to insure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness, and given protection against arbitrary dismissal through rights of appeal to a Personnel Commission.

Some of the advantages of the merit system are outlined below:

1. Selection of qualified candidates solely on the basis of merit and fitness through a process of competitive examination.
2. Removes appointments, either at the beginning level or on a promotional basis, from the arena of politics or personal favoritism.
3. Assures that all concerned receive notice of position vacancies through public notice and announcement which must include duty statements and minimum eligibility requirements.
4. Provides preferential points to employees and promotional list preference on promotional certifications.
5. Provides for periodic studies of job classifications, thereby insuring that personnel are not normally and continuously required to perform duties outside of those required of the position.
6. Requires an impartial salary survey by the Commission with subsequent salary recommendations to the Board based on "like pay for like service" within the concerned labor market.
7. Protects employees from arbitrary disciplinary actions through the right of appeal and a formal hearing before a non-biased body (the Personnel Commission).
8. Insures that if layoffs are required because of lack of work or lack of funds, the only criteria to be used will be seniority. Because of this provision in law, favoritism or "selectiveness" cannot be used in effecting layoffs.
9. Guarantees that dismissals cannot be made by abolishing positions for that purpose.
10. Provides job protection in a former position when an employee is promoted and required to serve a probationary period. Should you not pass probation in the promotional position you return to a position in your former classification.
11. Provides the classified employee with a greater opportunity to resolve personnel problems since the Personnel Commission concerns itself solely with classified personnel.
12. Requires that the district have and maintain the policies governing classified personnel. The policies cover every subject area of concern to classified personnel. Thus, every classified employee of the district knows what the rules are and need not "guess" as to the "possible" attitude of the district on any subject.

13. Provides assurances, in law, that there will be no drastic and/or detrimental changes in personnel policies and procedures when changes occur in school board membership or in the district's administrative personnel.
14. The system is flexible and permits emergency or provisional appointments without a competitive examination for limited periods when no eligibility list exists. A provisional appointee must take the competitive exam (and place within the top three) if he/she is to obtain a permanent appointment.
15. Provides for immediate remedy if a person is appointed to a position other than from an appropriate eligibility list. The Commission may order (after a public hearing) that no further salary warrant thereafter be drawn for a person improperly appointed.
16. It has had over 60 years of satisfactory implementation in school districts of virtually every size and shape.
17. It has the advantage over other systems of being based in law subject to change only as the law itself may be changed and is not, therefore, dependent upon "who's in control" in a district as of any given moment.
18. Classified employees should be provided reasonable job security with an internal, non-biased avenue of appeal from arbitrary and capricious disciplinary action. They should be employed, retained and promoted on a basis of merit and fitness and on a competitive basis. They should be free of favoritism.

INTRODUCTION


Process for Establishing a Classified position and
hiring a qualified candidate to fill that position.

Joint Meeting of the MUSD Personnel Committee
and the Board of Education
October 16, 2011


1

Step 1 – Determine Need and Define Position

We need to make wigits!



→



Does the Position require a Teaching Credential? (Ed. Code 44009)

→


No?
Then it's a
Classified
position.

Develop a job description that includes the Essential Functions of a Wigit Builder.

2


Step 2 – BOE approves defined Essential Functions and Personnel Commission sets minimum qualifications and salary.

Board of Education recognizes the need and approves defined Job Description Essential Functions



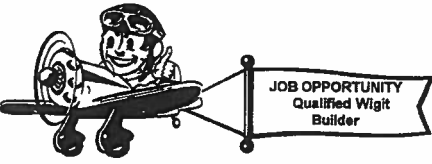
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Personnel Commission sets minimum qualifications on Job Description and recommends salary.



3

Step 3 – BOE approves position and
PC staff begins recruitment.



Post position: *advertise*
Internal, web, external, publications

4

Process Integrity and Confidentiality

1. Screen applications using the qualifications that have been set and approved by the Personnel Commission.
2. Safeguard applications to maintain the impartial integrity of the applicant pool.
3. Require confidentiality agreements from all participants serving on the interview panels to afford maximum protection for applicants.

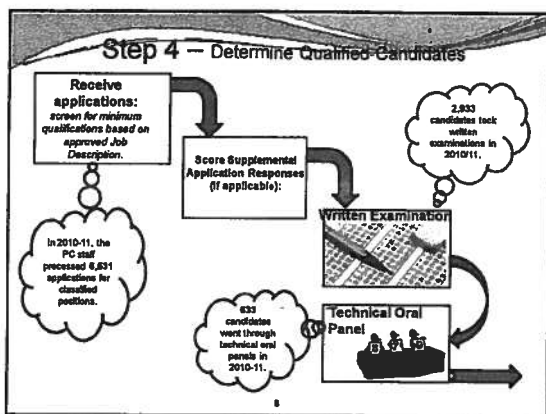
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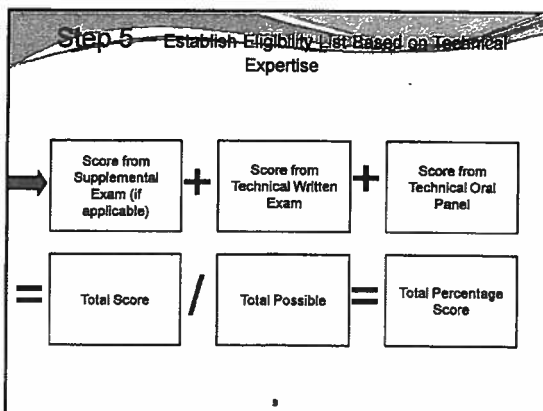
Education Code 45260

EC 45260 states in part that the Commission shall prescribe, amend, and interpret such "Rules" as may be necessary to insure the efficiency of service and the selection and retention of employees upon a basis of merit and fitness.

6


The "Rules" include
 ~...applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analysis and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.
 [EC 45261]





Eligibility List

Rank 1	John Smith	96%
Rank 2	Jane Smith	89%
Rank 3	Peter Smith	87%
Rank 3	Susie Smith	87%
Rank 4	Lana Smith	80%
Rank 5	Cindy Smith	76%
Rank 6	Walter Smith	73%



The Top 3 Ranks are referred to the hiring authority for final selection. If there is a tie, all applicants in the Top 3 Ranks will be referred.

10

**Step 6 – Hiring Authority Selects Candidate to Fill
Position from the Eligible Candidates Referred.**

PC Rule 6.2 E


Appointing authority must make a selection from the candidates presented within 14 days of the interview.

If no selection is made from the eligibles, the position will be vacated & remain vacant until the eligibility list expires (6 months).

11

Step 6 – Final Hiring

**The Board of Education
accepts/rejects recommendation of
the Hiring Authority to place the
Candidate into an approved position.**



12

**HAYWARD UNIFIED SCHOOL DISTRICT
Personnel Commission**

EXHIBIT C.1
Page 12 of 22

Principal Functions of the Personnel Commission

The Personnel Commission is composed of three Commissioners who serve for a period of three years with one appointment due each year. Appointments are made by the Superintendent of Public Instruction. Regular Commission meetings are usually held the third Wednesday of the month at 5:30 p.m. All meetings are open to the public and are attended by administrative officials and representatives of employee organizations.

The primary function of the Personnel Commission is to develop and maintain a thorough-going merit system for the non-certificated or classified employees of the school system and to foster the advancement of a career service for such employees. Authority for this function is provided by the Education Code of the State of California contained in Sections 45240 and 45313 inclusive.

The following are the specific functions for which the Personnel Commission is responsible:

1. Establishing and keeping up to date a classification plan and allocating all positions within the classified service to classes within this plan.
2. Recommending to the Board of Education appropriate salary schedules and assigning each class in the classified service to the proper schedule.
3. Conducting or participating in community salary surveys in order to allocate salary rates which are based upon the principle of "equal pay for equal work".
4. Preparing class descriptions, including approving minimum qualifications.
5. Formulating and prescribing such rules and regulations as are necessary to insure the efficiency of the service and the selection and retention of employees on the basis of merit and fitness. Included are rules related to applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, re-employment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluation, public advertisement of examinations, rejection of unfit applicants without examination, etc. Their rules are binding on the governing board.
6. Prescribing procedures used to establish eligibility lists which may be extended by order of the Commission.
7. Designating classes for which examinations will be continuous, open-competitive or promotional. Consideration is given to the welfare of the service, development of the career service, and the promotion of employee morale.
8. Conducting hearing of appeals from such administrative actions as suspensions, demotions, dismissals. Conducting investigations into merit system matters as prescribed by the Education Code. The findings of the Commission resulting from such investigations and hearings are binding upon the governing board.
9. Formulating and implementing performance ratings procedures for all employees, subject to collective bargaining contracts.
10. Certifying that employees have been recruited by competitive procedures and assigned in accordance with compensation schedules. Salary warrants may not be drawn without this certification.

**CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION
CLASSIFIED PERSONNEL DEPARTMENT DUTIES/RESPONSIBILITIES
PERSONNEL COMMISSION AND BOARD OF TRUSTEES**

EXHIBIT C.1
Page 13 of 22

PERSONNEL ADMINISTRATION

Functions	Code	Commission	Board
Adopt rules/regulations of the Classified Service.	45260, 88080	X	
Distribute Classified Rules and Regulations.	45262, 88082	X	
Process new employees after selection off lists by District.			X
Maintain classified personnel files.	45261, 88081	X	
Maintain other classified records.			X
Access to all classified employee records by Commission.	45311, 88130	X	
Process transfer requests. (Dual function. Initial requests go through the Personnel Commission Office to ensure compliance with Commission Rules and Regulations. Approval of requests made by District pursuant to adopted Commission rules and/or the union contract.)	45261, 88081	X	X
Layoff/Rehire classified employees. (Dual function. Board makes decision to layoff, actual administrative steps of sending out notices, checking seniority bumping rights, etc., are Commission functions. Same with rehire off of reemployment list. Board decides if a vacant position will be filled. Commission sends notification to employees on rehire list, checks to insure proper laid off employee is being recalled, etc. Further, decision to layoff is subject to Commission's Rules and Regulations to challenge if employees and unions allege violation of Commission's rules.)	45261, 88081 45114, 88014 45298, 88015 45308, 88117	X	X
Process resignations.	45261, 88081	X	
Accept resignations.	45201, 88201		X
Accept resignations of Commission employees.	45261, 88081 45264, 88084 45266, 88086	X	
Process/Respond to employment verifications.			X
Secure data processing input/reports.	45261, 88081 45311, 88130	X	X
Employee orientation. (Dual function. Both Commission/District have roles in this area. For Commission, orientations on merit system, rules and regulations, disciplinary action process, etc.)	45260, 88080	X	X
Process employee leave of absence requests. (Dual function. Those leaves which are permissive and which allow the Board to decide approval/disapproval should be processed through the Personnel Commission Office, but decision made by the Board. Mandatory leaves also processed through Personnel Commission Office to insure employee/district compliance with rules, with decisions made by Board, subject to rules of the Commission and any union contracts.)	45261, 88081	X	X

Functions	Code	Commission	Board
Plan and implement classified inservice program. (Dual Function. Those aspects of classified personnel program which are Commission functions should be inserviced by Commission, all other inservicing is Board function. Then Ed. Code states that the Commission shall have the responsibility to "insure the efficiency of the Classified Service." An inservice program to enhance and promote the skills and knowledge of members of the Classified Service is certainly within the spirit and the letter of the law.)	45260, 88080	X	X
Process medical returns to work. (Dual Function. Commission processes medical returns to work to insure compliance with rules. Board determines if medical note is accepted within guidelines adopted by the Commission. The ultimate decision on whether an employee is qualified to perform the duties of a classification is the Commission's.)	45261, 88081	X	X
Maintain seniority data and develop seniority lists.	45261, 88081	X	
Approve personnel report for Board. (Board acting as employer is hiring, etc.)			X
Approve personnel report for Commission. (Commission is approving the personnel actions in the context of compliance with the Commission's Rules and Regulations, and the law.)	45261, 88081 45286, 88105 45287, 88106 45288, 88107 45289, 88108 45290, 88109 45310, etc. 88129, etc.	X	

RECRUITMENT AND SELECTION

Functions	Code	Commission	Board
Conduct recruitments.	45261, 88081	X	
Conduct screening process for applicants.	45261, 88081	X	
Develop examinations.	45261, 88081 45273, 88092	X	
Conduct examination process.	45261, 88081 45273, 88092 45273, 88093	X	
Conduct certification of eligibles.	45201, 88201 45265, 88086 45272, etc. 88091, etc.	X	
Establish and certify eligibility lists.	45261, 88081 45272, 88091	X	
Notify candidates of results of examinations and set up selection interviews.	45261, 88081	X	
Select employees for employment or promotion from eligible candidates sent to District.	45272, 88091		X

Functions	Code	Commission	Board
Select Commission employees for employment or promotion from eligible candidates.	45264, 88084	X	
	45266, 88086		
Maintain examination materials and records.	45274, 88093	X	
Determine the type of examination to be administered in the selection of employees.	45273, 88092	X	
Implement procedures for recruitment and selection.	45261, 88081	X	
Approve hiring, promotion or transfer of employees. (Dual function. Board hires, promotes, and transfers based upon lists developed by the Commission. The Commission approves hiring, promotion and transfers by certifying that said actions of the Board adhere to and comply with Commission rules, regulations, and the law.)	45241, 88061	X	X
	45261, 88081		
	45310, 88129		
Pre-Placement Physical Exams. This is a Commission function. It is closely aligned with the qualifications functions.	45256, 88076	X	
	45261, 88081		
	45273, 88092		
	45276, 88095		

CLASSIFICATION

Functions	Code	Commission	Board
Conducts job audits.	45256, 88076	X	
	45276, 88095		
Classification of new positions.	45256, 88076	X	
	45276, 88095		
Reclassifications of new positions.	45285, 88104	X	
Develop and maintain job descriptions. (Dual function. Job description includes specific duties which is a Board function, and qualifications (SKA's), experience, education requirements which are Commission functions.)	45256, 88076	X	X
	45276, 88095		
Fix duties of position (except Commission positions).	45109, 88009		X
	45261, 88081		
	45264, 88084		
	45266, 88086		
	45276, 88095		
Assign job title to positions.	45256, 88076	X	
	45261, 88081		
	45276, 88095		
Set qualifications of position including experience, education, etc.	45256, 88076	X	
	45261, 88081		
	45276, 88095		
Establish a classification plan and classify all positions within the jurisdiction of the Board and the Commission.	45256, 88076	X	
	45261, 88081		
Classify individual positions.	45256, 88076	X	
Define and establish occupational hierarchies.	45256, 88076	X	
Place classifications into occupational hierarchies.	45256, 88076	X	

Functions	Code	Commission	Board
Establish and maintain internal alignments within occupational hierarchies.	45256, 88076	X	
	45258, 88078		
Establish and maintain internal alignments between occupational hierarchies.	45256, 88076	X	
	45258, 88078		
Classification of new positions.	45256, 8076	X	
	45276, 88095		
Classifications of apprentice positions.	45263, 88083	X	
Reclassifications (Including salary range adjustments that disturb the relative vertical relationships within occupational hierarchies and/or disturbs the horizontal relationships between classification in different occupational hierarchies.)	45256, 88076	X	
	45268, 88087		
	45285, 88104		
	45285.5, 88104.5		
Determination of effects of reclassification on classified employees (i.e. anniversary date, probationary status, seniority, etc.)	45261, 88081	X	
	45285, 88104		
	45285.5, 88104.5		
Determination that employee is working out of class.	45110, 88010	X	
Determination of the length of time necessary to work out of classification (Example: 5 days if 15 calendar day period, or first day working out of class. Etc.) (Dual function. Education Code clearly states that in a merit system the length of time is jointly decided by the Personnel Commission and the Board of Trustees.)	455110, 88010	X	X
Establish new positions.	45109, 88009		X
Establish new positions on Personnel Commission staff.	45109, 88009	X	
	45264, 88084		
Fix duties of positions.	45276, 88095		X
Fix duties of positions on Personnel Commission staff.	45264, 88084	X	
	45266, 88086		
Classify positions on the basis of assigned duties and qualifications.	45276, 88095	X	
Establish classification plan and internal alignments within occupational hierarchies and between occupational hierarchies.	45268, 88087	X	

WAGE AND SALARY

Functions	Code	Commission	Board
Conduct salary surveys.	45268, 88087	X	
Recommend salary schedules for the classified service. (Not to be confused with range placement of classifications.)	45268, 88087	X	
Adopt salary schedules.	45268, 88087		X
Prepare salary schedules. (Dual function. Commission recommends, Board adopts, but Board can't modify internal relationships which compensation schedules of classification bear to one another as determined by the Commission.)	45268, 88087	X	X
	88160		
	88162		

Functions	Code	Commislon	Board
Process annual merit step raises to insure step raise eligibility under Commission rules.	45261, 88081	X	

EMPLOYEE RELATIONS

Functions	Code	Commision	Board
Interpret rules/regulations.	45260, 88080	X	
Final arbitrator of the meaning of Commission Rules and Regulations is the Personnel Commission.	45260, 88080	X	
Interpret Education Code provisions applicable to classified employees. (Dual function. Commission would interpret those code provisions which fall within its function, and Board would interpret those sections which fall within its functions.)	45260, 88080 45261, 88081	X	X
Process contract grievances.	G.C. 3540-3549.3		X
Process rules and regulations grievances or complaints.	45261, 88081 45311, 88130	X	
Analyze collective bargaining proposals. (Dual function. Commission needs to insure that mandatory and immutable standards of rules and pertinent provisions of the Ed. Code are not violated/diminished by contract provisions.)	G.C. 3540-3549.3 E.C. 45261	X	X
Conduct negotiations on collective bargaining contracts.	G.C. 3540-3549.3		X
Handle PERB representational unit determinations.	G.C. 3540-3549.3		X
Handle PERB unfair practice changes. (Dual function. If unfair practice charge would infringe upon Commission authority, Commission has a right and a duty to intervene as a party to the case to protect its standing and legal rights.)	G.C. 3540-3549.3	X	X
Coordlnate district safety committee.			X

EMPLOYEE BENEFITS

Functions	Code	Commislon	Board
Coordinate workers' compensation program.			X
Coordinate unemployment insurance compensation.			X
Coordinate health and welfare program.			X
Coordinate PERS program (Public Employees Retirement System)			X
Granting of additional holidays above those mandated by law.	37222, 79020 45203, 88203		X
Granting of additional sick leave above that mandated by law.	45191, 88191		X
Granting of additional vacation above that mandated by law.	45197, 88195		X
Granting of other additional leave benefits above that mandated by law.			X

RETAINING EMPLOYEES BASED ON PERFORMANCE

Functions	Code	Commision	Board
Establish standards of performance.	45109, 88009		X
Establish standards of performance for Commission Staff.	45264, 88084 45266, 88086	X	
Establish and develop employee evaluation system.	45261, 88081	X	
Coordinate employee evaluation system.	45261, 88081	X	
Perform employee evaluations.		X	
Perform employee evaluations for Commission staff.	45264, 88084 45266, 88086	X	
Designate causes for disciplinary action.	45261, 88081 45303, 88122	X	
Establish procedure for the disciplining of classified employees.	45261, 88081 45302, 88121	X	
Process employee disciplinary actions. (Dual function. Employer initiates, Personnel Director notifies employee, Commission conducts appeal hearings, etc.)	45261, 88081 45302, 88121 45303, 88122	X	X
Consult and advise on procedures for disciplinary action.	45261, 8801 45302, 88121	X	
Initiate action to suspend, demote, or terminate employee.			X
Initiate action to suspend, demote, or terminate Commission Employee	45264, 88084 45266, 88086	X	
Determines if probationary employee will become permanent.			X
Determines if Commission probationary employee will become permanent.	45264, 88084 45266, 88086	X	

HEARINGS AND INVESTIGATIONS

Functions	Code	Commision	Board
Establish procedures for hearing on subjects within the authority of the Commission.	45261, 88130 45311, 88081	X	
Inspect records of District, subpoena witnesses, administer oaths and conduct hearings.	45311, 88130	X	

INTERNAL MANAGEMENT OF COMMISSION

Functions	Code	Commision	Board
Provide the Commission with suitable office accommodations.	45252, 88072		X
Prepare an annual Personnel Commission budget.	45253, 88073	X	
Expend funds for orientation, training, and retraining of Commission staff.	45255, 88075	X	

Functions	Code	Commission	Board
Prepare and print copies of the Personnel Commission Rules and Regulations, and Article 6, Chapter 5 of the Education code and distribute these to school libraries, other libraries, and employees.	45262, 88082	X	
Appoint a Personnel Director and other Commission staff from an established eligibility list.	45264, 88084	X	
Administer the Classified Personnel System in accordance with the Education Code and Rules and Regulations of the Commission	45266, 88086	X	
Prepare an annual report of the Personnel Commission to the Board of Trustees.	45266, 88084	X	
Provide legal counsel to the Personnel Commission. (Dual function. Board provides funds from the District's General Fund to pay for any legal costs of the Personnel Commission. Commission may utilize Board's legal counsel, or if a conflict of interest is determined by the Commission, independent counsel can be appointed by the Commission, charged the District's General Fund.)	45313, 88132	X	X

HAYWARD UNIFIED SCHOOL DISTRICT

Personnel Commissioner Recruitment Recruitment Timeline

Recruitment Closes: **November 4, 2011**

- **Notification to State Superintendent's Office** Date: September 1, 2011
- **Announce at Personnel Commission Meeting** Date: August 17, 2011
- **Recruitment Plan Approved by Personnel Commission** Date: September 21, 2011
- **Agenda Item on the Regular Public BOE Meeting** Date: October 12, 2011

Advertisements:

- **Daily Review** Dates: **October 17, 19, 26**
- **Tri City Voice** Dates: **October 21 & 28, 2011**
- **CSUEB Newspaper** Dates Ran: **TBD**
- **Front page of HUSD website** Dates Posted: **October 12, 2011**
- **Community Groups (List attached)** Date Sent: **October 14, 2011**
- **Parents Centers (All HUSD School Sites)** Date Sent: **October 14, 2011**
- **Ed-Join & Neo-Gov** Dates Posted: **October 17, 2011**

Selection Process:

- **Board establishes a special meeting date to interview candidates with Bargaining Units**
Date: **November 9, 2011**
- **Invitations sent to ACSA, AEOTE, SEIU 1021 and Supervisory Unit to provide a representative**
Date: _____

Personnel Commission Recruitment

Name	Name 2	Address	City	State	Zip
ACCESS	One Stop Career Center	24100 Amador St., 3rd Floor	Hayward	CA	94544
Alameda County Commission on the	Status of Women	24100 Amador St., 6th Floor	Hayward	CA	94544
Alameda County Planning Commission		224 W. Winton Ave, Room 111	Hayward	CA	94542
Alameda County Veterans Services		24100 Amador St.	Hayward	CA	94544
American Advocates for Disabled	Veteran Employees	PO Box 151	Hayward	CA	94557
Associated Students Inc.	California State University East Bay	25800 Carlos Bee Blvd, Ste. 314	Hayward	CA	94542
Be A Mentor, Inc.		1260 B Street	Hayward	CA	94541
Boys & Girls Club		26250 Industrial Blvd.	Hayward	CA	94544
Center for the Protection of	Human Rights in Education	1957 East Ave.	Hayward	CA	94541
Chabot College	Student Employment Office	25555 Hesperian Blvd.	Hayward	CA	94545
Chabot College - MECHA		25555 Hesperian Blvd.	Hayward	CA	94545
City of Hayward	Human Resources - 3rd Floor	777 B Street	Hayward	CA	94541
Community Child Care Coordinating	Council of Alameda County	22351 City Center Dr., Ste. 200	Hayward	CA	94541
Community Development Agency		224 W. Winton Ave.	Hayward	CA	94544
Community Resources for	Independent Living	439 A Street	Hayward	CA	94541
County of Alameda	Welfare to Work	24100 Amador St., 3rd Floor	Hayward	CA	94544
Crime Stoppers of Southern	Alameda County	22777 Main St.	Hayward	CA	94541
CSUEB	Disabled Student Services	Library Complex 2117	Hayward	CA	94545
Eden I&R, Inc. (2-1-1)		570 B Street	Hayward	CA	94541
Employment Development Dept.		24100 Amador St., 3rd Floor	Hayward	CA	94544
Hands 4 Humanity Inc.		22818 Upland Way	Hayward	CA	94541
Hayward Area Historical Society		22701 Main Street	Hayward	CA	94541
Hayward Area Recreation and	Park District	1099 E Street	Hayward	CA	94541
Hayward Arts Council		22654 Main Street	Hayward	CA	94541
Hayward Democratic Party		1122 B Street	Hayward	CA	94541
Hayward Fire Department	Office of the Chief	777 B Street	Hayward	CA	94541
Hayward Main Library	Administration	835 C Street	Hayward	CA	94541
Hayward Police Department	Office of the Chief	777 B Street	Hayward	CA	94541
Hayward Police Officers Association		303 W Winton Ave.	Hayward	CA	94544
Hayward Public Library	Weekes Branch	27300 Patrick Avenue	Hayward	CA	94544
Hayward Rotary Club Foundation		PO Box 629	Hayward	CA	94543

Personnel Commission Recruitment

Name	Name 2	Address	City	State	Zip
Heald Business College		25500 Industrial Blvd.	Hayward	CA	94545
Helping Hands of South Hayward		680 W. Tennyson Rd.	Hayward	CA	94544
Hispanic Community Affairs Council	Alameda County	PO Box 3151	Hayward	CA	94540
Housing Authority of	Alameda County	22941 Atherton St.	Hayward	CA	94541
La Alianza de Hayward		2247 Sleepy Hollow Ave.	Hayward	CA	94545
La Familia ARS		1558 B Street	Hayward	CA	94541
Montessori Childrens House of Hayward		23236 Adrian Ave.	Hayward	CA	94545
NAACP Hayward		1218 B Street	Hayward	CA	94541
Parent Advisory Council	Upward Bound Hayward'	PO Box 217	Hayward	CA	94543
Public Works Agency		399 Elmhurst St.	Hayward	CA	94544
Salvation Army, Youth Center		430 A Street	Hayward	CA	94541
Vallecitos Center for	Employment & Training	597 C Street	Hayward	CA	94541
Veteran Assistance Center		PO Box 721	Hayward	CA	94543
VFW	14th District Service Office	22737 Main Street	Hayward	CA	94541
Youth Empowerment Inc.		27788 Klaus Ct.	Hayward	CA	94542