OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, September 10, 2026

CLOSED SESSION
3:45 p.m.
Human Resources Conference Room, Building B

REGULAR MEETING
4:30 p.m.
Board Room, Building A

Classified Employees
in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 – Present

PERSONNEL COMMISSION:
Bob Ewing, Chair
Lance Bidnick, Vice-Chair
Daniel P. Gooch, Member

Regular Personnel Commission meetings are livestreamed and/or recorded and can be viewed on the District's YouTube channel: Ocean View School District - YouTube

Ocean View School District

PERSONNEL COMMISSION MEETING AGENDA

THURSDAY, SEPTEMBER 10, 2026

CLOSED SESSION: 3:45 p.m.
HUMAN RESOURCES CONFERENCE ROOM, BUILDING B

OPEN SESSION: 4:30 p.m.
BOARD ROOM, BUILDING A

Personnel Commission meetings are livestreamed and/or recorded and can be viewed on the District's YouTube channel: Ocean View School District - YouTube

1. CALL TO ORDER **TIME**: _____**p.m.**

2. ROLL CALL

3. CLOSED SESSION: The public is invited to comment on the identified items listed under "Closed Session" prior to the adjournment to Closed Session. All public comments shall be limited to three minutes per person.

A. Government Code § 54957 and 54957.1: Personnel matters: Executive Director, Human Resources performance evaluation

4. MINUTES: **(ACTION)**

A. Approval of Closed Session meeting minutes of August 20, 2026. **Moved:** ___ **Second:** ___ **Vote:** ___

5. ADJOURNMENT OF CLOSED SESSION **TIME**: _____ **p.m.** **(ACTION)**

Moved: ___ **Second:** ___ **Vote:** ___

6. RECONVENE TO OPEN SESSION AND CALL TO ORDER **TIME: _____ p.m.**

7. ROLL CALL

8. PLEDGE OF ALLEGIANCE

9. REPORT OUT OF CLOSED SESSION

10. COMMUNICATIONS:

A. WRITTEN COMMUNICATIONS TO THE PERSONNEL COMMISSION

B. PUBLIC COMMENTS:

Personnel Commission meetings will be held in-person and are open to the public. The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed. No action may be taken on comments of off-agenda items unless specifically authorized by law.

Speakers wishing to address the Personnel Commission after the first public comments will have an opportunity to do so during "Second Public Comments" later in the meeting. All public comments shall be limited to three minutes per person.

11. MINUTES: (ACTION)

A. Approval of Regular meeting minutes of August 20, 2026.

Moved: ___
Second: ___
Vote: ___

12. CONSENT CALENDAR: (ACTION)

Moved: ___
Second: ___
Vote: ___

A. JOB DESCRIPTION REVIEWS/REVISIONS

There are no job description reviews or revisions requiring approval at this time.

B. ELIGIBILITY LISTS

1. 2026-17 Food Service Worker
2. 2026-18 Universal Instructional Assistant
3. 2026-19 Early Learning Instructional Assistant
4. 2026-20 Noon Duty Supervisor
5. 2026-21 Instructional Assistant – ABA
6. 2026-22 Network Systems Specialist

C. CLASSIFIED ACTIVITY LISTS

1. August 11, 2026

D. CLASSIFIED RECRUITMENT UPDATE

E. ADVANCE STEP PLACEMENT NOTIFICATIONS

There are no advance step placements to report at this time.

13. NEW COMMISSION BUSINESS

A. MERIT RULE REVISION 8.7 – LEAVES OF ABSENCE WITH PAY – FIRST READING AND DISCUSSION (DISCUSSION)

- SECTION 8.7.2: LONG TERM SICK LEAVE
- SECTION 8.7.3.A: ADDITIONAL SICK LEAVE

B. MERIT RULE REVISION 8.11 – PERFORMANCE EVALUATIONS – FIRST READING AND DISCUSSION **(DISCUSSION)**

- SECTION 8.11.2.B: WHEN EVALUATIONS ARE TO BE MADE
- SECTION 8.11.3: EVALUATOR

14. OTHER COMMUNICATIONS

A. SECOND PUBLIC COMMENTS

B. COMMISSIONER REPORTS

C. EXECUTIVE DIRECTOR AND STAFF REPORTS

15. ADJOURNMENT **TIME:_____p.m.** **(ACTION)**

Moved: ___
Second: ___
Vote: ___

A copy of the Personnel Commission agenda is posted on the District's website - Personnel Commission Agendas and Minutes - Ocean View School District 72 hours prior to the start of a regular meeting, and 24 hours prior to the start of a special meeting.

Agenda items must be submitted in writing to the Executive Director, Human Resources, no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400 at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).

OCEAN VIEW SCHOOL DISTRICT
Regular Closed Session Personnel Commission Meeting Minutes
August 20, 2026

CALL TO ORDER The August 20, 2026, Regular Closed Session meeting of the Personnel Commission was called to order at 3:52 p.m.

ROLL CALL Commissioners Ewing, Bidnick, and Gooch were present. Dr. Scott Jensen was also present.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the July 23, 2026, Regular Closed Session Meeting.

Seconded by Commissioner Bidnick and carried with a 3:0 vote.

COMMISSION BUSINESS

INFORMATION/ ACTION ITEMS The Personnel Commission met regarding:

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Personnel matters: Executive Director, Human Resources evaluation

ADJOURNMENT Motion by Commissioner Bidnick to adjourn the August 20, 2026, Closed Session Meeting at 4:24 p.m.

Seconded by Commissioner Gooch and carried with a 3:0 vote.

_____
Executive Director, Human Resources
Secretary to the Personnel Commission

_____
Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
August 20, 2026

CALL TO ORDER Commissioner Ewing called the July 23, 2026, Regular Personnel Commission Meeting to order at 4:30 p.m.

ROLL CALL Commissioners Ewing, Bidnick, and Gooch were present.

STAFF MEMBERS PRESENT Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Diana Flores, Associate Personnel Analyst; Sally Berber, Personnel Technician.

PLEDGE OF ALLEGIANCE Commissioner Ewing led the pledge of allegiance.

REPORT OUT OF CLOSED SESSION There was nothing to report out of closed session.

WRITTEN COMMUNICATIONS There were no written communications to the Personnel Commission.

FIRST PUBLIC COMMENTS There were no comments from the public.

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the July 23, 2026, Regular Personnel Commission meeting.

Seconded by Commissioner Gooch and carried with a 3:0 vote.

CONSENT CALENDAR The following items were received on the Consent Calendar.

A. Job Reviews and Revisions
There were no job description revision requiring approval at this time.

B. Recruitment and Testing – Eligibility Lists
- •2026-08 Information Technology Support Specialist
- •2026-09 Instructional Assistant Computer II
- •2026-10 Universal Instructional Assistant
- •2026-11 Instructional Assistant – ABA
- •2026-12 Noon Duty Supervisor
- •2026-13 Food Service Worker
- •2026-14 Early Learning Instructional Assistant
- •2026-15 Campus Safety Supervisor
- •2026-16 Speech and Language Assistant

C. Classified Activity Lists
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meeting of July 14, 2026.

D. Classified Recruitment Lists
The Personnel Commission received the most current update of classified vacancies and recruitments.

CONSENT CALENDAR (CONTINUED)

E. Advance Step Placement Notifications
The Personnel Commission received the advance step placement notifications that were approved by the Executive Director.

Motion by Commissioner Gooch to approve the Consent Calendar.

Seconded by Commissioner Bidnick and carried with a 3:0 vote.

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Gooch had nothing to report. Commissioner Bidnick wished every one a great first week of school. Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for September 10, 2026.

DIRECTOR AND STAFF REPORTS

Dr. Jensen thanked staff for their work in filling vacancies and getting new staff on-boarded and in place for the new school year. He welcomed everyone back who had been off for the summer and wished everyone a great year.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick.

Motion seconded by Commissioner Gooch, and carried with a 3:0 vote, at 4:34 p.m.

Executive Director, Human Resources
Secretary to the Personnel Commission

_____

Date

_____

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 10, 2026

SUBJECT: **Agenda Item No. 12.B – ELIGIBILITY LISTS**

Background Information

The following eligibility lists are for ratification or approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data The information below is to provide the Commissioners, District administration, and staff with data on classified recruitment and testing statistics. *(Confidential eligibility lists provided to Commissioners only.)*

1. 2026-17 Food Service Worker
2. 2026-18 Universal Instructional Assistant
3. 2026-19 Early Learning Instructional Assistant
4. 2026-20 Noon Duty Supervisor
5. 2026-21 Instructional Assistant – ABA
6. 2026-22 Network Systems Specialist

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2026-17 through 2026-22.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2026-17	Food Service Worker	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	17 1 6 2	10	13	Open, Promotional, and Merge
2026-18	Universal Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	26 0 8 1	1	62	Open, Promotional, and Merge
2026-19	Early Learning Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	3 0 0 0	1	5	Open, Promotional, and Merge
2026-20	Noon Duty Supervisor	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	11 0 8 0	3	15	Open, Promotional, and Merge
2026-21	Instructional Assistant – ABA	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	8 0 0 0	1	17	Open, Promotional, and Merge
2026-22	Network Systems Specialist	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	19 13 2 1	3	3	Open and Promotional

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 10, 2026

SUBJECT: **Agenda Item No. 12.C – CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of August 11, 2026.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity Lists of August 11, 2026.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 11, 2026

APPROVE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Acuna Castaneda, Jessica	Payroll Technician	District Office	$5,689.23 monthly	40.2	07/21/2026
Andrade Moreno, Diana	School Health Technician	College View	$22.114 hourly	26.1	08/25/2026
Agaiby, Mira	Universal Instructional Assistant	Hope View	$20.030 hourly**	22.1	08/26/2026
Campbell, Liam	Universal Instructional Assistant	College View	$20.030 hourly**	22.1	08/26/2026
Garcia, Victor	Maintenance HVAC Mechanic	Facilities	$6,127.36 monthly	45.1	07/14/2026
Gardner, Jennifer	Universal Instructional Assistant	Circle View	$20.030 hourly**	22.1	08/26/2026
Hernandez, Vilma	Universal Instructional Assistant	Star View	$20.030 hourly**	22.1	08/26/2026
Lachica, Amy	Universal Instructional Assistant	Circle View	$20.030 hourly**	22.1	08/26/2026
Lopez, Alyx	Early Learning Instructional Assistant	Westmont Preschool	$20.531 hourly	23.1	08/24/2026
Mercado, Paula	Early Learning Educator	College View Preschool	$30.486 hourly	33.4	08/24/2026
Ortega, Cindy	School Health Technician	Vista View	$22.114 hourly	26.1	08/25/2026
Ryan, Arlana	School Health Technician	College View	$22.114 hourly	26.1	08/25/2026
Santos, Samantha	Universal Instructional Assistant	Star View	$20.030 hourly**	22.1	08/26/2026

APPROVE SUBSTITUTE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Aki, Ebstam	Instructional Assistant – Severely Disabled	Substitute	$22.664 hourly	27.1	08/26/2026
Armijo, Loretta	School Office Clerk	Substitute	$23.242 hourly	28.1	08/26/2026
Estrella, Maribel	Custodian	Substitute	$24.402 hourly	28.2	06/15/2026
Geurink, Bayley	Instructional Assistant – Farm Facility	Substitute	$20.531 hourly	23.1	08/26/2026
Hernandez, Steven	Custodian	Substitute	$23.242 hourly	28.1	06/18/2026
Huerta Viveros, Jose	Custodian	Substitute	$23.242 hourly	28.1	07/27/2026
Icenogle, Steven	Custodian	Substitute	$23.242 hourly	28.1	07/22/2026
Mahajan, Vaishali	School Office Clerk	Substitute	$23.242 hourly	28.1	08/26/2026
McKenna, Sara	School Office Clerk	Substitute	$23.242 hourly	28.1	08/26/2026
Merino, Monica	Universal Instructional Assistant	Substitute	$24.402 hourly**	22.5	05/26/2026
Rasem, Mark	Universal Instructional Assistant	Substitute	$20.030 hourly**	22.1	08/26/2026
Smith, Kelsey	School Library Specialist	Substitute	$22.664 hourly	27.1	08/26/2026
Smith, Kelsey	School Office Clerk	Substitute	$23.242 hourly	28.1	08/26/2026
Smith, Kelsey	Food Service Worker	Substitute	$18.148 hourly	18.1	08/26/2026
Springer, Lisa H.	Early Learning Educator	Substitute	$26.277 hourly	33.1	08/26/2026

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 11, 2026

APPROVE PROMOTION
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Blumer, Susanna	Lead Food Service Worker	Harbour View	$23.811 hourly	21.5	08/25/2026
Gogley, Timothy	Network Systems Manager	District Office	$8,447.86 monthly	50.5	07/14/2026
Martinez, Rebecca	Food Service Worker	Vista View	$19.070 hourly	18.2	08/25/2026
McDonald, Kyndal	Instructional Assistant – ABA	Hope View	$23.242 hourly	28.1	08/26/2026
Shehadeh, Faten	Early Learning Educator	Westmont Preschool	$5,549.75 monthly	33.5	08/24/2026

APPROVE VOLUNTARY DEMOTION
In accordance with Merit System Rule 8.2.8

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Ring, Sarah	Universal Instructional Assistant	Circle View	$20.030 hourly**	22.1	08/26/2026

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8

NAME	POSITION	SITE	REASON	EFFECTIVE DATE
Barajas, Miguel	Custodian	College View	Resigned	07/28/2026
Combs, Vanessa	School Office Manager – Bilingual	Golden View	Resigned	08/07/2026
Custudio, Julie	School Health Technician	Golden View	Resigned	06/12/2026
Jack, Clint	Instructional Assistant – Special Education	Vista View	Resigned	06/12/2026
Juarez, Alva	Instructional Assistant – ABA	College View	Resigned	06/12/2026
Medina, Michelle	Instructional Assistant – ABA	Lake View	Resigned	06/12/2026
Mercado, Adrian	Bus Driver Trainee	Transportation	Released	07/09/2026
Reynolds, Lauren	Universal Instructional Assistant	Hope View	Exhausted Available Leave	07/08/2026
Springer, Lisa E.	Food Service Worker	Mesa View	Retired	06/12/2026
Velazquez, Jose	Accountant	District Office	Resigned	08/14/2026

**Universal Instructional Assistants may be eligible for an additional $6.50/hour

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 10, 2026

SUBJECT: **Agenda Item No. 12.D – CLASSIFIED PERSONNEL VACANCY/RECRUITMENT LIST**

Position	Number of Open Positions	Job Posting Open/Close	Written Exam Date	Oral Exam Date	Final Interview Date
ALC Attendant	1	On Hold			
Accountant	1	8/3/2026 - 8/24/2026	9/2/2026	9/10/2026	
Childcare Supervisor	1	8/27/2026 - 9/17/2026			
Clerical Specialist - Bilingual	1	6/12/2026- 7/6/2026	7/10/2026	8/13/2026	9/3/2026
Custodian	3	9/4/2026 - 9/25/2026	9/30/2026		
Delivery Worker	1	9/4/2026 - 9/25/2026	9/30/2026		
Department Secretary	1	On Hold			
Early Learning - IA	4	6/16/2026 - 12/16/2026	8/26/2026		8/27/2026
Food Service Worker	2	Eligibility List			
Information Support Specialist	1	7/23/2023 - 8/12/2026	8/27/2026	8/27/2026	9/4/2026
Instructional Assistant - ABA	12	8/24/2026 - 2/24/2027	8/26/2026		9/3/2023
Lead Food Service Worker	1	8/10/2026 - 9/4/2026	9/4/2026		9/11/2026
Maintenance Electrician	1				
Noon Duty Supervisor	11	4/8/2026 - 10/8/2026	Every Other Thursday		
School Health Technician	1	7/30/2026 - 8/20/2026	8/26/2026	8/26/2026 - Spark Hire	
School Office Manager Bilingual	1	8/12/2026 - 9/1/2026	9/11/2026		
Speech & Language Assistant	1	5/5/2026 - 5/5/2027	Every Other Thursday		

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Vacancy and Recruitment List.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen, Ed.D.
Executive Director

DATE: September 10, 2026

SUBJECT: **Agenda Item No. 13A: Merit Rule Review and Revision Chapter 8, Section 7 – Leaves of Absence With Pay**

FIRST READING AND DISCUSSION

Background Information

Periodically the Merit System Rules and Regulations for the Classified Service must be revised to reflect changes in policy and/or reflect new contract language.

The bargaining unit contract relating to long term medical leaves was updated to specify that after exhaustion of all available sick leave due to illnesses not designated as an industrial illness or accident, employees *shall* use accumulated vacation and/or compensatory time. Prior to this update, utilizing vacation time after sick time had exhausted was optional.

In order for the Merit Rules to mirror the same language as the union contract, it is proposed that the updates reflected on the attached pages be reviewed and discussed for a first reading.

Attachments:

- Proposed revised Merit Rule 8.7.2 – Long Term Sick Leave and Merit Rule 8.7.3.A – Additional Sick Leave
- Bargaining Unit Contract Section 7.3, Article 7.3.1 – Long Term Sick Leave

---

Recommendation

The Executive Director recommends that the Personnel Commission receive, review, and discuss the proposed changes to Merit Rule 8.7.2 – Long Term Sick Leave and Merit Rule 8.7.3.A – Additional Sick Leave for a first reading and discussion.

CHAPTER 8: INSERVICE STATUS AND TRANSACTIONS

8.7 LEAVES OF ABSENCE WITH PAY

8.7.2 Long Term Sick Leave

If an absence is due to illness, which is not an industrial accident/illness, an employee ~~has the option of using~~ shall use accumulated vacation following expiration of all accrued sick leave ~~or retaining their vacation and receiving only differential pay~~. ~~Differential pay is pay equal to the difference between the salary paid the substitute filling the position and an employee's regular salary.~~ After exhaustion of all paid time (sick, vacation, and compensatory time), employees shall be compensated at fifty percent (50%) of employee's regular pay, not to exceed 100 days inclusive of all paid time.

If the absence is the result of an industrial accident/illness, the employee must use accumulated sick leave, vacation, and any other paid leave before receiving the differential pay.

8.7.3 Additional Sick Leave

A. After exhaustion of paid sick leave, an employee who remains to ill or injured to return to work ~~may, upon request,~~ shall use accumulated vacation and compensatory time ~~to avoid leave without pay~~. In this instance, prior approval of a supervisor is not required for use of accumulated vacation or compensatory time.

B. After exhaustion of all paid leave, a permanent employee may be placed on additional leave upon request and with the approval of the Board of Trustees. The additional leave may be paid or unpaid and may be extended for any period not to exceed twelve (12) months. If placed on unpaid leave, the employee shall not again become eligible for paid leave because of the commencement of a new fiscal year until they have rendered service in that fiscal year.

ARTICLE 7 LEAVES

7.3 Long Term Sick Leave

If any employee is absent for illness or accident for a maximum period of 100 days, beginning on the first day of absence, he/she is entitled to full pay based upon available sick leave and, vacation time.

7.3.1 After exhaustion of all available sick leave the absences is due to illness, which is not an industrial illness or accident, the employee shall use accumulated vacation and compensatory time. In this instance, prior approval of a supervisor is not required for use of accumulated vacation or compensatory time.

7.3.1.1 Effective November 1, 2022, after exhaustion of all paid time, (sick, vacation, and compensatory time), employees shall be compensated at fifty percent (50%) of employees' regular pay, not to exceed 100 days inclusive of all paid time.

7.3.2 When a current employee substitutes for an employee who is out of available sick leave, then a good faith effort will be made to replace that employee being utilized as a substitute.

7.3.3 Upon exhaustion of all paid leave, if the employee is unable to return to work within the 100 day period, they shall be placed on the 39-month re-employment list.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen, Ed.D.
Executive Director

DATE: September 10, 2026

SUBJECT: **Agenda Item No. 13B: Merit Rule Review and Revision Chapter 8, Section 11 – Performance Evaluations**

FIRST READING AND DISCUSSION

Background Information

Periodically the Merit System Rules and Regulations for the Classified Service must be revised to reflect changes in policy and/or reflect new contract language.

The bargaining unit contract relating to evaluations was updated to specify that employees shall be evaluated at least once per school year beginning January 1 through May 31; and that permanent employees with greater than four years of service in the district and who have received an “exceeds” or “satisfactory” rating in all factors will be evaluated every other year, unless a supervisor at their discretion determines to evaluate the employee at earlier intervals.

In order for the Merit Rules to mirror the same language as the union contract, it is proposed that the updates reflected on the attached pages be reviewed and discussed for a first reading.

Attachments:

- Proposed revised Merit Rule 8.11.2 – When Evaluations are to be Made and Merit Rule 8.11.3 Evaluator
- Bargaining Unit Contract Section 9 – Evaluation Procedures

Recommendation

The Executive Director recommends that the Personnel Commission receive, review, and discuss the proposed changes to Merit Rule 8.11.2 – When Evaluations are to be Made and Merit Rule 8.11.3 Evaluator for a first reading and discussion.

CHAPTER 8: INSERVICE STATUS AND TRANSACTIONS

8.11 PERFORMANCE EVALUATIONS

8.11.1 Purpose of Performance Evaluations

A. The employee performance evaluation report, embodying significant factors for the various positions, shall have reference to the quality and quantity of work done, and other characteristics which may be considered important in rating and reporting the ability, performance, efficiency, of the respective employee(s) and the value of said employee(s) to the District service.

B. The following rules provide the performance rating standards and procedures which shall be used in connection with eligibility for advancement, promotion, demotion, and dismissal from the classified service, as well as other decisions relative to members of the classified service. Such evaluation reports shall be one means by which a member of the classified service can learn how their supervisor feels about the quality and quantity of the work being performed by the employee and have the opportunity to discuss the matter with the supervisor. In addition, the completion and review of the evaluation report with the employee affords the supervisor an opportunity to review the employee's performance with them in an effort to correct work deficiencies, recognize the employee's accomplishments, set goals and objectives, and/or encourage the person to greater efforts in the performance of their duties and responsibilities.

8.11.2 When Evaluations are to be Made

Performance evaluations for all permanent and probationary employees shall be filed with the Personnel Commission Office. Rating intervals shall be determined by the Commission.

A. Probationary employees shall be evaluated at the end of the second and fifth months of service by their site or department administrator. Administrative and executive classes having probationary periods of twelve (12) months shall be rated at the end of the third, sixth, and eleventh months of service.

B. Permanent employees shall be evaluated at least once school each year ~~on or before their anniversary date~~ beginning January 1 through May 31, by their site or department administrator.

Permanent employees with greater than four (4) years of service in the district, who have received an "exceeds" or "satisfactory" rating in all factors will be evaluated every other year, unless a supervisor at their discretion determines to evaluate the employee at earlier intervals.

If an employee's date of hire is before the 15th of the month, their anniversary date is established as the first of that month. If an employee is hired on the 15th of the month or after, their anniversary date is established as the first of the following month. Seniority date is date of hire in classification.

In the event a permanent employee has been under the supervision of a site or department administrator for less than two (2) months, the Director, Classified Personnel or administrative designee shall determine the employee's evaluator.

C. The Commission may provide for performance reports to be completed for temporary, substitute, and provisional employees.

8.11.3 Evaluator

Each employee is to be evaluated by their site or department administrator, who is defined as the person who assigns, checks, and supervises the work of the employee and who is immediately responsible for the employee, and is the most closely acquainted with the employee's performance. If the employee has more than one site or department administrator, each such administrator's input shall be included in ~~may evaluate~~ the employee's work performance evaluation, if the employee receives a "needs improvement" or "unsatisfactory" rating.

The evaluator shall have supervised the employee for no less than two (2) months during the evaluation period whenever practicable.

Employees shall be notified of the identity of their evaluator prior to the evaluation being conducted.

ARTICLE 9 EVALUATION PROCEDURES

9.1 When Evaluations Are To Be Made

9.1.1 Performance evaluations for all permanent and probationary employees shall be filed with the Personnel Office.

9.1.2 Probationary employees shall be evaluated at the end of the second and fifth months of service by their site or department administrator.

9.1.3 Permanent employees shall be evaluated at least once each school year beginning January 1 through May 31, by their site or department administrator.

9.1.3.1 In the event a permanent employee has been under the supervision of a site or department administrator for less than two (2) months, the Director of Classified Personnel or administrative designee shall determine the employee's evaluator.

9.1.3.2 Permanent employees with greater than four (4) years of service in the district, who have received an "exceeds" or "satisfactory" rating in all factors will be evaluated every other year, unless a supervisor at their discretion determines to evaluate the employee at earlier intervals.

9.1.4 If an employee's date of hire is before the 15th of the month, his/her anniversary date is established as the first of that month. If an employee is hired the 15th of the month or after, his/her anniversary date is established as the first of the following month. Seniority date is date of hire in classification.

9.2 Evaluator

Each employee is to be evaluated by the employees site or department administrator, who is defined as the person who assigns, checks, and supervises the work of the employee and who is immediately responsible for the employee, and is the most closely acquainted with the employee's performance. If the employee has more than one site or department administrator, each such administrator's input shall be included in the employee's work performance evaluation, if the employee receives a "needs improvement" or "unsatisfactory rating."

The evaluator shall have supervised the employee for no less than two (2) months during the evaluation period whenever practicable.

Employees shall be notified the identity of their evaluator prior to the evaluation being conducted.

9.3 Procedure To Be Followed

9.3.1 The evaluation form shall be signed by the site or department administrator and the employee. The employee's signature indicates receipt of the evaluation form, but does not imply agreement. The original evaluation form shall be sent to the Personnel Office to be placed in the employee's personnel file. A copy of the evaluation shall be given to the employee.