

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015 – 3:30 p.m.
Personnel Office Conference Room

Open Session

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<p>NOTE: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a Personnel Commission Meeting, please contact the Personnel Services Department (805) 549-1233. Notification of at least 48 hours prior to the meeting will assist the staff in assuring that reasonable accommodations can be made.</p>

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

OPEN SESSION

1. <u>ROLL CALL:</u>	<u>Present</u>	<u>Absent</u>
Kent Taylor, Chairperson	_____	_____
Gail Sears, Vice-Chairperson	_____	_____
Rebecca French	_____	_____

2. ACTION: CONSENSUS ON ORDER OF BUSINESS

The Chair will entertain requests to change the order of items listed on the agenda. Please note that, in accordance with the Brown Act, items may not be added to the agenda. The Commission may move or delete items already listed on the agenda. A decision on the order of business will be taken by consensus rather than by formal motion.

3. APPROVAL OF MINUTES OF REGULAR MEETING

The minutes of the Regular Personnel Commission Meeting of March 25, 2015, are presented on the following pages.

RECOMMENDATION:

It is recommended that the minutes of the regular meeting of March 25, 2015, be approved.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING MINUTES
March 25, 2015

Place of Meeting: Personnel Office Conference Room
1500 Lizzie Street
San Luis Obispo, California

Type of Meeting: Regular

Time of Meeting: 3:30 p.m.

OPEN SESSION

1. ROLL CALL:

Commissioners Present: Kent Taylor, Chairperson
Gail Sears, Vice Chairperson
Rebecca French

Staff Present: Christin Newlon, Director of Personnel Services
Jean Keller, Personnel Analyst
Nancy Kunde, Personnel Assistant

Guests Present: Ryan Pinkerton, Assistant Superintendent, Business Services
Anthony Palazzo, Director, Facilities, Operations, and Transportation

2. CONSENSUS ON ORDER OF BUSINESS

There were no requests to change the order of business.

3. APPROVAL OF MINUTES OF REGULAR MEETING

The minutes of the regular meeting of February 26, 2015, were approved as presented.

Motion by Rebecca French, second by Gail Sears

Final Resolution: Motion Carried

Aye: Rebecca French, Gail Sears, Kent Taylor

4. APPROVAL OF MINUTES OF SPECIAL MEETING

The minutes of the special meeting of March 13, 2015, were approved as presented.

Motion by Gail Sears, second by Kent Taylor

Final Resolution: Motion Carried

Aye: Gail Sears, Kent Taylor

Abstained: Rebecca French who was absent from the March 13, 2015, meeting

5. PUBLIC COMMUNICATION TO THE COMMISSION

There were no requests to address the Commission.

6. INFORMATION: ORAL REPORTS

Union Representative Reports:

There were no union representatives present.

REGULAR PERSONNEL COMMISSION MEETING MINUTES

March 25, 2015

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Staff Reports:

Ryan Pinkerton, Assistant Superintendent of Business Services, and Anthony Palazzo, Director of Facilities, Operations, and Transportation, provided information on the Measure D Program Management Methods. Mr. Pinkerton reported that there have been monthly study sessions with the Board to discuss bond sales, management methods, and design processes. He reported that there are site committees at each of the high schools. Mr. Palazzo compared the pros and cons of three construction staffing models: 1) staffing completely in-house, 2) outsourcing completely to a project management firm, or 3) hybrid model using both in-house employees and contracted individuals. He presented a proposed hybrid staffing model for the District, which would include an Assistant Director who would focus on planning and design, developing the program, and maintaining the construction budget with the assistance of an Administrative Assistant. A project manager will also be needed at each of the high schools. The project manager would be responsible for the day-to-day coordination of the construction team on the job site and reviewing work progress and quality. The project manager may be a new position for the District or the District may determine that it would be less costly to utilize an outside project management firm for this function.

Christin Newlon reported that agreements were reached with both of the classified unions, CSEA and SEIU, for a 4% increase retroactive to July 1, 2014. Ms. Newlon reported that the teachers also agreed to a 4% increase for 2014-15. No cost of living adjustment will be made for 2015-16; however, the District agrees to discuss compensation for 2015-16 should the District's P-1 property tax assessment from the San Luis Obispo County Office of Education in November 2015 increase 5% or more.

The newly adopted salary schedules will be provided to the Commissioners at the next meeting. A 4% increase for management, confidential, Superintendent, and Assistant Superintendents will go to the Board for approval on March 31, 2015.

7. INFORMATION: REPORT OF TESTING

Nancy Kunde reported on the tests that were administered since the last meeting. The following Special Education Paraeducators are new hires: Catherine Lane at Los Ranchos, Lisa La Rosa at San Luis High, Ruth Overton, at CL Smith, and Annette Savoie at Laguna Middle.

8. INFORMATION: CORRESPONDENCE RECEIVED

No correspondence was received.

9. DISCUSSION/ACTION: REVISION IN CLASS SPECIFICATION: DIRECTOR OF FOOD SERVICE

Following a brief discussion, the Commission approved a revision in the experience/training section of the Director of Food Service class specification to include the U.S. Department of Agriculture professional standards.

Motion by Rebecca French, second by Gail Sears

Final Resolution: Motion Carried

Aye: Rebecca French, Gail Sears, Kent Taylor

10. DISCUSSION: CLASSIFICATION REVIEW: DIRECTOR OF PERSONNEL SERVICES

The Commissioners discussed the proposed changes in the class specification for Director of Personnel Services and requested that one more duty be added for the management of the employee health benefits. The Director serves a "dual" role and reports both to the Commission and to the Superintendent, or designee, and the class specification will also be presented to the Board of Education for their concurrence or recommendations on additional revisions. The class specification will be brought to the Commission for final adoption after the Board has reviewed it.

REGULAR PERSONNEL COMMISSION MEETING MINUTES

March 25, 2015

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11. DISCUSSION: CLASSIFICATION REVIEW: OCCUPATIONAL THERAPIST

Jean Keller reported that the classification review has been completed for Occupational Therapist. Only a few minor changes in the class specification were recommended. The most significant change is that a Master's Degree is now required for State licensure. The Commissioners asked for clarification on a couple of items. The class specification will be brought back for a second reading at the next meeting.

12. DISCUSSION/ACTION: UPDATE OF PERSONNEL COMMISSION RULES AND REGULATIONS: CHAPTER 1, SECTION 1.1 DEFINITIONS (A – K) (Second Reading) AND DEFINITIONS (L – Z) (First Reading)

Jean Keller presented the proposed revisions in the definitions section of Chapter 1 of the Personnel Commission Rules and Regulations. The Commissioners suggested additional revisions. All of the definitions will be presented for a final reading at the next meeting.

13. NEXT MEETING

The next regular meeting is scheduled for 3:30 p.m., Wednesday, April 22, 2015.

14. CLOSED SESSION

There were no closed session discussions.

The meeting was adjourned at 5:30 p.m.

Christin Newlon, Director of Personnel Services

(The agenda of this meeting and the informational materials, reports and personnel items provided to the Commission members are incorporated as attachments to the official minutes.)

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

4. PUBLIC COMMUNICATION TO THE COMMISSION

At this point on the agenda, opportunity is provided for an individual or a representative of a group to address the Commission. Each speaker shall be limited to three minutes and the total time allotted for Public Communication to the Commission will be 20 minutes.

In order to assist the Chairperson, please complete the Request to Address the Personnel Commission and hand the form to the Commission Chairperson prior to the beginning of the meeting. Requests related to a specific agenda item will be heard following staff presentation of the item. If not related to a specific agenda item, the individual or representative will be heard at this time.

The Commission will listen but cannot engage in discussion or take action on items not listed on the agenda as this would constitute an illegal act on the part of the Commission under the provisions of the Brown Act.

5. INFORMATION:
ORAL REPORTS

(a) Union Representative Reports

(b) Staff Reports

- New Salary Schedules
- Management Restructure

6. INFORMATION:
REPORT OF TESTING

Since the last regular meeting of the Personnel Commission, no tests were administered.

7. INFORMATION:
CORRESPONDENCE RECEIVED

No correspondence had been received as of the date this agenda was prepared.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

8. DISCUSSION:
NEW POSITIONS – MEASURE D CONSTRUCTION PROGRAM

At the March 25, 2015, Commission meeting, Ryan Pinkerton, Assistant Superintendent of Business Services, and Anthony Palazzo, Director of Facilities, Operations, and Transportation, provided an overview of the staffing models which were being considered for the Measure D construction program. Administration is recommending a hybrid staffing model utilizing both District employees and contracted providers. In May, the Board of Education will be considering the budget implications of adding two new positions: Assistant Director, Facilities and Construction and Administrative Assistant assigned to the construction program.

At this time, it is anticipated that Project Managers for the construction activities will be provided by an independent contract employee or a project management firm. The Project Managers would be focused on specific sites and would oversee day-to-day coordination with the design team, inspection team, and construction team. Because the Project Managers will most likely be provided by a contract employee or a project management firm, there is no need to develop a job description at this time. Should the District decide later to create an in-house position for these duties, the job description would be brought to the Commission at that time.

The Assistant Director will be responsible for coordinating the activities of the Project Managers, managing budgets of maintenance and construction, and oversight of change order requests, scope changes in construction, and field issues at a District level. A draft of the proposed class specification for the Assistant Director is presented on the following pages for the Commission's review and discussion.

Administration will recommend that the Assistant Director be placed on the classified management salary schedule at the same range as the Director of Fiscal Services. The starting step of this range is \$106,863. A survey of eight other districts with construction programs indicated an average salary for similar positions of \$100,139-\$121,215.

Administration will also recommend that the Director of Facilities, Operations, and Transportation receive an annual construction stipend of \$20,000 for the additional duties which will be performed during the Measure D program. These duties will include developing the overall program and scope with sites and consultants, developing and maintaining the budget, requesting and negotiating proposals for consultants, developing and maintaining District program and material standards, and providing public communication channels to highlight construction program accomplishments, including maintaining and updating the Measure D program website.

Staff is recommending that the following duties specific to the Administrative Assistant, Construction, be added to the Administrative Assistant class specification.

Monitor construction budgets. Prepare purchase requisitions. Coordinate approval of invoices and applications for payment.

Coordinate with the District budget consultant to input all contracts, budget items, and expenses into the budget tracking software.

Assist with the assembly, printing, and distribution of plans and documents, including bid tally sheets.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

8. DISCUSSION:
NEW POSITIONS – MEASURE D CONSTRUCTION PROGRAM (continued)

Coordinate with architect and purchasing department for distribution of contract documents for bidding and assist with bid opening.

Coordinate the tracking of and logs for requests for information, product submittals, and change requests from architects and contracts

Maintain files for bid documents, contracts, subcontracts, change orders, and other correspondence.

Coordinate all submittal reviews and drawing reviews with District, architect, contractor and other consultants.

Prepare Board agenda items related to Measure D construction projects.

Prepare the calendar of meetings for the Bond Oversight Committee.

Maintain and update the Measure D construction website.

Maintain electronic and hard copy blue prints.

No action is required at this meeting. The proposed staffing will be taken to the Board of Education for budget approval in May. The class specifications will be brought back for a second reading at the next Commission meeting.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

**ASSISTANT DIRECTOR
FACILITIES AND CONSTRUCTION**

PURPOSE OF POSITION

Assist the Director in overseeing school construction projects and managing/maintaining the District's facilities. Perform related duties as assigned. This position is for the duration of the Measure D bond and for subsequent facility bond programs.

SUPERVISION

Receive direction from the Director of Facilities, Operations, and Transportation.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following:

Coordinate and manage school construction projects, including the alteration, relocation, and modernization of existing buildings and structures

Assist in the planning and coordination of pre-construction activities associated with modernization projects.

Oversee the work of contractors to ensure that the construction matches the design of the architects and engineers.

Ensure completion of projects within the scheduled timeline and within budget.

Coordinate facilities development with the Maintenance, Operations, and Technology Departments.

Prepare and oversee preparation of plans, estimates, requests for proposal, project specifications and contracts for construction.

Conduct regular meetings to update District staff on project status, including schedule and budget.

Review plans, inspect construction projects, conduct investigations, and provide recommendations related to construction and modernization activities.

Develop budgets for a variety of construction functions; analyze and review budgetary and financial data; monitor and authorize expenditures; and utilize computer spreadsheet software program.

Develop and update annually the Five-Year Deferred Maintenance Plan. Prepare and develop schedules for annual preventative maintenance programs.

Prepare presentations and assist with making presentations to the Board of Education, District administrators, and representatives of public agencies.

Work with architect to insure that construction complies with local, State, and federal regulations, rules, laws and codes pertaining to structural safety, fire safety, and handicapped access, OSHA, energy conservation, and similar requirements.

Serve as liaison among District administrators, architects, contractors, and planning agencies.

Work effectively and maintain good working relationships with officials in State, County, and City government agencies. Make professional recommendations to insure compliance with laws and regulations governing financing, planning, and construction of school facilities.

ASSISTANT DIRECTOR, FACILITIES AND CONSTRUCTION (continued)

Review all accident investigation reports to ensure that reports are complete, returning all incomplete reports to the responsible supervisor for revision, and ensure that corrective action is appropriate and completed in a timely manner.

Review requests from District personnel for safety equipment, personal protection, and safety training, including ergonomic workstation evaluation and correction.

Identify potential fire and safety hazards by evaluating new equipment and hazardous materials prior to purchase.

Investigate all accidents District-wide.

Review all workers compensation claims to ensure that all employees who are returned to modified work by a physician are accommodated through the modified return-to-work program.

Attend the monthly Schools Insurance Program for Employees (SIPE) Risk Management committee meetings. Submit requests for safety incentive funds to purchase safety equipment and training for the District. Actively seek safety-related grants and rebates.

Maintain a liaison between the District and the SIPE Office.

Attend and/or chair the District Safety Committee.

Communicate new safety information, programs, updated regulations and guidelines to committee members, school site members, and District staff.

Provide District personnel with appropriate information, direction, and training to achieve regulatory compliance in the areas of hazardous materials, Cal/OSHA requirements, asbestos management, fire prevention, disaster preparedness, injury and illness prevention program, and hazard communication.

Actively seek innovative, proactive solutions for preventing accidents to reduce injuries and claims.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, reading reports, policies, regulations, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate a vehicle to make site visits and observations; and occasionally move supplies and equipment weighing up to 25 pounds. The duties are performed in an office, at a project site, or out of doors and require the ability to walk, climb, crouch, and kneel during site inspections; push/pull equipment and supplies; and reach in all directions.

QUALIFICATIONS

Experience/Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be at least five years of experience on large scale construction programs, including supervisory and management experience, and equivalent to four years of college or university study in facilities planning, architecture, engineering, or related field.

License or Certificate: Possession of a valid California driver license.

ASSISTANT DIRECTOR, FACILITIES AND CONSTRUCTION (continued)

Skills, Knowledge, and Abilities: Knowledge of methods, practices, materials, and procedures in the operational fields of building services; current construction costs and trends, techniques, and optional methods for project deliveries; working methods and procedures used in building trades and crafts; engineering aspects of facility maintenance, modernization, and construction, including civil, mechanical, electrical, structural, architectural, communication, and data; legal framework governing school construction, facilities maintenance, and public contracting; and construction management, contract development, and contract administration; Uniform Building Codes, Office of State Architect requirements, and Public Works laws; safe work practices including but not limited to Cal OSHA worker health and safety, Asbestos Hazard Emergency Response Act, Worker Injury Prevention Program, and Right to Know Program.

Ability to provide leadership and effectively direct the work of others; lead collaborative planning and project implementation efforts; read plans and specifications and interpret them; plan and organize work in maintaining school buildings; broadly estimate costs of construction and maintenance work; communicate clearly and concisely, both orally and in writing; establish effective working relationships and work cooperatively with the contractors, public agencies, administrative personnel, and fellow employees.

Approved by the Personnel Commission on _____

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

9. DISCUSSION
PROPOSED 2015-16 PERSONNEL COMMISSION BUDGET

The Education Code and Commission Regulations require that the Director of Personnel Services prepare and submit to the Commission a proposed operating budget for the Commission for the ensuing fiscal year.

Education Code 45253 requires that the Commission hold a public hearing regarding the budget no later than May 30 unless there are circumstances which would prevent such a hearing by that date. Prior to the public hearing, the Commission is to forward a copy of its proposed budget to the Board of Education indicating the time, date, and place for the public hearing on the budget and is required to invite Board and District Administration representatives to attend and present their views. The Commission is required to consider fully the views of the Board prior to the adoption of its proposed budget. Following adoption, the Commission then forwards its proposed budget to the County Superintendent of Schools for action. Upon approval by the County Superintendent of Schools, the Personnel Commission budget must, by law, be included by the Board of Education in the general fund budget of the District.

Should an unresolved difference between the Commission and the Board develop, the County Superintendent of Schools is empowered to hold hearings on the matter. After such public hearings, the County Superintendent may either reject, or, with the concurrence of the Commission, amend the proposed budget.

The proposed Personnel Commission Budget for the 2015-16 fiscal year is presented on the following page. To the right of each account description are respectively the 2013-14 actual expenditures, the amount budgeted for each category in the 2014-15 budget as adopted by the Commission, an estimate of 2014-15 expenditures, and the proposed 2015-16 budget.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES

PROPOSED PERSONNEL COMMISSION BUDGET - 2015-16

Account Number	Account Description	2013-14 Actual Expenditures	2014-15 Approved Budget	2014-15 Estimated Expenditures	2015-16 Proposed Budget
1300	Director of Personnel Services	\$47,301	\$51,758	\$53,828	\$54,905
2300	Personnel Commission	1,600	1,800	1,800	1,800
2400	Secty/Clerks/Analyst	158,579	161,751	189,115	175,557
2430	Clerical and Office Hourly	462	800	2,647	1,800
2460	Clerical and Office Substitutes	1,050	400	700	700
3101	STRS (Certificated)	3,984	4,270	4,441	4,530
3202	PERS (Classified)	24,154	18,508	22,126	22,120
3302	Social Security (Classified)	9,319	10,103	11,933	11,040
3311	Medicare (Certificated)	680	750	781	796
3312	Medicare (Classified)	2,210	2,363	2,791	2,582
3322	Alternative (Classified)	34	30	30	30
3401	Health and Welfare (Certificated)	3,943	4,337	3,362	3,698
3402	Health and Welfare (Classified)	23,478	25,826	27,557	30,313
3501	Unemployment (Certificated)	24	26	27	27
3502	Unemployment (Classified)	76	81	96	89
3601	Worker's Compensation (Certificated)	766	875	1,093	928
3602	Worker's Compensation (Classified)	2,572	2,754	3,907	3,009
3901	Other Benefits (Certificated)	367	400	400	400
	Total Salaries and Benefits	280,599	286,832	326,633	314,324
4300	Materials and Supplies	1,214	1,500	1,400	1,500
5200	Travel and Conference-Administration	132	2,000	2,032	3,500
5230	Mileage	186	25	25	50
5231	Mileage-Administration	1,600	1,920	1,920	1,920
5300	Dues/Memberships	2,507	2,507	2,507	2,507
5716	Duplicating	788	1,000	500	1,000
5760	Food Service Catering	0	30	47	50
5800	Professional/Consulting Services	23,684	4,400	5,000	5,000
5824	Contracts - Food	170	30	155	200
5840	Physicals/Fingerprints	12,113	17,250	13,000	16,000
5850	Advertising	1,038	1,000	1,000	1,000
5872	Legal Fees	3,937	8,000	2,000	8,000
	Total Supplies/Travel/Dues/Contracts/Equipment	47,369	39,662	29,586	40,727
	Total Costs	327,968	326,494	356,219	355,051

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

9. DISCUSSION:
PROPOSED 2015-16 PERSONNEL COMMISSION BUDGET (continued)

The following are comments regarding the proposed 2015-16 budget:

- a. The proposed budget reflects salary schedule step increases for staff. An estimated increase of 10% in the cost of medical insurance is included in the proposed budget. By mutual agreement and according to past practice with the District, any general salary increase or increase in the cost of medical benefits would be funded into the Personnel Commission budget when determined.

The District funds 60% of the Director of Personnel Services and Senior Secretary Clerk positions, with the Commission budget funding the other 40%. The Personnel Commission budget funds one Personnel Assistant entirely, 50% of the Personnel Assistant (Substitutes), 50% of the Administrative Assistant, and 50% of the Personnel Analyst.

- b. Item 2300 - Personnel Commission - \$1,800. To pay Commissioners \$50/meeting attended.
- c. Item 2430 - Clerical and Office Hourly - \$1,800. To pay classified employees for participating in interview panels and other professional development activities which extend beyond the normal duty day. Expenditures for 2014-15 included hourly pay for clerical employees attending a training session at the start of the year, additional help in the Personnel Office, and overtime hours for staff.
- d. Item 2460 - Clerical Substitutes - \$700. To provide substitute clerical coverage for school site personnel who participate on interview panels or who attend training sessions coordinated by the Personnel Office.
- e. Items 3101-3901 - Fringe Benefits - All are required by law, policy, or contract.
- f. Item 4300 - Materials and Supplies - \$1,500. For paper products, toner, and other office supplies.
- g. Item 5200 - Conference--Administration - \$3,500. To pay registration fees and travel expenses for the annual Personnel Commissioners Association conference and to pay registration fees for conferences attended by staff.
- h. Item 5230 – Mileage - \$50. Mileage reimbursement to staff for use of personal car for site visits and travel to conferences.
- i. Item 5231 – Mileage--Administration - \$1,920. Mileage stipend for the Director of Personnel Services for the use of personal car on District business.
- j. Item 5300 - Dues/Memberships - \$2,507. For membership in CODESP and the California School Personnel Commissioners Association.
- k. Item 5716 - Duplicating - \$1,000. To meet anticipated duplication needs.
- l. Item 5760 - Food Service Catering - \$50. Beverages and food for various meetings ordered from the District's Food Service Department.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

9. DISCUSSION:

PROPOSED 2015-16 PERSONNEL COMMISSION BUDGET (continued)

- m. Item 5800 - Professional/Consulting Services - \$5,000. Monthly fees for the automated substitute management system and for contracted sign language interpreters. Expenditures in 2013-14 included a search firm fee to fill the Assistant Superintendent of Business Services vacancy.
- n. Item 5824 – Contracts - Food - \$200. Beverages and food for various meetings ordered from non-District vendors.
- o. Item 5840 - Physicals/Fingerprints - \$16,000. Pre-placement physicals, annual asbestosis physicals, bus driver physicals, and fitness-for-duty physicals are estimated at \$9,500. Employee TB clearances are estimated at \$2,500. New employee fingerprinting is expected to cost \$3,000. The budget also includes \$1,000 for drug and alcohol testing of employees holding commercial driver licenses.
- p. Item 5850 - Advertising - \$1,000. To cover the cost of classified advertising in professional journals and publications and on recruiting websites.
- q. Item 5872 - Legal Fees - \$8,000. Reserves funds for any necessary legal representation related to employee discipline and grievances or appeals to the Commission.
- r. The District has implemented "zero-based budgeting" for all departments other than school sites. With this budgeting process, departments are encouraged to project budgets as accurately as possible. However, allowance is provided that, where necessary, transfers may be made from one account to another within the department budget to enable remaining within the overall total budget.
- s. The Business Office budgets for expenses related to collective bargaining, hence no entry is made or required in the Personnel Commission budget.

Staff will be prepared to answer questions regarding the budget at the meeting. No action by the Commission on the budget is necessary at this meeting; however, the Commission should schedule a public hearing in May.

RECOMMENDATION:

It is recommended that the Commission ask the Director of Personnel Services to schedule a Public Hearing on the proposed budget for the next Personnel Commission meeting, and that she notify the Board of Education and the Administration of the hearing and invite them to attend the public hearing.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

10. DISCUSSION/ACTION:

CLASSIFICATION REVIEW: DIRECTOR OF PERSONNEL SERVICES (Second Reading)

This item was presented for a first reading at the March 25, 2015, meeting. It is presented at this time for a second reading and action.

The class specification for the Director of Personnel Services has been reviewed. Suggested revisions are presented on the following pages. Additions presented at the first reading are underlined. Changes made since the first reading are double-underlined.

The Director of Personnel serves in a “dual” position. The Director is responsible for the personnel program as it relates to classified employees and reports to the Personnel Commission with regard to those functions. The Director is also responsible for the personnel program as it relates to certificated employees and reports to the Superintendent, or designee, with regard to those functions.

The class specification was included in the April 21, 2015, Board agenda for the Board’s concurrence or recommendations on additional revisions. Staff will provide a report on the Board’s comments.

RECOMMENDATION:

That the Commission approve the revisions in the class specification for Director of Personnel Services as presented.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

DIRECTOR OF PERSONNEL SERVICES

DESCRIPTION OF POSITION

As part of the District office administrative staff, plans, organizes, directs, and implements the activities and operations of the District's personnel program for both certificated and classified employees and performs related duties as assigned.

SUPERVISION

Under the immediate direction of the Superintendent, or designee, and is responsible to the Personnel Commission for those duties related to the classified service.

ESSENTIAL FUNCTIONS OF POSITION

1. Directs the program of recruitment, initial screening, selection, assignment, employment, and transfer of certificated and classified employees.
2. Serves as the executive of the Personnel Commission; prepares agenda for and supervises the preparation of the minutes of Personnel Commission meetings.
3. Assists the Superintendent in the development and administering of District personnel policies.
4. Supervises the development and maintenance of essential employee personnel records.
5. Manages benefits administration, including the District's health, vision, dental, and life insurance benefit plans, for all employees.
6. Administers all functions related to employee transfers, promotions, leaves of absence, sick leave, terminations, or retirement from service.
7. Oversees job analyses and development of job descriptions for the purpose of determining proper job classifications for classified employees.
8. Organizes and administers the District's personnel evaluation program. Works with employees to correct deficiencies. Implements progressive discipline and termination procedures.
9. Coordinates the planning and conducting of orientation for classified and certificated employees.
10. Maintains current class specifications for all classified and certificated positions.
11. Directs and coordinates the performance evaluation of all employees in offices and departments under his direction.
12. Conducts performance evaluations of certificated administrators as requested.
13. Oversees the Alternative Clear Credential Program for administrators and the Teacher Induction Program (TIP) for new teachers. Evaluates the TIP program coordinator.
14. Conducts the original processing of all employees in relation to applications, credentials, No Child Left Behind compliance, English Learner Certification, and health clearances for contractual and payroll purposes.
15. As assigned, ~~serves as a member of~~ leads the Board's collective bargaining negotiating teams.
16. Administers the employee organizations' collective bargaining agreements.
17. Administers District unemployment insurance program.
18. Monitors District compliance with Federal Title IX (gender equity).
19. Administers student teaching program.
20. Maintains records of college/university units earned by teachers for credit toward salary schedule track changes.
21. Advises, consults, and assists all administrators and supervisors in a variety of personnel matters including the interpretation and application of personnel policies and employee contracts.

DIRECTOR OF PERSONNEL SERVICES (continued)

22. Develops and administers the Personnel Office budget; forecasts additional funds needed for staffing, equipment, materials, and supplies.
23. Coordinates the employment of substitutes and the operation of the automated substitute system.
24. Conducts studies, analysis, and research on a broad range of personnel matters. Compiles information for reports as required by Federal and State law.
25. Serves as District Compliance Officer responsible for formal complaints as provided in Board Policy 1312.
26. Serves as the Exposure Control Officer for the District's Bloodborne Pathogens Exposure Control Plan.
27. Facilitates processing of Department of Fair Employment and Housing and Equal Employment Opportunity Commission complaints.
28. Represents the District to the community through membership in community service organizations.
29. Maintains professional competence by participating in professional development activities provided by the District and/or self-selected professional growth activities.
30. Serves as Acting Superintendent of Schools in the absence of the Superintendent and Assistant Superintendents.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Incorporated within one or more of the essential functions of this position are the following physical demands: Ability to see for purposes of performing essential job duties, reading correspondence, policies, and other printed material; ability to understand speech at normal levels in person and on the telephone; ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone; ability to operate a vehicle; and ability to occasionally move supplies and printed materials weighing up to 25 pounds. The duties are performed in an office with long periods of time spent sitting at a desk or conference table and working at a computer.

QUALIFICATIONS

Experience/Training: Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include five years of experience in a responsible public education administrative or supervisory position, including experience in personnel management, employer/employee relations, or similar fields and equivalent to a Master's Degree or higher from an accredited college or university with an emphasis in educational administration, personnel administration, industrial relations, or other closely related areas.

License or Certificate: Possession of a valid California driver license.

Skills, Knowledge, and Abilities: Knowledge of principles, trends, methods, strategies, and procedures pertaining to personnel management; laws, rules, and guidelines appropriate to the administration of a comprehensive public school district personnel program; and principles of supervision, performance evaluation, and training.

Ability to analyze organizational problems, develop alternative solutions, and recommend and make sound and timely decisions; accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements; effectively serve as a resource to employees pertaining to personnel related problems, concerns, and issues; communicate effectively in oral and written form; and establish and maintain effective and cooperative organizational, public, and community relationships.

Adopted by the Board of Education _____

Approved by the Personnel Commission _____

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

11. DISCUSSION/ACTION:

CLASSIFICATION REVIEW: OCCUPATIONAL THERAPIST (Second Reading)

This item was presented for a first reading at the March 25, 2015, meeting. It is presented at this time for a second reading and action.

The Occupational Therapist classification review has been completed. The District employs three Occupational Therapists. Position questionnaires were distributed to each of the employees and to the supervisor. Staff visited Los Ranchos Elementary School and observed Kristine Maas while she worked with a student.

For the most part, the class specification continues to accurately reflect the job duties and only a few minor changes are suggested. The most significant change is the in the requirements for the State license. Prior to January 1, 2008, the State license required a Bachelor's or Master's Degree. Effective January 1, 2008, the license requires a Master's Degree. Previously licensed Therapists have been "grandfathered."

A draft of the proposed changes in the class specification is presented on the following pages. Deletions are ~~struck out~~ and additions are underlined. Changes made since the first reading are double-underlined.

RECOMMENDATION:

That the Commission approve the revisions in the class specification for Occupational Therapist as presented.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

OCCUPATIONAL THERAPIST

PURPOSE OF POSITION

To provide educationally related occupational therapy services to students with various disabilities according to the student's Individualized Education Program (IEP) and to perform related duties as assigned.

SUPERVISION

Receive general supervision from the Director of Student Services, or designee.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following:

Schedule, plan, and administer occupational therapy programs for students with physical limitations, orthopedic impairments, fine motor deficits, sensory motor deficits, and/or other problems for the purpose of aiding their rehabilitation in accordance with the IEP goals and objectives.

Assess students' abilities and performance in activities that are related to the curriculum and applicable to activities of daily living and educational access.

Develop, coordinate, and implement individual occupational therapy intervention plans that support the IEP goals and objectives with the IEP team.

Provide students with individual treatment and group therapy sessions to support specific areas of ~~sensory~~ motor deficits.

Document findings, actions taken, and recommendations made regarding areas of service.

Maintain records as required by law, Board policy, and administrative regulations.

Recommend, design, create, and assist in the procurement of adaptive equipment.

Provide consultative services to classroom teachers, administrators, and parents.

Demonstrate educational and developmental strategies to students and families for family use in ~~successful school to~~ home management of perceptual, motor, sensory, and self-care programs.

Provide formal and informal training to educational staff and families in relevant areas focusing on occupational therapy principles as they relate to the development and education of students with special needs.

Consult and collaborate with community agencies and early intervention programs regarding occupational therapy services for students.

Maintain an in-depth knowledge of the laws and policies governing Special Education and Early Intervention in California that pertain to the delivery of occupational therapy services.

Attend and participate in Individualized Education Program (IEP) meetings and team meetings, when requested, and report on individual progress. Keep abreast of identified Individualized Education Program objectives so as to incorporate them for the student.

Attend and participate in faculty meetings, staff meetings, and parent conferences as required.

OCCUPATIONAL THERAPIST (continued)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job functions, driving a car, observing students, and reading student records and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; use all extremities with sufficient manual dexterity to perform duties and operate equipment; occasionally lift/carry supplies and printed materials weighing up to 25 pounds; and occasionally lift (with assistance), move, and position disabled students up to age 22 who may weigh 150 pounds or more.

The duties are performed in a classroom and office working environment subject to bending, crouching, sitting on the floor, and kneeling to interact with students, pushing/pulling equipment, and reaching in all directions.

QUALIFICATIONS

Experience/Training: ~~Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include a Bachelor's Degree or higher with an emphasis or major~~ A Master's Degree in occupational therapy from a college or university with an ~~accredited~~ occupational therapy program accredited by the American Occupational Therapy Association's Accreditation Council for Occupational Therapy Education (ACOTE) is required for applicants earning their State license after January 1, 2008. (Prior to January 1, 2008, the State license required a Bachelor's or Master's Degree.) ~~and~~ Two years of experience in a school setting serving students with disabilities is preferred.

License or Certificate: Possession of a valid California driver license and a valid license issued by the California Board of Occupational Therapy. Certification with the National Board for Certification in Occupational Therapy is desirable. ~~and registration with the American Occupational Therapy Association certifying clinical competence as a Registered Occupational Therapist.~~

Skills, Knowledge, and Abilities: Knowledge of child development; neuromuscular function/dysfunction, sensory motor integration, kinesiology, skeletal anatomy, and basic pathology involved in orthopedic disabilities; individual and group ~~physical occupational~~ physical occupational therapy techniques commonly used with students with special needs; educational applications of adaptive equipment; ~~and~~ laws and regulations pertaining to the delivery of occupational therapy services; and computer programs for word processing, spreadsheet, database, and e-mail applications.

Ability to plan, organize, and conduct an occupational therapy program for students with various disabilities; effectively assess prospective clients and develop appropriate plan of action in accordance with the IEP; maintain confidentiality of work; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with students, staff, parents, community agencies, and others contacted in the course of work; and prepare reports and maintain records.

Classification Review Conducted February 2015

Approved by the Personnel Commission on _____

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

12. DISCUSSION/ACTION:

UPDATE OF PERSONNEL COMMISSION RULES AND REGULATIONS: CHAPTER 1, SECTION 1.1
DEFINITIONS (A – K) (Third Reading) AND DEFINITIONS (L – Z) (Second Reading)

This item was presented for discussion at the February 26 and March 25 meetings. It is presented at this time for action.

Proposed revisions in the definitions section of Chapter 1 of the Personnel Commission Rules are presented on the following pages for discussion.

Definitions A-K were discussed at the previous two meetings and are presented for a third reading. One change was made during the second reading—addition of “the” in the definition for Classified Service.

Definitions L-Z are presented for a second reading. Additions are underlined and deletions are ~~struck out~~. Additions made since the first reading are double-underlined.

RECOMMENDATION:

That the Commission approve Chapter 1, Section 1.1, Definitions, of the Personnel Commission Rules and Regulations. This will be a preliminary adoption of the revisions, with a final adoption date upon completion of the review of all chapters of the Personnel Commission Rules and Regulations.

CHAPTER 1

DEFINITIONS AND PRELIMINARY STATEMENT

1.1 Definitions

Unless otherwise required by context and/or prevailing law, words used in these rules are understood to have the following meanings:

ACCELERATED HIRING RATE: An initial hiring rate at other than the first step of ~~beginning of~~ the range for the class, which ~~rate~~ must be specifically approved ~~authorized~~ by the Superintendent and the Personnel Commission for the particular class. Such rates are considered where recruitment efforts have indicated difficulty in recruiting at the first step of the range. ~~based upon anticipated or actual recruitment difficulties.~~

ACT or THE ACT: The Act shall mean those sections of the Education Code of the State of California applying to the merit system for classified employees. It shall include all of the provisions of Article 6 (commencing with Section 45240), Chapter 5, Division 3, and such other provisions of the Education Code that are specifically applicable.

ALLOCATION: The official placing of a position in a given class and the assignment of the class title to the position; also, the placement of a class on a salary schedule or ~~rate~~ range.

ANNIVERSARY DATE: The date on which an employee's is granted a step increase occurs. ~~upon which an employee is granted an earned salary increment. This is the first day of the month nearest the actual date of permanent employment.~~

APPEAL: A protest by an employee regarding an administrative action actually or potentially detrimental to him.

APPLICANT: A person who has filed an application to participate in the District's selection process. ~~take a merit system examination.~~

APPOINTING AUTHORITY or APPOINTING POWER: The Board of Education of the San Luis Coastal Unified School District, or its designee, and the Personnel Commission when referring to Commission employees and positions.

APPOINTMENT: The official act of the appointing authority in approving the employment of a person in a specific position.

BEREAVEMENT LEAVE: Paid leave of limited duration granted to an employee upon the death of a member of his immediate family ~~relative as defined.~~

BUMPING RIGHT: The right of an employee, under certain conditions, to displace an employee with less seniority in a class.

CANDIDATE: A person who has competed in one or more portions of the District's selection process ~~a merit system examination.~~

CERTIFICATED SERVICE: All positions and employees required by law to possess credentials issued by the California Commission on Teacher Credentialing ~~State Department of Education~~ and the positions which are limited to those who possess such credentials.

CERTIFICATION: The submission by the Director of Personnel Services ~~Commission~~ of the names of eligibles from an appropriate eligibility list established by the Personnel Commission, or from some other source of eligibility, to the appointing authority ~~power or to the department~~ which selects employees, ~~prior~~ subject to the approval of the Board of Education. ~~appointing power.~~

CLASS OR CLASSIFICATION (also known as Class): Noun: A group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be used to designate each position allocated to the class; substantially the same requirements of education, experience, knowledge, and ability are demanded of incumbents; substantially the same tests of fitness may be used in choosing qualified appointees; and the same salary range may be applied with equity. Verb: The act of placing a position in a class.

CLASS SPECIFICATION: A formal statement of the duties and responsibilities of the positions in the class, illustrated by examples of typical tasks, and of the qualification requirements of the positions in the class.

CLASSIFICATION: ~~The act of placing a position in a class.~~

CLASSIFIED SERVICE: All positions not included in Education Code 44065 or otherwise exempted by the Education Code. ~~All positions in the District's service to which the Act applies and which are not excepted by the Act. See Rules 3.1 and 3.2.~~

COMMISSION: The three-member Personnel Commission established pursuant to the merit system provisions of the Education Code ~~Act for the San Luis Coastal Unified School District.~~

CONTINUOUS EXAMINATION: A procedure authorized by the Personnel Commission for the frequent testing of applicants for designated classes.

DEMOTION: A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate.

DIFFERENTIAL PAY: Salary allowance in addition to the authorized salary step based upon additional skills, responsibilities, or scheduled working hours ~~night work.~~

DISCHARGE or DISMISSAL: Involuntary separation from service for cause.

DISTRICT: The San Luis Coastal Unified School District.

ELIGIBLE: Adjective: Legally qualified to be appointed to a position. Noun: A person whose name appears on an eligibility list.

ELIGIBILITY LIST: A rank-order list of the names of persons who have qualified in a competitive examination. In the event of tie scores, more than one name may hold the same rank.

EMERGENCY APPOINTMENT: An appointment made for a period not to exceed 15 working days, without reference to eligibility lists, to prevent the stoppage of public business ~~when persons on eligibility lists are not immediately available.~~

EMPLOYEE: A person who is ~~legally~~ an incumbent of a position or who is on authorized leave of absence.

EMPLOYMENT LIST: A list of names from which certification may be made. Includes eligibility lists, reemployment lists, and lists of persons who wish to transfer, change location, demote, be reinstated or reemployed after resignation, or be restored after voluntary demotion or reduction to limited-term or part-time status.

EXAMINATION: The process of testing and evaluating the fitness and qualifications of applicants.

GOVERNING BOARD: The Board of Education of the San Luis Coastal Unified School District. (Synonymous with appointing authority or power.)

GRIEVANCE: An employee complaint concerning a violation of the collective bargaining agreement or conditions of employment, not including appeals of disciplinary actions or requests for classification study or salary review.

GROUP OR JOB FAMILY: A number of classes related in duties and responsibilities, as set forth in the list of classes established ~~promulgated~~ by the Personnel Commission.

ILLNESS LEAVE: ~~Paid or unpaid leave given to an employee because of personal illness or injury.~~
(Will be defined as SICK LEAVE.)

INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS LEAVE: Absence because of injury or illness which arose out of and in the course of employment with the District.

LAYOFF: Any reduction in assigned daily hours and/or work year due to ~~Separation from a permanent position because of lack of work or lack of funds, or because the position has been abolished or reclassified, or because an employee has exhausted all leave privileges after illness or injury.~~

LEAVE OF ABSENCE: An approved absence from duty, with or without pay, for a prescribed period of time from a class, ~~but not necessarily from a specific position within the class.~~

LIMITED TERM: A term used in the Education Code to designate employment for periods not to exceed six months or employment of a temporary employee during the authorized absence of a permanent employee. (Synonymous with "temporary" and "substitute.")

LIMITED-TERM EMPLOYEE: An employee who is serving as a substitute for a regular employee, or in a position established for a ~~limited~~ period of less than six months, or in a provisional appointment.

MERIT SYSTEM: A personnel system in which merit and fitness govern each individual's selection, progress, and retention in the service.

MILITARY LEAVE: Authorized absence to engage in ordered military duty.

PERFORMANCE EVALUATION: An evaluation of the work and conduct of an employee. Also refers to the form used for this purpose.

PERMANENT EMPLOYEE: In reference to District employment status, an employee who has completed his initial probationary period of six months or 130 days of paid service, whichever is longer, in a class in the classified service. One year probation is ~~may be~~ required for ~~executive, administrative, or~~ management positions. In reference to employment status in a specific class, an employee who has completed a probationary period for that class.

PERMANENT POSITION: A position established for a continuing and indefinite or unlimited period of time or for a fixed period in excess of six months.

PERSONNEL COMMISSION: Three members appointed in accordance with Education Code provisions who are ~~and~~ responsible for administration ~~maintenance~~ of the merit system for classified employees.

POSITION: A group of duties and responsibilities assigned by competent authority requiring the full- or part-time employment of one person on a permanent or limited-term basis. A position can only be established by action of the Board of Education or by the Personnel Commission for a member of its own staff.

PROBATIONARY PERIOD: The trial period of six months or 130 working days of paid service, whichever is longer, immediately following an original or promotional appointment to a permanent position from an eligibility list. For those classes designated by the Commission as ~~executive, management, or administrative,~~ the probationary period shall be one year from the first day of employment.

PROMOTION: A change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate.

PROMOTIONAL LIST: An eligibility list resulting from a promotional ~~or an open/promotional~~ examination limited to qualified permanent employees of the District.

PROVISIONAL APPOINTMENT: A temporary appointment to a permanent ~~or limited term~~ vacant position

made in the absence of an appropriate eligibility list, not to exceed 90 working days except in specified circumstances.

PROVISIONAL EMPLOYEE: A person employed under a provisional appointment while the examination process is being conducted to fill the position.

REEMPLOYMENT: ~~Return~~ Reassignment to duty of an employee, after layoff, or abolishment or reclassification of position, or other reason specified in these rules, to a vacant position in the employee's former or previously held classification(s). ~~who has been laid off or reassignment of a former employee in a lower class than that from which the employee had resigned.~~

REEMPLOYMENT LIST: A list of names of persons who have been laid off ~~due to from permanent positions by reason of~~ lack of work, lack of funds, ~~or~~ abolishment or reclassification of position, or other reason specified in these rules, and who are eligible to reemployment without examination in their former class, arranged in order of their right to reemployment.

REGULAR EMPLOYEE: An employee in the classified service who has probationary or permanent status.

REINSTATEMENT: A discretionary reappointment after resignation, within 39 months after the last day of paid service, without examination, to a position in the employee's former class or in a related lower class, with restoration of all rights, benefits, and burdens of a permanent employee in the class to which restored ~~certain employee benefits.~~

RESIGNATION: A voluntary statement, ~~preferably~~ in writing, from an employee terminating to be terminated from one or all of his assignments.

RESTORATION: Includes "reemployment" (see above). Also, the reassignment to duty of an employee to the same class and status that the employee held at the time of resignation. Also, the reassignment of an employee who had demoted to a former class or to a related class or, after reduction to limited-term status, to permanent status.

RULE OF THREE RANKS: The scope of choice available to an appointing authority ~~appointment power~~ in making a selection from an eligibility list. ~~refers to selection from among those the first three ranks of eligibles having any of the three highest scores~~ It consists of the first three ranks of eligibles who are ready and willing to be appointed to a specific position.

SALARY RANGE: A series of consecutive salary steps that comprise the rates of pay for the classification. ~~A salary range normally consists of five salary steps.~~

SALARY RATE: ~~A specific amount of money paid for a specified period of service; i.e., dollars per hour or month.~~ That amount of money authorized to be paid on an hourly, daily, weekly, monthly, or annual basis for a particular classification or assignment.

SALARY STEP: A specific rate in a salary range. One of the consecutive rates that comprise a monthly or hourly salary range.

SENIORITY: Status determined by date of hire in a job classification and time in any higher job classification secured by length of service counted in hours. Used for determining order of layoff ~~as well as for certain informal purposes.~~ May be used and to calculate extra points for employees taking promotional examinations.

SEPARATION: Leaving a position; includes resignation, dismissal, layoff, and retirement.

SICK LEAVE: Paid leave given to an employee because of personal illness or injury.

SERIES: A number of classes closely related in occupational hierarchy and arranged in a list in order to indicate occupational levels in a group.

STATUS: The employee's present standing in the classified service, such as ~~temporary~~, limited-term, probationary, or permanent. ~~Tenure which is acquired in a classification by reason of examination, certification from eligibility lists, election or appointment by the appointing power, and the successful completion of the probationary period.~~

SUBSTITUTE EMPLOYEE: An employee who is temporarily occupying an established position during the absence of the incumbent. Also referred to as a limited-term employee.

SUSPENSION: An enforced absence of an employee with or without pay for disciplinary purposes or pending investigation of charges made against the employee.

TEMPORARY: Employment on a basis other than permanent or probationary; i.e., such as in limited-term or provisional status.

TRANSFER: The reassignment of an employee without examination from one position to another position in the same class or, with the approval of the Personnel Commission, to a position in a similar or related class with the same salary range.

UNCLASSIFIED SERVICE: ~~All positions and employees not in the classified or certificated service; i.e., those as exempted by law. See Rule 3.2.~~

UNSATISFACTORY SERVICE: The performance of assigned duties in a manner which is detrimental to the good of the service or the failure to adequately perform assigned duties. ~~them, or the performance of actions while on duty which are detrimental to the good of the service.~~

VETERANS' CREDIT: Five additional points added to a passing score in entrance examinations for veterans with 30 days or more of military or related service rendered during a time of war or national emergency. An additional five points is added for disabled veterans.

WAIVER: The voluntary relinquishment by an eligible of any right to consideration for appointment from an eligibility list.

WORKWEEK: Forty hours, usually served in five consecutive days within a seven-day cycle, is the regular workweek for the majority of classified employees.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 22, 2015

13. NEXT MEETING

The next regular Personnel Commission meeting is scheduled for 3:30 p.m., Wednesday, May 27, 2015.