

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 2, 2021

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Molly Parks - Asst. Superintendent - Human Resources

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- None

2.0 PUBLIC COMMUNICATIONS

- Molly Parks - Gave update on presentation for the Board by Keneé Houser. Also updated on Hybrid dates for students.
- Jeanie Brown - Spoke to her time on the Technical Interviews and how well they are ran.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Recruitment Update
 - Personnel Actions
 - 2019-2020 Annual Report presented on 02/24/2021
 - Summer School

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of February 2, 2021 as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Mark Second: Brian Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the Budget as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS:

6.1 Information: Reclassification Study Update

Background: Per Merit Rule 600.3 – Initial Review, a list of classifications to be studied must be submitted to the bargaining unit, Superintendent, and Commission at the regularly scheduled Personnel Commission meeting in February. At the January 12 meeting, the Commission moved the initial deadline from 1/1/21 to 2/16/21. Therefore, the Initial Review is being presented at the March meeting.

6.2 Action: Revise Merit Rule 500 - Reclassification

Background: The District asked if we could move the effective date of reclassifications earlier as it would be fairer to the employees doing the work. The Director researched several other Personnel Commissions and found that the effective dates varied. The following changes are recommended (deletions crossed out, additions highlighted in yellow).

600.9 - Upon approval of the Governing Board and the Commission, all resulting reclassification shall be effective either on the 1st of the month following the date of the Board and Commission approvals or sufficiently in the future to allow time for an examination process to be completed, but not more than three (3) months from the date of the Commission's approval. ~~July 1 following the class study. The Governing Board shall have the final decision when a new position is created; the Commission shall have the final decision when an employee is reclassified into an existing position.~~

Motion: Approve Merit Rule 600 change as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

6.3 Action: Revise Merit Rule 1400 - Probation

Background: There was discussion amongst Personnel Commission at the state level regarding probation periods for classified employees including those in a bargaining group, confidential, and management. Per AB-1353, as of January 1, 2020, the probation period for all classified employees is 6 months. The following changes are recommended (deletions crossed out, additions highlighted in yellow).

Merit Rule 1400 – Probationary Period

A person who has served an initial probationary period in a class not to exceed six (6) months or 130 days of paid service, whichever is longer, shall be deemed to be in the permanent classified service, ~~except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes (EC45113, AB-1353).~~ No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Motion: Approve the change to Merit Rule 1400 as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, April 6, 2021 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 5:06pm