



AGENDA

**Regular Meeting
 Tuesday, January 12, 2010 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: January 8, 2010 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Audrey Cherep	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Ron Costello	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Audrey Cherep, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

Reference **Action**

5.1 Approve the agenda as submitted or amended. Moved by _____
 Secoded _____
 Vote _____

5.2 Approve minutes of regular meeting of December 15, 2009. **Exhibit A** Moved by _____
 Secoded _____
 Vote _____

5.3 Communication No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan) **Exhibit B** No Action Required



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7.0 RULES AND REGULATIONS

7.1 Approve Chapter 17 of the Personnel Commission Rules

Exhibit C

Moved by _____
Seconded _____
Vote _____

8.0 OTHER

8.1 Unfinished Business

No Action Required

8.2 Commissioner's Comments

No Action Required

9.0 NEXT REGULAR MEETING

Date: February 9, 2010
Time: 4:15 p.m.
Location Board Room-District Office

10.0 **ADJOURNMENT:** _____ p.m.

The Personnel Commission
Anaheim Union High School District
501 Crescent Way • Post Office Box 3520
Anaheim • California 92803•3544



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MINUTES

Regular Meeting
Tuesday, December 15, 2008 – 4:15 p.m.
Board Room – District Office

1.0 **CALL TO ORDER**

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Speed Castillo at 4:15 p.m.

2.0 **ROLL CALL**

Present: Speed Castillo, Chairperson; Audrey Cherep, Vice Chairperson; Ron Costello, Commissioner; and Victoria Wintering, Ph.D., Executive Director.

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson Speed Castillo led the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS**

1. Dr. Farley made a presentation regarding the current and upcoming budget cuts.

5.0 **GENERAL FUNCTIONS**

5.1 On the motion of Ms. Cherep duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended. Item 7.1 was tabled at this time.

5.2 On the motion of Mr. Costello duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of November 10, 2009.

5.3 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the re-appointment of Speed Castillo as Commissioner to the Personnel Commission.

5.4 Election of Officers of the Personnel Commission for the term of December 2009 to December 2010

5.4.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission appointed Audrey Cherep as the Chairperson of the Personnel Commission.

5.4.2 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission appointed Speed Castillo, as Vice-Chairperson of the Personnel Commission.

MINUTES

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5.5 Communication

There was no communication at this time.

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility lists for Executive Assistant and Secretary Bilingual.

7.0 RULES AND REGULATIONS

7.1 The approval of Chapter 16 of the Personnel Commission Rules was tabled at this time.

7.2 Classified Personnel Employees Handbook Chapter 17, First Reading.

8.0 OTHER

8.1 Unfinished Business

Dr. Wintering discussed some of her upcoming studies she will be working on.

8.2 Commissioner's Comments

11.0 NEXT REGULAR MEETING

Date: **Tuesday, January 12, 2010**

Time: 4:15 p.m.

Location Board Room

12.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:47 p.m.

Speed Castillo, Chairperson

Personnel Commission
2009-2010
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Sign Language Interpreter 2nd posting		11/17/2009	12/14/2009	15	Open	None						CJ
Instructional Assistant-Special Education		10/6/2009	10/26/2009	15	Open	11/17/2009	1/5/2010					JS
Instructional Assistant-Severely Handicapped		10/6/2009	10/26/2009	15	Open	11/17/2009	1/11/2010					JS
Instructional Assistant-Bilingual (Spanish)	8/28/2009	10/6/2009	10/27/2009	16	Open	11/17/2009	1/14/2010		yes			CJ
Instructional Assistant-Mathematics	9/11/2009	10/6/2009	11/6/2009	17	Open	11/17/2009	1/7/2010					CJ
Instructional Assistant -Bilingual (Arabic)	11/10/2009	11/16/2009	12/11/2009	15	Open	1/13/2010	1/13/2010		yes			MT
Food Service Assistant I	11/1/2009	11/16/2009	12/11/2009	15	Open	None	1/8/2010					MT

RULE 17

COMPENSATION AND PAY PRACTICES

17.1 Determination Application of Salary Schedules/Pay Rates (70-2001)**17.1.1 Fixing Annual Salary Schedules**

The Board of Trustees shall fix and order paid the compensation of all classified employees and other employees not requiring certification qualifications employed by the District unless otherwise prescribed by law. The fixing of annual salaries means that the Board of Trustees shall adopt a salary schedule or matrix with specific dollar amounts for each range and step.

Reference: Education Code 45160, 45162

17.1.2 Board Must Employ/Pay in Accordance with Merit System

The Board of Trustees shall employ, pay and otherwise control the services of classified employees in accordance with the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6 of the California Education Code.

Reference: Education Code 45241

17.1.3 Commission Shall Recommend Salary Schedules

The Human Resource Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Commission. The Commission's recommended salary schedule may take into account the following:

- A. The wages and salaries paid for similar work in the recruitment area.
- B. The principle of like pay for like work within the classified service.
- C. Appropriate salary differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
- D. Such other information as the Commission may require.

Reference: Education Code 45256, 45268

17.1.4 Board's Action on Salary Recommendations

The Board of Trustees may approve, amend or reject the salary schedule recommendations of the Commission, but shall not alter the percentage relationship between classes as established by the Commission.

17.1.5 Commission Shall Determine Salary Range Placement

The Commission may determine the salary range placement of all positions and classifications within the Classified Service pursuant to its obligation to set reasonable relationship among the various classifications. The Commission may make modifications to the range placement of classifications as part of its statutory salary obligations.

17.2 Application of Salary Schedules

17.2.1 Initial Salary Placement (70.200.1)

All new **regular classified** employees shall be **paid in accordance with the salary range established** appointed at the hiring rate for the class to which assigned as approved by the Commission. **Initial placement will normally** The hiring rate shall be the first step of the **salary range** schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. **However, a new employee may be provided with advanced** An accelerated hiring rate may be set, with the approval of the Governing Board and the Commission, at any step **placement upon recommendation of the appointing authority and approval by Human Resources based upon:** of the schedule of the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement

A. Additional qualifying experience beyond that required for entry into the class.

B. Additional education at the college level when related to the position, beyond the established educational requirements for entry into the class.

C. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

D. Additional skills or qualifications of the candidate that make them especially qualified for the position.

E. Evidence of currently receiving a salary greater than the first step of the salary for the classification.

17.2.2 Salary Placement of Temporary Employees

Salary placement of temporary, substitute and limited term employees will be at the first step of the appropriate salary range. Classified employees and retirees working in temporary, substitute or limited term assignments shall be compensated pursuant to these Rules.

17.2.3 Salary Step Advancement (70.200.2)

When a probationary or permanent employees (excluding directors) accepts a regular position on the first placed on step 1 of the salary a range, salary advancement shall be granted upon will advance to Step 2 on the first of the month following completion of **one (1) year in the position or if the employee actually renders service at least seventy-five (75) percent of the number of days of the employee's regular work year. If completion of this period is after the fifteenth of the month, step advancement shall be the first of the following month** the appropriate probationary period. **Salary** Each succeeding step **advancement shall** will be **annually thereafter** attained one (1) year from the preceding step.

For the purpose of this rule, an appointment made between the first and fifteenth day of the pay period (month) shall be considered as effective on the first day. Later appointments shall be considered as effective at the beginning of the next pay period (month).

~~Directors will advance one step on the appropriate salary range each year on July 1. If the director has not worked at least 75 percent of the previous school year, step advancement will wait one year.~~

17.2.4 Salary Range Changes

Unless otherwise provided by the Commission, when the salary range for a class is reallocated to a higher range, the salary of each incumbent in the class shall be adjusted to the higher range with the same step as the lower range. When the salary range for a class is reallocated to a lower range, the salary placement of each incumbent shall be made pursuant to Rule 3

17.2.5 Salary Upon Promotion ~~(70.200.3)~~

The salary for an employee who is promoted shall be:

When an employee is promoted the employee ~~receives a promotion or reclassification to a related class allocated to a higher salary range~~ shall **receive at least the equivalent of a one** ~~be placed on the first step of the salary increase, but not less than the first step of the new salary~~ range that reflects a four percent (4%) salary increase, ~~providing the new classification salary range permits this increase.~~

If the salary increase resulting from the promotion is less than one (1) salary step above the prior salary, the employee shall be placed on the next higher step but not higher than the highest step on that range.

The promoted employee shall serve the required probationary period in the new class pursuant to these Rules. Additional advancement will occur on the first of the month following completion of six (6) months of service, regardless of step placement, and at one-year intervals thereafter until the maximum is achieved. For the purpose of this rule, appointment of an employee to a class with a salary range equal to or below his current range shall not be considered a promotion and shall not warrant a salary increase. In such cases, placement will be made on the same rate formerly earned by the employee, not to exceed the maximum of the range of the class to which he/she is appointed.

17.2.6 Salary Placement After Unpaid Leave ~~Of Absence (70.200.4)~~

Upon return from an unpaid leave of absence, an employee shall be placed on the same step of the range for the class achieved prior to the leave, including any changes (s) in rate or range for the class. Step advancement within the range will be adjusted according to the number of days of unpaid leave.

17.2.7 Salary Placement on ~~When Demoted~~ Demotion ~~(70.200.5)~~

An employee who **selects** accepts a voluntary demotion or is involuntarily demoted shall be placed on the **same** step of the range of the lower **as that achieved** class which is closest to the rate he/she earned in the higher class ~~provided that he/she shall not receive a salary increase thereby.~~ **The demoted employee** He/She shall retain the anniversary date established in the higher class.

17.2.8 Salary Placement When Reemployed or Reinstated

When a former permanent employee is reemployed or reinstated within thirty-nine (39) months following a resignation or layoff, the employee shall be placed on the same step of the range for the class achieved by the employee prior to resignation or layoff, including any changes in rate or range to the class. Step advancement shall be granted as follows:

- A. When the employee has rendered service for at least seventy-five (75) percent of the number of days of the employee's regular work year. An adjustment to the employee's anniversary date shall be made upon reemployment or reinstatement.**

Reference: Education Code 45298, 45309

17.3 Differential Pay

17.3.1 Night-Work Differential Compensation

The Commission shall, insofar as possible, determine the practices relating to shift differentials in the private employment fields in which it must compete for employees and shall consider the advisability of providing comparable differentials for the classified staff.

- A. The District may provide differential compensation to classified employees who perform duties which are distasteful, dangerous or unique nature, when the Board of Trustees determines such compensation is reasonably justified. Such differential compensation shall be based on findings and recommendations of the Commission and shall not be applied in a manner contrary to the principle of like pay for like work.**
- B. No employee assigned to work in a position entitled to differential compensation shall be demoted in class or grade for the purpose of nullifying the effect of differential compensation required under this Rule.**

~~All positions, the regularly assigned time of which requires the incumbents to work one-half time or more between the hours of 5:00 P.M. and 7:00 A.M., shall be paid an amount approved by the Board of Trustees, higher than the range for daytime employees. If such shifts normally occur less frequently than four (4) days per week, such higher rates shall be paid only for those days on which such shifts occur.~~

~~Bilingual Pay~~

~~Employees who wish to be considered for bilingual pay shall pass a competency test in the foreign language required by the assignment. Principals and District department heads (Directors) shall be aware of employees who have voluntarily tested for and passed competency requirements in any language other than English. If an employee is selected for a bilingual assignment, the employee shall be compensated an additional \$75.00-\$125.00 per month for conversing, reading, and/or writing in a language other than English.~~

17.3.2 Temporary Assignment

An employee receiving differential compensation shall not lose such compensation if the employee is temporarily, for twenty (20) working days or less, assigned to a position not entitled to such compensation.

Reference: Education Code 45181, 45182, 45184

17.3.3 Shift Differential

Employees with an assignment where a majority of the assignment is worked after 6:00 p.m. shall work seven and one-half (7 ½) hours and be paid for eight (8) hours.

Reference: Education Code 45180 - 45186

17.4 Other Pay Practices

17.4.1 Payroll Errors

Any payroll error resulting in the underpayment of a classified employee shall be corrected and supplemental payment made within five (5) working days after determination of an error has occurred. Equitable arrangements will be made for repayment when an employee has been overpaid.

17.4.2 Meal and Overnight Expenses

The District shall provide for the payment of the actual and necessary expenses including but not limited to travel and lodging an employee incurs in the course of performing services for the District.

Reference: Education Code 44032

17.4.3 Uniforms

The cost of the purchase, lease or rental of uniforms, equipment, identification badges, emblems and cards required by the District shall be borne by the District.

17.4.4 Safety Equipment

If the District requires the use of any equipment or gear to ensure the safety of an employee or others, the District shall provide such equipment or gear.