

Personnel Commission Meeting Minutes

December 5, 2013 4:00PM

1. Call to Order

The meeting was called to order at 4:08pm.

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi and Vice-Chairperson Carter were present and a quorum was established. Commissioner Lee was absent.

3. Public Comments (15 minute limit)

Paula Phillips, President, BCCE, commented that an employee who accepted a voluntary demotion in lieu of a layoff was dismissed during their probationary period. President Phillips stated that another employee was denied reemployment from a medical leave of absence. President Phillips stated that in both cases Director Perez is following neither the merit rules nor the BCCE contract rules in regards to notifying the employees' of their rights.

4. Approval & Adoption of Agenda

Approved, 2-0

5. Conference Items

- a) Selection of the Personnel Commission Chairperson for the 2014 Calendar Year
Vice-Chairperson Carter requested that this item be held until Commissioner Lee returns.

- b) Approve the Personnel Commission meeting dates for the 2014 calendar Year
President Phillips requested that February 6, 2014 be changed to February 13, 2014 and that April 10, 2014 be changed to April 17, 2014. The Commission agreed to these changes.
Approved: 2-0

6. Approval of Minutes

- a) Approve Meeting Minutes for the following dates:
 - i. October 24, 2013
 - ii. October 29, 2013
 - iii. October 30, 2013
 - iv. November 7, 2013

Approved: 2-0

7. Consent Items

Ratification of Eligibility Lists

- a. Educational Occupational Therapist
- b. Library Media Technician, Middle
- c. Instructional Assistant, Early Childhood Education
- d. Secretary

Approved: 2-0

8. Information Items

- a) Examinations administered in the month of October

Educational Occupational Therapist
Food Service Assistant
Instructional Assistant, Early Childhood Education
Library Media Technician, Middle
Maintenance Engineer
Maintenance Technician
School Bus Driver
Secretary
Sous Chef
Senior Records Clerk
Vehicle and Maintenance Mechanic

b) New Hires/New Assignments processed in the month of October

Kara Anthony, New Hire, Instructional Specialist, Dance
Michael Carlisle, New Hire, Custodian I
Ray Cole II, New Hire, School Safety Officer
Medha Garg, New Hire, Educational Occupational Therapist

9. Reports

a) Union

President commented that an instructional assistant employee on a leave of absence submitted a request for reasonable accommodation, dated September 2012 and as of today has not received a notification in writing from Director Perez regarding the accommodation. President Phillips stated that this employee is ready to return to work, if accommodations can be met and President Phillips believes that the District can make the requested accommodations as they have done in the past for other employees.

President Phillips also stated that another employee, an Instructional Specialist, who was laid off due to lack of work/lack of funds was re-employed as an Instructional Technician, and was later released during his probationary period. President Phillips states, as a permanent employee he still maintains his permanency rights to a full hearing and disciplinary action appeals and he was not provided these rights.

b) Commissioners Reports

No Commissioner Reports were presented.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez commented that additional hearing dates have been scheduled on December 17 and December 19 for employees that did not submit PIQ forms. Secretary Perez commented that decisions for both the hearings in October and December need to be finalized before the study can move forward.

II. Update on NEOGOV

Secretary Perez stated that a formal timeline has been adapted for the implementation of

NEOGOV, with the projected rollout date of April 2014.

10. Public Comments (15 minute limit)

President Phillips commented that there are a number of personnel hearings for disciplinary action and appeals that have gone on for an extended period of time and many employees are still waiting for closure on these items. Secretary Perez responded that the hearing officer that was selected backed out of the hearing and a search for a new hearing officer is ongoing.

President Phillips stated that the BCCE has requested an accurate vacancy list from Director Perez, but has yet to be provided with one. Director Perez responded that the BCCE has been provided vacancy lists during the weekly LMC meetings, and that he will continue to provide them to President Phillips.

11. Next Meeting

December 17, 2013 at 4:30pm

12. Adjournment

Meeting adjourned at 5:08pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date