

Berkeley Unified School District

The Personnel Commission will attend the meeting virtually.

Personnel Commission

Heidi Goldstein, Chairperson

Timothy Davis, Vice-Chairperson
Charlie Castillo, Secretary

Isaiah Roter, Commissioner

Special Meeting Agenda

December 15, 2022 – 3:00 pm

1. **Call to Order** **Chairperson Goldstein**

2. **Roll Call & Establishment of Quorum** **Secretary Castillo**

3. **Public Comments (15-minute limit)** **Public**
This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.

4. **Approval & Adoption of Agenda** **Chairperson Goldstein**

5. **Discussion Items** **Chairperson Goldstein**
This item is open for discussion and does not require action
 - a) Agenda Item Request- M. Wilson, **ATTACHMENT A**
 - b) Working session: Revision of Personnel Commission Merit Rules and Regulations.
The Personnel Commission will continue to review Chapter 10, Hours of Employment and Overtime of the CSPCA Model Merit Rules. No final action on the Merit Rules will take place until after a public hearing is held to provide the public an opportunity for input. A copy of the CSPCA Model Merit Rules and the BUSD Merit Rules is provided.

6. **Public Comments (15-minute limit)** **Public**
This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.

7. **Next Meeting** **Chairperson Goldstein**
Follow-up items for next Personnel Commission Meeting.

8. **Adjournment** **Chairperson Goldstein**

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to erinarinez@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm, 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item: M. WILSON (Date) 11/07/2022

Telephone Number: 510-644-6358 Email Address: margowilson@berkeley.net

Place on agenda as: Discussion Item (This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)
 Conference Item (This item is presented for discussion and action and may be carried over from a previous meeting)

Description of Item:

I am requesting to be reclassified with my position to School Admin Asst II effective 10/06/2022 as required by BUSD Merit Rules, and California Education Code.

Background Information:

(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

During the 10/08/2022 PC Meeting the reclassification for 2 of 4 of the School Admin Asst, ECEs to School Admin Asst IIs was approved by the commission.

Merit Rule 30.300.4 B.2(Effects on Incumbents) states: When a portion of the positions in a class are reclassified upward, those incumbents with 3 or more years' service in one or more of the positions being reclassified shall be reclassified with their position(s).

Ed Code 45285 states: When a portion of the positions within a class are reclassified to a higher class, an incumbent who has a continuous employment record of two or more years in one or more of the positions being reclassified may be reclassified with his or her position as provided by personnel commission rule.

I have been a permanent employee in this position (School Admin Asst, ECF) since 2014.

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: Place on agenda for meeting of _____
Date of Personnel Commission Meeting
 Place on agenda as _____
Type of Item
 Do not place on agenda