

VISTA UNIFIED SCHOOL DISTRICT
Classified Human Resources
1234 Arcadia Avenue, Vista, CA 92084

Unadopted Minutes of the
Personnel Commission Meeting on
December 13, 2016

MEMBERS	Don Le May	STAFF	Alaina Jankly
PRESENT:	Glen Hampton	PRESENT:	William Meni
	Teri Minoux		Irene Young

OTHERS

PRESENT: Marie Hovel, Alicia Evilsizer, Hilda Reynoso, Mohamed Hussein, Kyle Ruggles

CALL TO ORDER:

The meeting was called to order at 3:32 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON NOVEMBER 15, 2016:

*M/S Mr. Le May/Mr. Hampton moved to approve the minutes.

The motion was unanimously approved.

ORGANIZATIONAL ELECTION OF OFFICERS FOR 2017:

Ms. Jankly explained at the end of each year the Commissioners must nominate and approve a Chair and Vice Chair for the next calendar year. These actions must be moved and seconded by the Commission. Mr. Le May nominated Mr. Hampton as Chair; Ms. Minoux seconded. Ms. Minoux nominated Mr. Le May as Vice Chair; Mr. Hampton seconded.

The motions were unanimously approved.

ADVANCE STEP PLACEMENT:

*M/S Mr. Le May/Mr. Hampton moved to approve the following advance step placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Crowder, Darlene	609-529	Instructional Assistant II - LH/CH/RSP	3
DeLeeuw, Scott	609-531	Instructional Assistant II - LH/CH/RSP	2
Havlik, Kathleen	604-949	Transportation Assistant	2
Macapagal, Corina	609-371	Special Education Assistant IV - SH/PH	3
Roque, Joe	609-370	Campus Assistant II	3
Sabori, Gina	476-256	Instructional Assistant II - LH/CH/RSP	2
Schnedar, Pauline	609-534	School Secretary - Elementary	3
Szeyller, Kathy	609-429	Instructional Assistant I - After School Program	3

The motions were unanimously approved.

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

ELIGIBILITY LISTS:

*M/S Mr. Le May/Mr. Hampton moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

None

FOR RATIFICATION:

0079-16	Attendance Accounting Specialist	Open
0080-16	Instructional Assistant I – After School Program	Continuous
0081-16	Special Education Assistant IV - SH/PH	Continuous
0082-16	Instructional Assistant – Behavioral Intervention	Continuous
0083-16	Instructional Assistant II LH/CH/RSP	Continuous
0084-16	Executive Director, Fiscal Services	Open
0085-16	Transportation Assistant	Continuous
0086-16	Instructional Assistant I – After School Program	Continuous
0087-16	Child Development Assistant II	Promotional
0088-16	Campus Assistant II	Continuous
0089-16	Service Desk Technician	Open
0090-16	Bus Driver	Continuous
0091-16	Special Education Assistant IV - SH/PH	Continuous
0092-16	Instructional Assistant – Behavioral Intervention	Continuous
0093-16	Instructional Assistant II LH/CH/RSP	Continuous
0094-16	Bus Driver	Continuous
0095-16	Instructional Assistant I – After School Program	Continuous

The motion was unanimously approved.

LEVEL 4 COMPLAINT:

A Level 4 complaint was filed with the Personnel Commission. Employee Mohamed Hussein, Bus Driver, objected to the application of PC Rules 17.2.1 and 17.2.2 and is appealing the decision made by the Director. According to PC Rule 18.1.15, the decision of the Personnel Commission will be final.

Ms. Jankly summarized the situation and her response to Mr. Hussein's Level 3 complaint. When Mr. Hussein was hired as a Bus Driver on October 1, 2015, the information he provided on his application was used to determine his step placement. Mr. Hussein stated in his complaint that he did not attach a resume to his application but a resume was provided to the Director of Transportation at the time of his selection interview. There was no evidence that the resume demonstrating that Mr. Hussein had additional experience was provided to the HR office. Based on the information provided by Mr. Hussein, the determination was made to place Mr. Hussein at step 1 of the appropriate salary range. Mr. Hussein was provided an offer letter on September 18, 2015, which stated that he would start at step 1, and there was no evidence that he disputed this placement. Ms. Jankly received Mr. Hussein's Level 3 complaint on November 17, 2016. Per Personnel Commission Rule 18.1.6, complaints must be filed within twenty-five (25) working days. Ms. Jankly responded to Mr. Hussein's Level 3 complaint on November 22, 2016, stating that his complaint was not filed in a timely manner.

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

Mr. Hussein explained that he was new to working in a school district and didn't know the procedures that he needed to follow to provide the Information showing his experience. Mr. Hussein stated he provided his resume to panelists in 3 different interviews and upon hire, he stated he didn't want to file a complaint with his new boss while he was on probation. Mr. Hussein stated he had more than eight years of experience that was not stated on his application. Mr. Hussein stated that he learned about the Union and chances of Advanced Step Placement from other employees. Mr. Hussein stated that he does not feel that he was treated fairly.

There was discussion between the Personnel Commission and Mr. Hussein regarding his complaint.

Mr. Le May clarified that Mr. Hussein's experience is not the issue, but whether the relevant information was submitted at the appropriate time. Mr. Le May stated that the issue under consideration was whether the District was aware of this information at the time of hire.

Mr. Hampton asked Ms. Jankly what the salary recommendation was from the Transportation Department. Ms. Jankly said that the Department/Site does not have the authority to make a salary recommendation. Personnel Commission Rule 17.2.2 states that the Director shall recommend Advanced Step Placement. The hiring authority makes the recommendation for the person they want to hire.

The discussion ended at this point to continue in closed session where a recommendation would be made. Ms. Jankly will notify Mr. Hussein within five days of the Personnel Commission's decision.

PROPOSED 2017 PERSONNEL COMMISSION MEETING DATES:

Ms. Jankly requested that the January 17, 2017 meeting be changed to January 10, 2017. There was no objection to the change.

*M/S Mr. Le May/Mr. Hampton moved to approve the change.

The motion was unanimously approved.

NEW JOB CLASSIFICATION - ADULT EDUCATION TRANSITION ADVISOR:

Classified Human Resources received a request to establish a classification to support Adult Education students by creating a network of support for adult students to transition into a career or further their education to meet their goals. Staff met with Elizabeth O'Shea-West, Adult Education Principal, regarding the expectations of the position. The proposed classification specification has been reviewed by and has the support of the Adult Education Principal, Cabinet, and CSEA leadership.

The proposed classification of Adult Education Transition Advisor would provide the District with a position responsible for developing the student support planning activities as a part of the Adult Education Block Grant. This position will create, facilitate, and monitor transitional pathways for Adult Education students' success. This position will collaborate with students, key personnel, and stakeholders to create a network of support for student transition into employment and/or post-secondary education. There is no current classification performing these duties.

Mr. Le May asked if Adult Ed had a certificated person who did this job. Ms. Jankly clarified that this person would be more of a liaison and would follow up with students to make sure they were on the right path. The position would be funded out of the Adult Education Block Grant.

*M/S Mr. Le May/Mr. Hampton moved to approve the new Job Classification of Adult Education Transition Advisor and the salary recommendation of Range 53 on the Classified Bargaining Unit salary schedule.

The motions were unanimously approved.

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

FIRST READING OF PERSONNEL COMMISSION RULES 11.2 and 17.2

The current Personnel Commission language states that when a voluntary demotion takes place, the employee shall move to the same step at the lower salary range. In some situations, this would be unfair to demoting employees. In this situation, the employee should go to the step of the range at the lower class where they would have been if they had remained at the position that was previously held.

The proposed revision has been reviewed by and has the support of Cabinet, and CSEA leadership. No changes were recommended. The proposed revisions will be brought to the January 20, 2017 Personnel Commission meeting for second reading.

RECRUITMENT REPORT:

Mr. Meni reported that four recruitments would be closing on Friday, December 16, 2016. Mr. Meni stated that he continues efforts to recruit at the local Community Colleges and he will be attending a monthly roundtable meeting at the Coastal Career Center in February and hopes to get some interested people to apply from that audience.

BOARD REGISTER:

No comment.

CSEA REPORT:

Ms. Hoveln stated that Alicia Evilsizer will be stepping down as Vice President and Chief Job Steward effective January 1, 2017. Ms. Hoveln will be attending a Negotiations meeting with VTA and Ron Bennett, where they will be reviewing the new budget. On December 15-16, 2016, Ms. Hoveln will be attending a California Labor Management training in Norco.

Ms. Hoveln informed the Commission that there will be no CSEA elections in December as all positions can be filled without an election. All of the CSEA Board members will be announced in January.

DISTRICT REPORT:

Dr. Ruggles emphasized that Ms. Evilsizer will be missed in her role as Chief Job Steward and thanked her for her support and knowledge.

Dr. Ruggles stated that HR is busy preparing for our Professional Development Day coming up on January 13, 2017. It is a big event and Layla Rosales has been working hard to get all the classes assigned.

Dr. Ruggles will also be attending the Labor Management training on December 15-16, 2016.

DIRECTOR'S REPORT:

Ms. Jankly echoed the fact that Ms. Evilsizer will be missed. Ms. Jankly, along with Ms. Hoveln, will be putting on a Merit System workshop on Personal Development Day.

All Commissioners are registered for the CSPCA Conference and all hotel rooms are set. Receipts need to be turned in for reimbursement.

PC Rules 11.2 and 17.2 will be brought back for a second reading and approval at the January 10, 2017 Personnel Commission meeting.

The Board Meeting on January 19, 2017 will include an HR presentation regarding the Personnel Commission Annual Report, Blueprint Strategy 5, and Recruitment and Retention.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Ms. Minoux apologized for missing the last meeting due to a CSEA Retiree Board meeting in Sacramento.

CLOSED SESSION:

The Personnel Commission moved to closed session at 5:00 p.m. to discuss the Level 4 complaint and to evaluate the Director of Classified Human Resources. The Personnel Commission returned to open session at 5:42 p.m. and reported out that the Level 4 complaint by Mr. Hussein was denied. The Personnel Commission directed the Director to notify Mr. Hussein per Personnel Commission Rule 18.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday, January 10, 2017, at 3:30 p.m. in the ASC Board Room.

ADJOURNMENT:

The meeting was adjourned at 5:45 p.m.