



MERIT RULES ADVISORY COMMITTEE

MEETING MINUTES

Regular Meeting, Wednesday, April 1, 2020 at 10:00 a.m.

****VIRTUAL MEETING****

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cristina Hamblet Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Jaime Recinos Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Jamina Russell Community Education: Alice Meyering Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Bronwyn Webber-Gregg Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: Trena Johnson International Education Center: Ana Jara KCRW: Cheryl Gee Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Anisha Fullard Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Joshi John Maintenance: Devin Starnes Operations: Anthony Barlow Derrick Davis Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Jennifer Merlic VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Library for Public Posting (1) Library for Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz CSEA Chief Job Steward: Lee Peterson CSEA Corresponding Sec: Kristina Fukuda CSEA Recording Sec'y: Judith Mosher SMC POA President: – Officer Cadena Mgmnt Assoc: Eve Adler</p> <p style="text-align: right;">Revised 2/24/2020</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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**PUBLIC PARTICIPATION
ADDRESSING THE MERIT RULES ADVISORY COMMITTEE**

Members of the public may address the Merit Rules Advisory Committee by oral presentation **concerning any subject that lies within the jurisdiction of the Committee** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Committee during Public Comments or regarding an item(s) on the agenda must complete an information card with their name, name of organization (if applicable) and the topic or item on which the comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Committee reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Committee, and to one presentation per Commission meeting on non-agenda items.

General Public Comments

- The card to speak during Public Comments must be submitted to the recording secretary at the meeting **before** the Commission reaches the Public Comments section in the Agenda.
- Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Agenda Items

- The card to speak during Agenda Items must be submitted to the recording secretary at the meeting **before** the Commission reaches that specific item in the agenda.
- Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Committee reaches that item in the Agenda.

Exceptions: This time allotment does not apply to individuals who address the Merit Rules Advisory Committee at the invitation or request of the Committee or the Director of Classified Personnel.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Merit Rules Advisory Committee by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: *Merit Rule 2.2.8*

Government Code sections 54954.2, 54954.3, 54957.9

Rev. 1/2014

**Merit Rules Advisory Committee
MINUTES of Regular Meeting, April 1, 2020**

**MERIT RULES ADVISORY COMMITTEE
REGULAR MEETING MINUTES
Wednesday, April 1, 2020 at 10:00 a.m.
VIRTUAL MEETING**

Any disclosable public records related to an open session item on the agenda and distributed to the Merit Rules Advisory Committee less than 72 hours prior to the meeting are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

Any individual or group may address the Merit Rules Advisory Committee during the Public Comments segment of the meeting regarding any item that is within the Committee's subject matter jurisdiction. However, the Committee will not take action on any item that is not on this agenda.

PUBLIC SESSION: 10:00 a.m.

ORGANIZATIONAL FUNCTIONS

- A. Call to Order 10:06 a.m.
- B. Roll Call

Committee Members	Present	Absent
Commissioner Lawrence Leone, Chair	X	
Commissioner Barbara Greenstein	X	
Carol Long, Director of Classified Personnel	X	
Tre'Shawn Hall-Baker, Dean of Human Resources	X	
Lee Peterson, Commission Appointee	X	
Joshua Casillas, CSEA		X
Mohamad Fakih, CSEA		X
Miguel Reyes, CSEA	X	
Albert Echeverria, Police Officer Association		X

- C. Approval of Minutes:

March 4, 2020 – Regular Meeting

Motion made by: Barbara Greenstein
Seconded by: Lee Peterson
Ayes: 6
Nays: 0
Abstain: 0
Amendments/Comments

II. PUBLIC COMMENTS (non-actionable comments from those in attendance) - None

Merit Rules Advisory Committee
MINUTES of Regular Meeting, April 1, 2020

III. MAJOR ITEMS OF BUSINESS

#	ITEM
1	Review and Approval of Proposed Change: Chapter III – Merit Rule 3.3 RECLASSIFICATION
2	Chapter IX
3	Chapter XII

Item 1

Motion to approve

B. Reclassification Downward

~~The reclassification of a position or group of positions to a class with a lower salary range, shall have the following effect on incumbents~~

~~1. If the incumbent has been performing satisfactorily, he/she shall be offered the opportunity to transferred to any vacant position within the same classification for which he/she qualified and which is at his/her present salary range. If no vacancy exists, the employee may elect one of the following: will be demoted to the class to which his position is now allocated. Salary for the employee shall be Y rated as provided Merit Rule 12.2.13.~~

~~An occupied position shall not be reclassified downward.~~

~~A position that is occupied shall not be reclassified downward until it becomes vacant.~~

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Miguel Reyes
SECONDED BY: Barbara Greenstein
AYES: 6
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

Merit Rules Advisory Committee
MINUTES of Regular Meeting, April 1, 2020

Item 2

Motion to adopt Section 9.1.1 A through D as amended.

CHAPTER IX

EMPLOYMENT STATUS

Rule 9.1 CERTIFICATION OF PAYROLLS (EDUCATION CODE SECTION 88129)

9.1.1 PROCEDURE FOR CERTIFICATION OF PAYROLLS

- A. No person shall be appointed to a position in the classified service unless ~~the assignment order is~~ approved by the Personnel Director. The Personnel Director shall certify that the person who was named and the assignment are in accordance with these rules and the provisions of the Education Code.
- B. The Personnel Director shall audit all changes of status for classified employees ~~and~~ He/she shall certify that all changes are in accordance with existing law and these rules.
- C. All time sheets, payroll reports or other financial or employment documents shall be made available to the Personnel Director upon request. ~~He/she~~ They may audit all payrolls to insure that these assignments are in accordance with the law and these Rules ~~He/she and~~ shall immediately notify the Superintendent or ~~his/her~~ their designee of any irregularities and attempt to resolve these problems.
- D. When irregularities remain unresolved, the Personnel Director shall notify the Personnel Commission, ~~who~~ which may, after a public hearing, order that no ~~salary warrant shall thereafter be issued to the employee so appointed, for services rendered after the date of the order, be thereafter drawn to the employee.~~

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein
SECONDED BY: Lee Peterson
AYES: 6
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

Merit Rules Advisory Committee
MINUTES of Regular Meeting, April 1, 2020

Item 2 Continued

Motion to accept amendments to Rule 9.2.1 A through C as amended.

Rule 9.2

EMPLOYEE ASSIGNMENT

9.2.1

ASSIGNMENT DATA

- A. Upon initial assignment and upon each change in class thereafter, each regular classified employee shall be furnished:
1. An offer of employment or change of status notice listing ~~his/her~~their salary including the pay period; the hourly daily, monthly, annual, overtime and differential rates of compensation, as applicable; the duty hours, prescribed work week, work year, and work location.
 2. A copy of ~~his/her~~their class description and a duty list for ~~his/her~~their position, if available.
 3. The terms and conditions of the probationary period, including evaluation procedures and dates.
- B. The employee shall ~~sign an acknowledgement of the receipt of the information data; A copy of the document shall be given to the employee, the employee's supervisor and placed in the employee's file, one copy shall be retained by the employee, one copy shall be sent to the employee's supervisor and one copy shall be placed in the employee's file.~~
- C. The District shall have the right to make reasonable changes in the employee's work schedule. ~~The process for changing the work hours of represented employees is set forth in the applicable bargaining agreement. When such a change is to be made, the supervisor shall notify the employee and the Personnel Director in writing at least five (5) days prior to the effective date of the change.~~

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Tre'Shan Hall-Baker

AYES: 6

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

Merit Rules Advisory Committee
MINUTES of Regular Meeting, April 1, 2020

Item 2 Continued

Motion to adopt as amended.

9.2.2

ORIENTATION OF INFORMATION FOR NEW EMPLOYEES

- A. ~~Within five (5) working days of~~ Prior to the start date of a new assignment, each employee shall receive ~~a work orientation at which he/she shall be advised of all~~ information relating to their his/her employment status, including specific duty hours, break

time and lunch period, applicable work rules, and department regulations, procedures for reporting absences, the terms and conditions of probation, and performance evaluation procedures.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Lee Peterson

AYES: 6

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

IV. ADJOURN MEETING AT 11:00 a.m.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lee Peterson

SECONDED BY: Barbara Greenstein

AYES: 6

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments
