

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
March 21, 2017

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF MINUTES – Regular Meeting of February 21, 2017
- III. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- IV. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Benefits Specialist
 - Campus Security
 - HVAC Mechanic
 - Licensed Vocational Nurse
 - Transportation Assistant
 - B. Request for Agenda Item – Discussion of Personnel Commission Rule 16.3.2 Long-Term Assignment – CSEA 845
 - C. Request for Agenda Item – Discussion of Personnel Commission Rule 17.2.1 Initial Salary Placement – CSEA 845
- V. INFORMATION ITEMS
 - Next Regular Commission Meetings (2017) –

April 18, 2017	4:30 p.m. – Classified Conference Center
May 16, 2017	4:30 p.m. – Classified Conference Center
June 20, 2017	4:30 p.m. – Classified Conference Center
July 18, 2017	4:30 p.m. – Classified Conference Center
August 15, 2017	4:30 p.m. – Classified Conference Center
September 19, 2017	4:30 p.m. – Classified Conference Center
October 17, 2017	4:30 p.m. – Classified Conference Center
November 14, 2017	4:30 p.m. – Classified Conference Center
December 5, 2017	4:30 p.m. – Classified Conference Center
- VI. COMMENTS FROM STAFF
- VII. COMMENTS FROM PERSONNEL COMMISSIONERS
- VIII. COMMENTS FROM THOSE IN ATTENDANCE #2
- IX. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
February 21, 2017**

CALL TO ORDER The meeting was called to order by Dr. Muhammed at 4:30 p.m.

PRESENT Personnel Commissioners:
Anil S. Muhammed, Ed.D., Chair
Terry K. Furey, Vice-Chair
Gary Kuwahara, CPA, Member

Ceylida Lopez, Acting Director-Personnel Commission

PLACE AND DATE OF MEETING Classified Conference Center, 2336 Plaza del Amo, Torrance, February 21, 2017.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was led by Ms. Terry Furey.

APPROVAL OF MINUTES – Regular Meeting of January 17, 2017, the Special Meeting of February 7, 2017 and the Special Meeting of February 9, 2017 Mr. Kuwahara moved, seconded by Ms. Furey, that the Minutes of the Regular Meeting of January 17, 2017, the Special Meeting of February 7, 2017 and the Special Meeting of February 9, 2017, be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LISTS- Adult Education Specialist, Child Development Instructor, Educational Assistant– Special Education– ASSISTT, Fabricating Welder, Mechanic, Nutrition Services Assistant Supervisor, Nutrition Services Supervisor I, Paraeducator Tier I/Tier II, School Bus Driver, School Staff Assistant I Ms. Furey moved, seconded by Mr. Kuwahara, that the eligibility lists of Adult Education Specialist, Child Development Instructor, Educational Assistant–Special Education–ASSISTT, Fabricating Welder, Mechanic, Nutrition Services Assistant Supervisor, Nutrition Services Supervisor I, Paraeducator-Tier I/Tier II, School Bus Driver and School Staff Assistant I, be approved. Motion Carried 3/0.

APPROVAL OF ELIGIBILITY LIST-Fiscal Services Specialist Mr. Kuwahara moved, seconded by Ms. Furey, that the eligibility list of Fiscal Services Specialist, be approved. Motion Carried 2/1 Abstention.

DISCUSSION ON CONFLICT OF INTEREST – Terry K. Furey Ms. Lopez affirmed through an inquiry with legal counsel that there is no conflict of interest with Ms. Furey holding a seat on CSEA's board and on the Personnel Commission. Ms. Furey spoke about the matter and the way in which it was handled. Ms. Furey brought it forward on this agenda to assure the transparency of the Commission.

INFORMATION ITEMS Job Announcements:
HVAC Mechanic
Licensed Vocational Nurse
Transportation Assistant
Benefits Specialist

**INFORMATION ITEMS
CONTINUED**

Next Regular Commission Meeting (2017) –

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**COMMENTS FROM
PERSONNEL
COMMISSIONERS**

Ms. Furey announced she is selling tickets for the Torrance Education Foundation – Annual Dinner – Round Up for Education.

**COMMENTS FROM THOSE
IN ATTENDANCE**

Ms. Kathy Kelley, CSEA Chapter 845 President, requested the following items be placed on next month's agenda for discussion:

1. Personnel Commission Rule 16.3.2, in reference to classified substitutes on long-term assignments.
2. Personnel Commission Rule 17.2.1, in reference to advanced step placement for a current Behavior Analyst.

The Commissioners requested additional information on these items be presented at the next meeting.

ADJOURNMENT

Meeting adjourned at 4:41 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

March 15, 2017

TO: PERSONNEL COMMISSIONERS
Dr. Anil Muhammed, Chair
Terry K. Furey, Vice-Chair
Gary Kuwahara, CPA, Member

FROM: MARION SCHUGT
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: DISCUSSION OF PERSONNEL COMMISSION RULE 16.3.2 LONG-TERM
ASSIGNMENT

BACKGROUND

At the Regular Meeting of the Personnel Commission on February 21, 2017, CSEA Chapter 845 President Kathy Kelley requested Personnel Commission Rule 16.3.2 Long-Term Assignment be placed on the agenda for discussion.

PC Rule 16.3.2 LONG-TERM ASSIGNMENT: A person employed to fill a long-term temporary assignment (limited-term substitute or provisional) shall be entitled to paid holidays or holiday compensation under the following conditions:

16.3.2.1 A "long-term" assignment refers to work performed in a single position for more than twenty (20) consecutive days.

16.3.2.2 The holiday(s) for which the person is to be compensated occur(s) during the working period following the twenty-first (21) day in the same position.

16.3.2.3 The person worked the last scheduled work day before the holiday and the first scheduled work day following the holiday.
Added 3/21/95

AB 1522 Healthy Workplace Family Act of 2014

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

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Gary Kuwahara, CPA, Member

FROM: MARION SCHUGT
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: DISCUSSION OF PERSONNEL COMMISSION RULE 17.2.1 INITIAL SALARY
PLACEMENT

BACKGROUND

At the Regular Meeting of the Personnel Commission on February 21, 2017, CSEA Chapter 845 President Kathy Kelley requested Personnel Commission Rule 17.2.1 Initial Salary Placement be placed on the agenda for discussion.

PC Rule 17.2.1 INITIAL SALARY PLACEMENT: All new regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. The hiring rate will normally be the first step of the salary range. However, a new employee may be provided with advanced step placement upon a recommendation from the appointing authority and approval by the Personnel Commission based upon such factors as:

- 17.2.1.1 Additional qualifying experience beyond that required for entry into the class.
- 17.2.1.2 Additional education at the college level limited to no more than one step for each two years of education related to the position, but beyond the educational requirements established for entry into the class.
- 17.2.1.3 Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.
- 17.2.1.4 The additional skills or qualifications of the candidate that make him/her especially qualified for the position.