

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
April 18, 2017

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. PUBLIC HEARING – Personnel Commission Budget – 2017-2018
- III. APPROVAL OF MINUTES – Regular Meeting of March 21, 2017
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Request for Agenda Item – Discussion of Personnel Commission Rule 16.3.2
Long-Term Assignment – CSEA 845
 - B. Request for Agenda Item – Discussion of Personnel Commission Rule 17.2.1
Initial Salary Placement – CSEA 845
 - C. Approval of Personnel Commission Budget – 2017-2018
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Student Support Services Technician
 - Benefits Technician
 - Educational Assistant-Special Education-ASSISTT
 - Language Assessment Proctor-Tier II (Korean)
 - Language Assessment Proctor-Tier II (Tamil)
 - Licensed Vocational Nurse
 - Nutrition Services Assistant I
 - Nutrition Services Satellite Operator I
 - Nutrition Services Satellite Operator II
 - Paraeducator-Tier I/Tier II
 - Next Regular Commission Meetings (2017) –

| | |
|--------------------|--|
| 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 |
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. COMMENTS FROM THOSE IN ATTENDANCE #2
- X. ADJOURNMENT



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2017-2018**

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

TORRANCE UNIFIED

School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

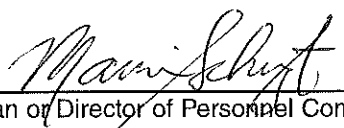
TORRANCE UNIFIED SCHOOL DISTRICT - CLASSIFIED CONFERENCE CENTER - 2336 PLAZA DEL AMO, TORRANCE

(Place)

on APRIL 18, 2017 at 4:30 o'clock P. M.

You are invited to attend and present your views.

Signed


Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting APRIL 18, 2017

Signed

Chairman or Director of Personnel Commission

Approval of Annual Budget of Personnel Commission

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date

Annual Financial and Budget Report
Fiscal Year 2017-2018

| Expenditure by Object | | 2015-2016 Actual* | 2016-2017 Actual or Estimated* | 2017-2018 Budget* |
|-----------------------|---|----------------------|-----------------------------------|----------------------|
| 2000 | Classified Salaries ⁽¹⁾ | | | |
| | Commission Members ⁽²⁾ | \$ 3,600.00 | \$ 3,600.00 | \$ 3,600.00 |
| | Director | 107,940.00 | 118,653.00 | 129,597.00 |
| | Secretaries, Clerks | 176,955.00 | 193,550.00 | 209,181.00 |
| | Other | 9,913.00 | 9,913.00 | 9,913.00 |
| 3000 | Employee Benefits | 120,722.00 | 129,452.00 | 146,780.00 |
| | Subtotal | 419,130.00 | 455,168.00 | 499,071.00 |
| 4000 | Supplies and Equipment Replacement | 6,600.00 | 6,600.00 | 6,600.00 |
| 5000 | Operating Expenses | 49,497.00 | 49,497.00 | 49,497.00 |
| 6000 | Equipment | 7,000.00 | 7,000.00 | 7,000.00 |
| | Subtotal | 63,097.00 | 63,097.00 | 63,097.00 |
| | Appropriation for Contingencies ⁽³⁾ | | | |
| | Total Expenditures | \$ 482,227.00 | \$ 518,265.00 | \$ 562,168.00 |

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**Minutes of the Regular Meeting of the Personnel Commission
March 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 Marion Schugt, Director-Personnel Commission Ceylida Lopez, Personnel Commission Analyst |
| PLACE AND DATE OF MEETING | Classified Conference Center, 2336 Plaza del Amo, Torrance, March 21, 2017. |
| PLEDGE OF ALLEGIANCE | The Pledge of Allegiance was led by Ms. Schugt. |
| APPROVAL OF MINUTES – Regular Meeting of February 21, 2017 | Mr. Kuwahara moved, seconded by Ms. Furey, that the Minutes of the Regular Meeting of February 21, 2017, be approved. Motion carried 3/0. |
| APPROVAL OF ELIGIBILITY LISTS – Benefits Specialist, Campus Security, HVAC Mechanic, Licensed Vocational Nurse, Transportation Assistant | Mr. Kuwahara moved, seconded by Ms. Furey, that the eligibility lists of Benefits Specialist, Campus Security, HVAC Mechanic, Licensed Vocational Nurse and Transportation Assistant, be approved. Motion Carried 3/0. |
| REQUEST FOR AGENDA ITEM – Discussion of Personnel Commission Rule 16.3.2 Long-Term Assignment – CSEA 845 | Ms. Kathy Kelley, CSEA Chapter 845 President, presented a situation that prompted an inquiry regarding the application of PC Rule 16.3.2. Ms. Schugt provided background information regarding the intent and application of PC Rule 16.3.2. The Commissioners directed Ms. Schugt to obtain a legal opinion from Commission counsel regarding PC Rule 16.3.2 |
| REQUEST FOR AGENDA ITEM – Discussion of Personnel Commission Rule 17.2.1 Initial Salary Placement – CSEA 845 | Ms. Kathy Kelley, CSEA Chapter 845 President, presented a situation that prompted an inquiry regarding the application of PC Rule 17.2.1. Ms. Schugt provided background information regarding the intent and application of PC Rule 17.2.1. The Commissioners directed Ms. Schugt to research and gather information from our surrounding/benchmark districts regarding PC Rule 17.2.1. |
| INFORMATION ITEMS | Next Regular Commission Meeting (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 |
| COMMENTS FROM STAFF | Ms. Schugt announced she is happy to be back and excited to continue carrying out the functions of the Commission. Ms. Lopez thanked the Commission for the opportunity to serve in the role of Acting Director-Personnel Commission. |
| COMMENTS FROM PERSONNEL COMMISSIONERS | The Commissioners commended Ms. Lopez for the time she served as Acting Director-Personnel Commission. |

**COMMENTS FROM THOSE
IN ATTENDANCE**

Ms. Kathy Kelley, CSEA Chapter 845 President, thanked the Commission for listening to the concerns they have brought forward.

ADJOURNMENT

Meeting adjourned at 5:11 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

April 12, 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. At the Regular Meeting of the Personnel Commission on March 21, 2017, Ms. Schugt provided background information regarding the intent and application of PC Rule 16.3.2. The Commissioners directed Ms. Schugt to obtain a legal opinion from Commission counsel regarding PC Rule 16.3.2.

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.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

April 12, 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 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. At the Regular Meeting of the Personnel Commission on March 21, 2017, Ms. Schugt provided background information regarding the intent and application of PC Rule 17.2.1. The Commissioners directed Ms. Schugt to research and gather information from our surrounding/benchmark districts regarding PC Rule 17.2.1.

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.