



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

Thursday, August 11, 2016

REGULAR MEETING
4:30 p.m.
Board Room
Building A

Classified Employees
in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 - 2016

PERSONNEL COMMISSION:
Bob Ewing, Chair
Dr. Allan Pogrund, Vice-Chair
Daniel Gooch, Member

A G E N D A
PERSONNEL COMMISSION
OCEAN VIEW
SCHOOL DISTRICT

THURSDAY, AUGUST 11, 2016
REGULAR MEETING
4:30 p.m.
BOARD ROOM, BUILDING A

1. **CALL TO ORDER** TIME: _____ p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the July 14, 2016, Regular Personnel Commission Meeting for approval.

ACTION
Pages 1-3
Moved: ____
Second: ____
Vote: _____

COMMISSION BUSINESS

6. **CONSENT CALENDAR** - The Personnel Commission will receive the following items on the Consent Calendar:
- A. **JOB DESCRIPTIONS REVIEW/REVISIONS:**
- B. **RECRUITMENT AND TESTING - ELIGIBILITY LISTS:**
(Eligibility lists provided to Commissioners only.)
- 1. 2016-09 Instructional Assistant - ABA
 - 2. 2016-10 Director of Food Services
 - 3. 2016-11 Reprographic Technician
 - 4. 2016-12 Delivery Worker
 - 5. 2016-13 School Office Clerk
 - 6. 2016-14 Director of Food Services

ACTION
Pages 4
Moved: ____
Second: ____
Vote: _____

7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information, the following Classified Activity List(s) received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting(s) of:

INFORMATION
Pages 5-6

- July 5, 2016 – (Exhibit A)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
July 14, 2016**

CALL TO ORDER Commissioner Ewing called the July 14, 2016, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Dr. Allan Pogrund led the pledge of allegiance.

ROLL CALL Commissioners Ewing, Gooch, and Pogrund were present. Director Vellanoweth was also present.

STAFF MEMBERS AND GUESTS Michelle Eifert; Yvonne Nguyen; Steve Hunter; Phi Tran; Sandy Vaughan

PUBLIC COMMENTS Steve Hunter, CSEA President, thanked the Personnel Commission and Director Vellanoweth for their patience and understanding with postponing the approval of the job descriptions. He stated that CSEA still has a way to go to evolve their process but it is moving forward. With Director Vellanoweth's forbearance and understanding, she and CSEA will work closer together to make sure that CSEA develops their process so that it is effective for all parties involved.

MINUTES OF JUNE 9, 2016 Motion by Commissioner Gooch to approve the minutes of the June 9, 2016, Regular Personnel Commission meeting.

Seconded by Commissioner Pogrund, and carried with a 3:0 vote.

CONSENT CALENDAR The Personnel Commission received the following items on the Consent Calendar:

A. Job Description Review/Revisions:

1. Administrative Secretary
2. Buyer
3. Department Secretary - Bilingual
4. Department Secretary
5. Payroll Technician
6. Personnel Commissioner
7. Program Support Specialist
8. School Library Specialist
9. School Office Manager - Bilingual
10. School Office Manager
11. Senior Purchasing Clerk
12. Custodian
13. Head Custodian

B. Recruitment and Testing – Eligibility Lists

1. 2016-01 School Library Specialist
2. 2016-02 OVPP Preschool Educator
3. 2016-03 OVPP Associate Preschool Educator
4. 2016-04 OVPP Preschool Instructional Assistant
5. 2016-05 Instructional Assistant – Severely Disabled
6. 2016-06 Instructional Assistant – Special Education
7. 2016-07 Child Care Program Facilitator
8. 2016-08 School Office Manager

**CONSENT CALENDAR
(CONTINUED)**

Motion by Commissioner Pogrund to approve the Consent Calendar.

Seconded by Commissioner Gooch, and approved with a 3:0 vote.

Commissioner Gooch commented that there was a lengthy discussion at the last Personnel Commission meeting about the job descriptions. The Commission heard from the union, heard from the Director, and also heard from the Superintendent, who stated that she thought the job descriptions were a valuable tool and a good asset. Commissioner Gooch stated that he agreed. He acknowledged that the job descriptions were a bundle of work and he appreciates the work from the Director and the staff.

Commissioner Pogrund concurred with Commissioner Gooch. He agreed the job descriptions were very well done.

**CLASSIFIED ACTIVITY
LISTS**

The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of June 7, 2016, and June 21, 2016.

**RECOMMENDATION
TO RECLASSIFY
INCUMBENT ANN
HORTON FROM
REPROGRAPHIC
TECHNICIAN TO LEAD
REPROGRAPHIC
TECHNICIAN**

Director Vellanoweth stated that on April 13, 2016, incumbent Ann Horton, Reprographic Technician, submitted a request for reclassification to Lead Reprographic Technician. Director Vellanoweth and the Personnel Analyst had reviewed the request, and at that time felt that she was not eligible for reclassification based on gradual accretion of duties over the past two years.

At the last Personnel Commission meeting, several people made comments and provided information about Mrs. Horton's work history. After reviewing these comments and conducting some further research, Director Vellanoweth became aware of information that she was not aware of when the initial request was received.

In reviewing the request with all of the information she now has, Director Vellanoweth does feel that Mrs. Horton has accrued the duties of a Lead Reprographic Technician over the course of the last two years. Director Vellanoweth recommends that Mrs. Horton be reclassified from Reprographic Technician to Lead Reprographic Technician.

Motion by Commissioner Pogrund to approve the Reclassification of Incumbent Ann Horton from Reprographic Technician to Lead Reprographic Technician.

Seconded by Commissioner Gooch, and approved with a 3:0 vote.

**PROPOSED
PERSONNEL
COMMISSION
MEETING DATES FOR
2016-2017**

The Personnel Commission received the proposed meeting dates for 2016-2017.

Motion by Commissioner Pogrund to approve the Proposed Personnel Commission Meeting Dates for 2016-2017.

Seconded by Commissioner Gooch, and approved with a 3:0 vote.

**SECOND PUBLIC
COMMENTS**

Steve Hunter stated that CSEA was gratified that the information regarding Ann Horton was helpful in the reclassification to Lead Reprographic Technician, and thanked the Commission for their approval.

**COMMISSIONERS'
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Pogrund commented that at the last Personnel Commission meeting, which included the Superintendent, there had been an extensive discussion which really reflected a functional organization. He was very impressed. He stated it is the Personnel Commission's pleasure to work with an organization that brings important issues to the floor.

Commissioner Ewing stated that the next regular meeting of the Personnel Commission is scheduled for August 11, 2016.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth reminded the Commission that Commissioner Ewing's term will be expiring in December, 2016. He has expressed an interest in serving another three-year term. As CSEA's representative on the Commission, Director Vellanoweth will send CSEA formal notice to advise them of this.

She also wanted to congratulate Dr. Hansen. Dr. Hansen sent out information regarding her annual evaluation by the Board of Trustees, in which she received an outstanding rating. She also thanked and commended Dr. Hansen for her hard work in making the District a more cohesive unit than it had been.

Director Vellanoweth also stated that the Personnel office is working on updating the Discrimination and Sexual Harassment wording on all of our recruitment materials, so that they more align with Board Policy.

She stated that updates to the interview process, with regard to reference checking, are also being implemented.

Director Vellanoweth also thanked CSEA for their input on the job description process and being willing to work with Classified Personnel regarding their 610 process and how that factors into what the Commission does. She looks forward to coming up with a process that works for everyone.

Director Vellanoweth thanked Yvonne Nguyen for her work on the job descriptions. She also mentioned that Ms. Nguyen has put together some information for classified employees experiencing layoff. This will provide them with information on the layoff process and provided resources for applying for other jobs either with our District or outside agencies.

Summer has continued to be busy. There are several recruitments open at the moment, and several more coming up.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Pogrund.

Motion was seconded by Commissioner Gooch, and carried with a 3:0 vote at 4:44 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: August 11, 2016
SUBJECT: Agenda Item No. 6A: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for ratification. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. *(Eligibility Lists to Commissioners only)*.

Following are the current lists for ratification:

- | | | |
|----|---------|-------------------------------|
| 1. | 2016-09 | Instructional Assistant - ABA |
| 2. | 2016-10 | Director of Food Services |
| 3. | 2016-11 | Reprographic Technician |
| 4. | 2016-12 | Delivery Worker |
| 5. | 2016-13 | School Office Clerk |
| 6. | 2016-14 | Director of Food Services |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2016-09 through 2016-14.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 11, 2016

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of July 5, 2016, (Exhibit A), the Board of Trustees received the Classified Personnel Activity List(s) for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of July 5, 2016.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
July 5, 2016

Approve Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Alvarez, Lauren	Child Care Attendant	Circle View	\$15.582 per hour	18.3	06/14/16
Kardos, Lara	School Health Technician	Lake View	\$17.205 per hour	27.1	06/20/16

Approve Promotion
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Frazier, Debra	District Receptionist	District Office	\$3,055.65 per month	31.5	06/29/16

Approve Separation: Resignation
In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Boyack, Jennifer	Instructional Assistant – ABA	Pleasant View/OVPP	10/05/15	06/22/16
Garcia, Alan	Food Distribution Worker	Westmont	01/08/14	06/15/16
Hager, Stephanie	School Office Clerk	Marine View	02/12/04	06/28/16
Thomas, Tammy	Instructional Assistant – Special Education	Oak View	03/03/14	06/22/16

Approve Retirement

Lee, Sharon	Bus Driver	Transportation	07/05/00	06/22/16
Liang, Betty	School Library Specialist	Star View	03/29/76	06/22/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: August 11, 2016

**SUBJECT: Agenda Item No. 8: Merit Rule Review and Revision Chapter 7,
Section 2.12
Rate on Appointment as Provisional, Limited Term, and Substitute**

FIRST READING AND DISCUSSION

Background Information

The implementation of the Public Employee Pension Reform Act of 2013 (PEPRA) places certain restrictions upon CalPERS retirees who wish to work as substitute employees after their retirement. These restrictions include a 180-day waiting period from the time of retirement before working in substitute status as well as a limit of employment up to a maximum of 960 hours per fiscal year.

It has been the District's practice, as outlined in Merit System Rule and Regulation 7.2.12.A.2 that "A retired employee shall continue to receive hourly compensation at the hourly rate of pay held at their time of retirement, until Salary Step 1 of their former classification equals or exceeds this amount". This means the rate of pay held at the time of retirement, including any stipend, longevity or differential pay, was frozen until the Step 1 rate of the class equals that amount.

However, it has recently come to the Director's attention that PEPRA also provides guidelines for the hourly wages of PERS retirees that necessitate us making adjustments to avoid impacting retiree benefits. PEPRA Law states that:

"The compensation for the appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule. A retired person appointed pursuant to this section shall not receive any benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly rate".

This means retired employees may only be compensated at the base pay other employees receive for the same work, Salary Step 1 through Step 5 of the appropriate salary range for the classification. Longevity pay, differential, or stipends are considered benefits paid to regular employees, and *may not be included* as part of a

Merit Rule Review and Revision

Chapter 7, Section 2.12

Rate on Appointment as Provisional, Limited Term, and Substitute

Page 2

retiree's hourly rate of pay. In order to be consistent with PEPR law, the Director proposes that Merit System Rule 7.2.12.A.2 be revised as follows:

“Retired employees may not receive any benefits, incentives, compensation in lieu of benefits, or any other forms of compensation (including but not limited to longevity pay, differential, and stipends) in addition to the hourly rate. Retires employees shall ~~continue to~~ receive hourly compensation at the ~~hourly rate of pay~~ base salary step they held at their time of retirement ~~whenever they serve as a provisional, limited term or substitute employee in the same or related higher job classification held at the time of retirement.~~ ~~until Salary Step 1 of their former classification equals or exceed this amount.~~ Retired employees who accept provisional, limited term or substitute employment in related lower classifications shall receive the step of the salary range in the class that is closest to, but not greater than, the employee's base salary step of their former class. All other classifications shall be placed on the first step of the salary range for that class.”

In addition, in order to provide equity for ALL past employees who serve as substitutes, providing like pay for like work, the Director also proposes that Merit System Rule 7.2.12.A.1 be revised as follows:

“Former employees who had attained permanency with the District ~~shall.~~ ~~F~~for a period of 18 months following their separation from regular District employment, ~~such former employees will~~ receive hourly compensation at the ~~base salary step~~ ~~hourly rate of pay~~ they held at the time of their separation ~~(excluding longevity pay, differential, and stipends)~~ whenever they serve as a provisional, limited term or substitute employee in the same or related higher job classification held at the time of separation. ~~Former employees who accept provisional, limited term or substitute employment in related lower classifications shall receive the step of the salary range in the class that is closest to, but not greater than, the employee's base salary step of their former class. All other classifications shall be placed on the first step of the salary range for that class”~~

The Director has spoken to Felix Avila, Assistant Superintendent Human Resources regarding the various options to compensate resigned and retired employee substitutes and he concurs with the Director's recommendations above which will align the District with PEPR requirements and result in the least amount of impact to substitutes. These proposed rule changes have been reviewed by Orange County Department of Education legal counsel and the PERS retirement unit.

The proposed rule changes will affect 16 retirees and 1 resigned employee who currently work as substitutes. The financial impact to the District would be a cost savings on average of \$.25/hour per substitute employee. All substitutes affected have been given notice so they have the opportunity to ask questions or raise concerns.

Merit Rule Review and Revision
Chapter 7, Section 2.12
Rate on Appointment as Provisional, Limited Term, and Substitute
Page 2

Attachments: Proposed revised Merit Rule 7.2.12 RATE ON APPOINTMENT AS PROVISIONAL, LIMITED TERM, AND SUBSTITUTE, dated 08/11/16.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and receive the proposed changes to Merit Rule, Chapter 7, Section 2.12, RATE ON APPOINTMENT AS PROVISIONAL, LIMITED TERM, AND SUBSTITUTE, for a first reading and discussion.

7.2.12 Rate on Appointment as Provisional, Limited Term, and Substitute

- A. Provisional, limited term and substitute employees will receive hourly compensation at Step 1 of the classification filled.

The exceptions to this rule are to:

1. Former employees who had attained permanency with the District ~~shall, F~~for a period of 18 months following their separation from regular District employment, ~~such former employees will~~ receive hourly compensation at the ~~base salary step hourly rate of pay~~ they held at the time of their separation ~~(excluding longevity pay, differential, and stipends)~~ whenever they serve as a provisional, limited term or substitute employee in the same or related higher job classification held at the time of separation. ~~Former employees who accept provisional, limited term or substitute employment in related lower classifications shall receive the step of the salary range in the class that is closest to, but not greater than, the employee's base salary step of their former class. All other classifications shall be placed on the first step of the salary range for that class.~~
2. Retired employees ~~may not receive any benefits, incentives, compensation in lieu of benefits, or any other forms of compensation (including but not limited to longevity pay, differential, and stipends) in addition to the hourly rate. Retired employees shall continue to~~ receive hourly compensation at the ~~hourly rate of pay base salary step~~ they held at their time of retirement ~~whenever they serve as a provisional, limited term or substitute employee in the same or related higher job classification held at the time of retirement. , until Salary Step 1 of their former classification equals or exceed this amount. Retired employees who accept provisional, limited term or substitute employment in related lower classifications shall receive the step of the salary range in the class that is closest to, but not greater than, the employee's base salary step of their former class. All other classifications shall be placed on the first step of the salary range for that class.~~