

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda
October 1, 2024

PERSONNEL COMMISSION
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
15959 East Gale Avenue
City of Industry, California 91745

AGENDA
REGULAR MEETING
October 1, 2024
4:30 P.M. Board Room & Virtual

Meeting called to order by _____ at _____ p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Sandra Hernández, Chair	_____
Felipe Arellano, Vice Chair	_____
Andrew Tse, Member	_____
Israel Cobos, Personnel Director	_____
Jennifer Chen, Personnel Analyst	_____
Michelle Quiroz, Personnel Assistant	_____

Meeting Procedures

Personnel Commissioners, Personnel Commission staff and the public will be able to participate in the Personnel Commission meeting in person and virtually. Participants in this meeting will be able to join virtually by using the link and information below.

To join the meeting virtually with video and audio, follow this link:

<https://hlpusd-k12-ca.zoom.us/j/94982667381?pwd=MHA2VlIrbGMrZXhHT010VUdiOTdtUT09>

To join the meeting virtually by telephone with audio only, call this number: +1 (669) 900-6833

For both methods, use:

Meeting ID: **949 8266 7381**
Passcode: **692374**

Procedures for Participation: Should you wish to participate in public comments during the “Communications” portion of the agenda, you may speak when authorized by the Personnel Commission Chair after submitting a comment card if attending the meeting in person. For those participating in the meeting virtually or by phone, you may speak when authorized by the Personnel Commission Chair after submitting your request or comments electronically by completing the online form: <https://forms.gle/4jPU8wwwdfbnMeWY8>. In the event of a service disruption that prevents broadcasting of the meeting or a disruption that prevents public comment, the meeting will be stopped and continued at a time to be determined and based on the ability to successfully broadcast and allow public comment for the meeting.

Accessibility: Reasonable accommodations for individuals with disabilities will be handled on a case-by-case basis and in accordance with the Americans with Disabilities Act. Please call (626) 933-3920 to request an accommodation at least 48 hours in advance of the meeting.

I. GENERAL FUNCTIONS

REFERENCE

ACTION

- | | | |
|---|----|----------------|
| 1. Approve the agenda as submitted or amended. | | Moved by _____ |
| | | Seconded _____ |
| | | Vote _____ |
| 2. Approve minutes of the regular meeting of <u>September 3, 2024</u> . | 1. | Moved by _____ |
| | | Seconded _____ |
| | | Vote _____ |

4. Communications

The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- a. CSEA
- b. SEIU
- c. Administration
- d. Audience members who filed a request to speak

II. SELECTION PROCESS

	<u>REFERENCE</u>	<u>ACTION</u>	
1. Receive <u>Test Plan</u> information	3.	No Action Required	
2. Receive <u>Provisional Assignment/Working Out of Class</u> Report	4.	No Action Required	
3. Approve ratification of the following Eligibility list(s):	Sep. Doc.	Moved by _____	
Bus Driver, List #1302/0822	A.	Seconded _____	
Child Development Technician, List #0206/0824 Merged		Vote _____	
Instructional Aide I – Special Education Bilingual, List #0261/0724			
Instructional Aide II – Special Education, List #0262/0724 Merged			
Instructional Aide II – Special Education Bilingual, List #0263/0724			
Instructional Aide II – Special Education (Female), List #0265/0724 Merged			
Office Assistant, List #0344/0524 Merged			
Rehabilitation Program Assistant, List #0248/0724			
School Office Manager II, List #0342/0724			
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11:	Sep. Doc.	Moved by _____	
Attendance Clerk, List 0310/1123	B.	Seconded _____	
Eligible(s) #14158571		Vote _____	
Campus Security Officer, List #1102/1023			
Eligible(s) #3933094, 53616047, #36365829, #45982247			
Cafeteria Worker I, List #0506/0324			
Eligible(s) #25565914, #46923993			
Child Development Technician, List #0206/0624			
Eligible(s) #40340071, #58483628			
Grounds Worker I, List #0816/0524			
Eligible(s) #37031946, #34927170			
Instructional Aide – Classroom, List #0211/0224			
Eligible(s) #53580774, #7214126			
Instructional Aide I – Special Education, List #0260/0624 Merged			
Eligible(s) #28582632, #55096313, #42143129			
Instructional Aide II – Special Education, List #0262/0524 Merged			
Eligible(s) #50515176			
Office Assistant, List #0344/1023 Merged			
Eligible(s) #6292583			
Rehabilitation Program Assistant, List #0248/0724			
Eligible(s) #58906908, #15735302			

III. CLASSIFICATION AND SALARY

REFERENCE

ACTION

1. None

IV. RULES AND REGULATIONS

REFERENCE

ACTION

1. First reading of Personnel Commission Rule 16.1.1 –
Holidays for Classified Employees

5.

No Action Required

V. CHARGES AND HEARINGS

REFERENCE

ACTION

1. None

VI. OTHER

REFERENCE

ACTION

1. Unfinished Business

No Action Required

2. Commissioner’s Comments

No Action Required

3. Adjourn to Closed Session

No Action Required

Government Code 54957:
Public Employee Discipline, Dismissal, Release

Adjourned to Closed Session _____ p.m.

Reconvened to regular meeting _____ p.m.

NEXT REGULAR MEETING

Date: **Tuesday, November 5, 2024**

Time: 4:30 p.m.

Location: Board Room & Virtual

ADJOURNMENT: _____ p.m.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 15959 E. Gale Avenue, City of Industry, CA 91745.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Personnel Commission at (626) 933-3920 at least 48 hours in advance of the meeting.
(Government Code 54954.2 (a) 1.)

Reference Item:

1

PERSONNEL COMMISSION
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF

September 3, 2024

PRELIMINARY SECTION

CALL TO ORDER

The meeting of the Personnel Commission of the Hacienda La Puente Unified School District was called to order by Ms. Sandra Hernández, Chair, at 4:30 p.m., in the Board Room, 15959 East Gale Avenue, City of Industry, California, and via teleconference / video conference.

MEMBERS PRESENT

Ms. Sandra Hernández, Chair
Mr. Felipe Arellano, Vice Chair
Mr. Andrew Tse, Member

STAFF MEMBERS PRESENT

Mr. Israel Cobos, Personnel Director
Ms. Jennifer Chen, Personnel Analyst
Ms. Michelle Quiroz, Personnel Assistant

OTHERS PRESENT

See Visitor's Register

I. GENERAL FUNCTIONS

APPROVED AGENDA AS AMENDED

40. Vote 2-0 Mr. Arellano - Yes Mr. Tse - Yes

Mr. Andrew Tse, Member, moved to approve the agenda as amended to remove closed session.

APPROVED MINUTES AS SUBMITTED

41. Vote 2-0 Mr. Arellano - Yes Mr. Tse - Yes

Mr. Tse, moved to approve the minutes of the regular meeting of August 13, 2024.

ANNOUNCEMENT OF NOTICE OF INTENT FOR THE JOINT APPOINTEE TO THE PERSONNEL COMMISSION

42. Mr. Felipe Arellano, Vice Chair, announced on behalf of himself and Mr. Tse, the intent to reappoint Commissioner Sandra Hernández as the Joint Appointee to the Personnel Commission for a term from December 1, 2024 to November 30, 2027.

Ms. Sandra Hernández, Chair, appreciatively accepted the reappointment as the Joint Appointee.

Mr. Israel Cobos, Personnel Director, described the appointment process, noting that the public hearing must occur more than thirty days from today's announcement and will likely be included in the November 5th Personnel Commission meeting. Any member of the public is welcome to participate in this hearing, which will be followed by a commissioner vote to make the appointment official. The December meeting will be the first of the new term, when the Oath of Office is administered, and the Commissioners Code of Professional Conduct is signed.

DIRECTOR'S REPORT

43. Mr. Cobos welcomed everyone and wished Ms. Hernández and Mr. Arellano a happy birthday. He then provided updates on completed, current, and upcoming recruitments.

44. Ms. Jennifer Chen, Personnel Analyst, provided an update on the successes of the Child Development Technician and Instructional Aides I & II Special Education hiring events:

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on August 27 & 28 for Instructional Aide II, Special Education positions. As a result, four candidates were placed on the eligibility list. Testing was also conducted for IA I and II, Special Education Bilingual positions on August 28. The next recruitment event will be on October 15 & 16.
- The next Child Development Technician recruitment event will be on September 11.
- Mr. Cobos commented that Ms. Chen and Ms. Gina Song, Associate Personnel Analyst, have spearheaded recruitment efforts with the team contributing greatly while also collaborating with the partnering departments.

Mr. Cobos also shared the following updates:

- The Personnel Commission will be attending the Rio Hondo College Fall Job Fair on September 10.
- The Personnel Commission will be hosting the next New Employee Orientation on September 30.
- The 2023-2024 Annual Report is also included as part of the agenda for Commissioner approval. The Annual Report is a summary of the Personnel Commission's activity for the previous fiscal year. Highlights from this report include:
 - The 34th annual Employee Service Awards, which celebrated our Classified employees years of service
 - Department attendance at six career fairs at local colleges
 - Mr. Cobos' service as President of the Western Region Intergovernmental Personnel Assessment Council (WRIPAC)
 - The Personnel Commission website received an all-time high of 157,355 hits towards Classified job postings
 - The team completed a record 89 recruitments, surpassing the previous record of 65
 - 66 District employees received promotions
 - The department hosted 18 one-day hiring events, 6 for IA I Special Education, 6 for IA II Special Education, and 6 for Child Development Technician, resulting in 83 eligibles selected for hire.
- Mr. Cobos expressed his appreciation and gratitude to the entire team for all their hard work documented in the annual report.

COMMUNICATIONS

45. Ms. Margaret Caldera, CSEA President, thanked the Personnel Commission staff for all their hard work, partnering with Human Resources, and filling so many vacancies.

Ms. Caldera wished Commissioners Hernández and Arellano a happy birthday.

Ms. Caldera commented on the District reconfiguration, noting that it has created a significant increase in the workload and stress for Classified staff. She spoke of an increased number of students at some schools without additional support staff and requested assistance from the Commissioners. She gave examples of staffing levels at some of the

school sites. She also mentioned that staff rest and lunch breaks are being affected.

Mr. Arellano asked if there has been a review of staff to student ratios for the affected schools. Ms. Caldera replied that there is no prescribed ratio for the Classified employees at this time.

46. Ms. Susan Lopez, SEIU representative, wished Commissioners Hernández and Arellano a happy birthday. She also mentioned the School-Community Liaison position and hopes to discuss it with Mr. Cobos.

Ms. Lopez commented on Maintenance & Operations seeming to be short-staffed. She also complimented Ms. Chen on the successful recruiting efforts.

Ms. Lopez thanked the Commissioners on behalf of CSEA and SEIU for the current nomination for the Joint Appointee.

47. Mr. Joseph Zepeda, Director, Human Resources wished the Commissioners a happy birthday. He remarked on the continued work between Human Resources and the three unions to ensure that employees and students are in the best working environment.

Mr. Zepeda shared that Human Resources completed the hiring process for 44 Classified new hires in the month of August. He reminded everyone to stay cool in the hot weather and to check your District email at least once per work day.

Ms. Hernández commented on upcoming Cal/OSHA rule changes regarding temperatures in the workplace.

II. SELECTION PROCESS

RECEIVED TEST PLAN

48. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

49. Received Provisional Assignment and Working Out of Class report. No Action Required.

RATIFIED ELIGIBILITY LISTS

50. Vote 2-0 Mr. Arellano - Yes Mr. Tse - Yes

Mr. Arellano moved to approve the ratification of the following Eligibility List(s):

Bus Driver, List #1302/0822

Grounds Worker II, List #0818/0524

Senior Facilities Planner, List #1743/0524

RATIFIED REMOVAL OF ELIGIBLES

51. Vote 2-0 Mr. Arellano - Yes Mr. Tse - Yes

Mr. Arellano moved to approve the ratification of the removal of the following eligible(s) in accordance with the Personnel Commission Rule 6.1.11:

Attendance Clerk, List #0310/1123

Eligible(s) #36506532

Language Assessment Technician, List #0250/0424

Eligible(s) #41187292

NOTIFIED OF REMOVAL OF THE FOLLOWING
ELIGIBLE(S) IN ACCORDANCE WITH
PERSONNEL COMMISSION RULE 4.2.1

52. No Action Required
Instructional Aide I – Special Education, List #0260/0324 Merged
Eligible(s) #33324308

III. CLASSIFICATION AND SALARY

53. None.

IV. RULES AND REGULATIONS

54. None.

V. CHARGES AND HEARINGS

55. None.

VI. OTHER

APPROVE THE 2023-2024 PERSONNEL
COMMISSION ANNUAL REPORT

56. Vote 2-0 Mr. Arellano - Yes Mr. Tse - Yes

Mr. Tse moved to approve the report as amended to update Ms. Hernández's biographical information.

COMMISSIONERS' COMMENTS

57. Mr. Tse hoped everyone enjoyed their Labor Day weekend despite the heat. He thanked the Personnel Commission staff for their excellent work on the annual report.

Mr. Tse commented on Ms. Caldera's remarks, suggesting that the Commissioners schedule a discussion with Mr. Cobos on the subject. He thanked the Classified staff for their continued support of the students and their hard work.

58. Mr. Arellano thanked everyone for the birthday wishes and wished Ms. Hernández a happy birthday. He thanked the Personnel Commission and Human Resources for all their hard work towards filling vacancies. He noted how important it is to be fully staffed to support the students. He referenced Ms. Caldera's comments to emphasize the importance of assigning the appropriate number of staff to a school site, and for employees take their breaks as intended.

59. Ms. Hernández shared her interest in a discussion with Mr. Cobos on the subject of Classified staffing levels at the schools. She thanked the Personnel Commission staff and voiced her appreciation for the positive information shared by Ms. Chen.

Ms. Hernández thanked her fellow Commissioners for their intent to reappoint her as Joint Appointee and shared her admiration for their dedication to the Classified employees. She wished her fellow Commissioners a happy birthday and acknowledged School Board President Christine Salazar in the audience.

NEXT REGULAR MEETING

60. The next regular meeting is scheduled for
Tuesday, October 1, 2024 at 4:30 p.m.
Meeting adjourned at 5:07 p.m.

Submitted by

Israel Cobos
Personnel Director

Approved

Date

By

Chair

Per Personnel Commission Rule 2.2.8, The Personnel Director or his designee shall record in the minutes the time and place of each Commission meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners.

Reference Item:

2

Director's Report: October 1, 2024

Completed Recruitments with Date List Established

- Bus Driver (Open and Promotional) – 9/6
- Child Development Technician (Open and Promotional) – 9/12
- Instructional Aide I – Special Education Bilingual (Open and Promotional) – 9/6
- Instructional Aide II – Special Education (Open and Promotional) – 8/29
- Instructional Aide II – Special Education Female (Open and Promotional) – 8/29
- Instructional Aide II – Special Education Bilingual (Open and Promotional) – 9/6
- Office Assistant (Open and Promotional) – 9/9
- Rehabilitation Program Assistant (Open and Promotional) – 8/28
- School Office Manager II (Promotional Only) – 9/12

Current Recruitments with Last Day to Apply

- Bus Driver (Open and Promotional) – Continuous
- Computer Trainer/Help Desk Operator (Open and Promotional) – 8/23
- Instructional Aide II – Special Education (Open and Promotional) – 9/25
- Instructional Aide II – Special Education Female (Open and Promotional) – 9/25
- Instructional Aide II – Special Education Hearing Impaired (Open and Promotional) – 10/1
- Instructional Materials Attendant (Open and Promotional) – 9/12
- Nutrition Services Supervisor (Open and Promotional) – 10/16
- Records Technician (Promotional Only) – 8/29
- Senior Budget Technician (Open and Promotional with Promotional Taking Precedence) – 9/23
- Speech Language Pathology Assistant (Open and Promotional) – 10/9
- Warehouse Delivery Worker (Open and Promotional) – 8/16

Upcoming Recruitments

- Cafeteria Worker II (Promotional Only)
- Lead Custodian
- Family Services Specialist
- Campus Security Officer

Training/Other

- Personnel Commission staff partnered with Human Resources and Child Development for a recruitment event on September 11 for Child Development Technician positions. 3 additional eligibles were added to the eligibility list along with 1 substitute CDT eligible.
- The next Instructional Support recruitment event will be on October 15 & 16.
- The Personnel Commission and Human Resources attended the Rio Hondo College Fall Job Fair on September 10.
- The Personnel Commission and Human Resources also attended the Pasadena City College Fall Job Fair on September 25.
- Personnel Commission staff attended the WRIPAC Fall Virtual Meeting on September 19.
- Personnel Commission staff participated in the Personnel Directors Monthly Meeting on September 20.
- Personnel Commission staff and Commissioners participated in State Superintendent, Tony Thurmond's virtual training for new Commissioners on September 26.
- The Personnel Commission will be hosting the next New Employee Orientation on September 30.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

9/30/2024

Classification	Date Established	Eligibility List Expiration Date
Accounting Supervisor	3/1/2024	3/1/2025
Accounting Technician	1/19/2024	1/19/2025
Attendance Clerk	2/8/2024	2/8/2025
Billing Clerk	10/26/2023	10/26/2024
Budget Supervisor	4/22/2024	4/22/2025
Bus Driver*	9/6/2024	9/6/2025
Cafeteria Worker I^	5/24/2024	11/24/2024
Campus Security Officer	1/9/2024	1/9/2025
Carpenter	5/8/2024	5/8/2025
Child Development Technician^*	9/12/2024	3/12/2025
Custodian I^	5/29/2024	11/29/2024
Custodian II^	5/29/2024	11/29/2024
Director of Fiscal Services	6/18/2024	6/18/2025
Employment Developer	4/26/2024	4/26/2025
Grounds Worker I	7/23/2024	7/23/2025
Grounds Worker II	8/27/2024	8/27/2025
Instructional Aide Classroom	5/8/2024	5/8/2025
Instructional Aide Classroom - Bilingual	2/23/2024	2/23/2025
Instructional Aide I - Special Education^	8/1/2024	2/1/2025
Instructional Aide I - Special Education Bilingual^*	9/6/2024	3/6/2025
Instructional Aide II- Special Education^*	8/29/2024	3/1/2025
Instructional Aide II - Special Education (Female)^*	8/29/2024	3/1/2025
Instructional Aide II - Special Education (Male)^	8/1/2024	2/1/2025
Instructional Aide II - Special Education Bilingual^*	9/6/2024	3/6/2025
Language Assessment Technician	7/3/2024	7/3/2025
Media Center Aide	1/12/2024	1/12/2025
Network and Cybersecurity Manager	3/4/2024	3/4/2025
Occupational Therapist	3/27/2024	3/27/2025
Office Assistant*	9/9/2024	9/9/2025
Payroll Technician	8/1/2024	8/1/2025
Plant Supervisor	12/22/2023	12/22/2024
Purchasing Technician	11/17/2023	11/17/2024
Registrar	12/7/2023	12/7/2024
Rehabilitation Program Assistant*	8/28/2024	8/28/2025
School Office Manager II*	9/12/2024	9/12/2025
Secretary II	11/27/2023	11/27/2024
Senior Facilities Planner	8/20/2024	8/20/2025
Senior Office Assistant	4/26/2024	4/26/2025
Senior Purchasing Technician	11/30/2023	11/30/2024
Speech Language Pathology Assistant	4/18/2024	4/18/2025
Technology Service Technician	5/21/2024	5/21/2025
Transportation Training Supervisor	10/12/2023	10/12/2024
Warehouse Supervisor	11/3/2023	11/3/2024

* = Pending Commission Ratification

^ = Six (6) month eligibility list

Reference Item:

3

PERSONNEL COMMISSION TEST PLAN

	<i>Req to test received</i>	<i>Posted</i>	<i>Closed</i>	<i>Days Posted</i>	<i>Field of Competition</i>	<i>Written Test/T & E</i>	<i>Perf. Test</i>	<i>S.I.</i>	<i>List Established</i>	<i>Bus. Days From Closing</i>	<i>Bus. Days from Posting</i>	<i>Assistant</i>	<i>Recruiter</i>	<i>Analyst</i>	<i>Status</i>
Bus Driver	n/a	08/19	Continuous		O&P	n/a	n/a	TBD					MM	JC	Active
Child Development Technician (Recruitment Event)	Calendared	10/14	11/04	15	O&P	n/a	n/a	11/13					MM	JC	Active
Computer Trainer/Help Desk Operator	n/a	08/02	08/23	15	O&P	9/13	n/a	10/2 & 10/3					MM	GS	Active
Instructional Aide II - Speical Ed (Female/Male) (Recruitment Event)	Calendared	09/04	09/25	15	O&P	10/7	n/a	10/15 and/or 10/16					MM	JC	Active
Instructional Aide II - Special Ed Hearing Impaired	n/a	9/10	10/01	15	O&P	n/a	TBD	TBD					SL	GS	Active
Instructional Materials Attendant	n/a	08/21	09/12	15	O&P	9/25	TBD	TBD					SL	JC	Active
Nutrition Services Supervisor	5/23/24	09/25	10/16	15	O&P	n/a	TBD	TBD					SL	GS	Active
Records Technician	n/a	08/08	08/29	15	P	n/a	9/12	9/24					SL	GS	Active
Senior Budget Technician	n/a	08/30	09/23	15	OPP	10/8	10/22 and/or 10/23	10/22 and/or 10/23					MM	GS	Active
Speech Language Pathology Assistant	5/23/24	09/18	10/09	15	O&P	n/a	n/a	TBD					MM	JC	Active
Warehouse Delivery Worker	n/a	07/25	08/16	15	O&P	8/30	9/16 & 9/17	9/16 & 9/17					SL	JC	Active
(1) - Merged															9/24/2024

Reference Item:

4

**PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
October 2024**

Education Code Sections

45110. Classified employees shall not be required to perform duties which are not fixed and prescribed for the position by the governing board in accordance with Section 45109, unless the duties reasonably relate to those fixed for the position by the board, for any period of time which exceeds five working days within a 15-calendar-day period except as authorized herein. An employee may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five working days provided that his salary is adjusted upward for the entire period he is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside his normal assigned duties.

45287. When no eligibility list exists for a position in the classified service, an employee may receive provisional appointments which may accumulate to a total of 90 working days. A 90-calendar-day interval shall then elapse during which the person will be ineligible to serve in any full-time provisional capacity. No person shall be employed in provisional capacities under a given governing board for a total of more than 126 working days in any one fiscal year, except that when no one is available on an appropriate eligibility list for a part-time position, as defined in Section 45256, successive 90 working days provisional appointments may be made to the part-time position for a total of more than 126 working days in any one fiscal year.

45288. The personnel commission may authorize the extension of a provisional employee's assignment for a period not to exceed 36 working days provided the following requirements are met:

- (a) An examination for the class was completed during the first 90 working days of his provisional assignment.
- (b) Evidence satisfactory to the personnel commission is presented indicating:
 - (1) That an adequate recruitment effort has been and is being made.
 - (2) That extension of the provisional assignment is necessary to carry on vital functions of the district.
 - (3) That the position cannot be satisfactorily filled by use of other employment lists or procedures.

Provisional

Last	First	Current Classification	Provisional Assignment	Location:	Start Date:	End Date:
Avalos	Lorraine	Cafeteria Worker I	Food Service Delivery Driver	Nutrition Services	8/29/24	11/29/24

Working Out of Classification

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
Luna	Maracruz	Office Assistant	Records Technician	Student & Family Services	7/8/24	12/31/24
Castaneda	Gycelle	Office Assistant	School Office Manager II	Orange Grove MS	7/15/24	10/10/24
Briones	Amanda	Cafeteria Worker II	Cafeteria Manager I	Wedgeworth ES	8/5/24	5/23/25
Garcia	Martha	Cafeteria Manager I	Cafeteria Manager II	Valinda School of Academics	8/5/24	5/23/25
Reyes	Julia	Cafeteria Worker II	Cafeteria Manager I	Los Altos ES	8/5/24	5/23/25
Ramirez	Angie	Cafeteria Worker I	Cafeteria Worker II	Sparks ES	8/12/24	12/31/24
Acevedo	Maria	Cafeteria Worker II	Cafeteria Manager I	Workman ES	9/19/24	12/31/24
Huang	Pei Fen	Cafeteria Worker I	Cafeteria Worker II	California ES	9/20/24	12/31/24

Reference Item:

5

RULE REVIEW AND PROPOSED RULE CHANGE

16.1.1 HOLIDAYS FOR CLASSIFIED EMPLOYEES

FIRST READING

Report Date: 10/1/24

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for first reading, the proposed change to Personnel Commission Rule 16.1.1 HOLIDAYS FOR CLASSIFIED EMPLOYEES.

II. Background and Analysis

In 2023, Juneteenth became an official District holiday. This proposed rule change adds Juneteenth to the list of authorized District holidays. In addition, language has been included to simplify and clarify the holidays given for winter break and spring break. No holidays during these time frames have changed. The previous language for the spring break holiday in particular was found to be incorrect. This change corrects the inaccuracy and aligns with the District's current practices.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 16.1.1 should be amended as follows:

16.1.1 HOLIDAYS FOR CLASSIFIED EMPLOYEES

Regular classified employees shall be entitled to paid holidays which occur during their assigned work year **in addition to summer and student recess periods as outlined in PC Rule 16.1.5**, subject to the eligibility provisions of this Rule.

Authorized holidays are:

Independence Day

Labor Day

Veterans' Day

Thanksgiving Holidays (2 days)

Christmas Holidays (2 days)

Winter Break (3 days) – Designated by the District during one of the winter break weeks

New Year's Holidays (2 days)

Martin Luther King, Jr.'s Day

Lincoln's Birthday

Presidents' Day

**Spring Break (1 day) – Designated by the District (Currently the Friday during Spring Break)
(When Spring Break is before Easter, the holiday will be celebrated on the Friday before Easter. When Spring Break follows Easter, the holiday will be celebrated on the Monday following Easter)**

Memorial Day

Juneteenth

There are three (3) paid non-work days during one (1) of the weeks of the Winter Break. The District will designate the specific week during which these days will be granted.

The following is the amended rule with the change:

16.1.1 HOLIDAYS FOR CLASSIFIED EMPLOYEES

Regular classified employees shall be entitled to paid holidays which occur during their assigned work year in addition to summer and student recess periods as outlined in PC Rule 16.1.5, subject to the eligibility provisions of this Rule.

Authorized holidays are:

Independence Day

Labor Day

Veterans' Day

Thanksgiving Holidays (2 days)

Christmas Holidays (2 days)

Winter Break (3 days) – Designated by the District during one of the winter break weeks

New Year's Holidays (2 days)

Martin Luther King, Jr.'s Day

Lincoln's Birthday

Presidents' Day

Spring Break (1 day) – Designated by the District (Currently the Friday during Spring Break)

Memorial Day

Juneteenth