

PERSONNEL COMMISSION

HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda

October 7, 2025

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

AGENDA
REGULAR MEETING
October 7, 2025
4:30 P.M. Board Room & Virtual

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

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Felipe Arellano, Chair
Andrew Tse, Vice Chair
Sandra Hernández, 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 via MS Teams, follow this link:

<https://tinyurl.com/35u3s2hc>

Meeting ID: **232 255 754 314 8**

Passcode: **rZ2pA6dW**

To join the meeting virtually by telephone with audio only, call this number: +1 323-792-6237

Phone Conference ID: **480 546 650#**

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 72 hours in advance of the meeting.

I. GENERAL FUNCTIONS

	<u>REFERENCE</u>	<u>ACTION</u>
1. Approve the agenda as submitted or amended.		Moved by _____ Seconded _____ Vote _____
2. Approve minutes of the regular meeting of <u>September 2, 2025</u> .	1.	Moved by _____ Seconded _____ Vote _____
3. Director’s Report	2.	No Action Required

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): Bus Attendant, List #1301/0625 Child Development Technician, List #0206/0825 Merged Instructional Aide – Classroom, List #0211/0625 Instructional Aide – Classroom Bilingual, List #0212/0625 School Office Manager I, List #0340/0725	Sep. Doc. A.	Moved by _____ Seconded _____ Vote _____
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rules 6.1.11: Cafeteria Worker I, List #0506/0125 Eligible(s) #26941198, #15879318, #54073079, #49036390 Campus Security Officer, List #1102/1124 Eligible(s) #18917570, #26985995 Child Development Technician, List #0206/0625 Merged, 0825 Eligible(s) #57622243, #46653068, #64113364 Director of Information Technology, List #1706/0525 Eligible(s) #62982470 GED Examiner, List #0255/0425 Eligible(s) #46395209 Instructional Aide – Classroom, List #0211/0625 Eligible(s) #26935491, #39726323, #38588149, #33942663, #59592172, #57849127, #62358890	Sep. Doc. B.	Moved by _____ Seconded _____ Vote _____
5. Notification of removal of the following eligible(s) in accordance with Personnel Commission Rule 4.2.1: Cafeteria Manager I, List #0500/0225 Eligible(s) #39663172 Instructional Aide II – Special Education, List #0262/0525 Eligible(s) #37956583	Sep. Doc. C.	No Action Required

III. CLASSIFICATION AND SALARY

	<u>REFERENCE</u>	<u>ACTION</u>
1. None		

IV. RULES AND REGULATIONS

	<u>REFERENCE</u>	<u>ACTION</u>
1. First reading of Personnel Commission Rule 1.1.1 – Statutory Authority For These Rules	5.	No Action Required
2. First reading of Personnel Commission Rule 18.4.24 – Commission Action	6.	No Action Required
3. First reading of Personnel Commission Rule 18.4.27 – Compliance With Commission Decision	7.	No Action Required

V. CHARGES AND HEARINGS

	<u>REFERENCE</u>	<u>ACTION</u>
1. None		

VI. OTHER

	<u>REFERENCE</u>	<u>ACTION</u>
1. None		
2. Unfinished Business		No Action Required
3. Commissioner's Comments		No Action Required
4. Adjourn to Closed Session Government Code 54957: Public Employee Discipline, Dismissal, Release Adjourned to Closed Session _____ p.m. Reconvened to regular meeting _____ p.m.		No Action Required

NEXT REGULAR MEETING

Date: **Tuesday, November 4, 2025**
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 72 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 2, 2025

PRELIMINARY SECTION

CALL TO ORDER

The meeting of the Personnel Commission of the Hacienda La Puente Unified School District was called to order by Mr. Felipe Arellano, Chair, at 4:31 p.m., in the Board Room, 15959 East Gale Avenue, City of Industry, California, and via teleconference / video conference.

MEMBERS PRESENT

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

39. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Mr. Felipe Arellano, Chair, moved to approve the agenda as amended to remove closed session.

APPROVED MINUTES AS SUBMITTED

40. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Ms. Sandra Hernández, Member, moved to approve the minutes of the regular meeting of August 5, 2025.

DIRECTOR'S REPORT

41. Mr. Israel Cobos, Personnel Director, welcomed everyone and shared best wishes for the upcoming birthdays of Commissioner Hernández and Commissioner Arellano. Mr. Cobos also provided updates on completed, current, and upcoming recruitments.

42. Ms. Jennifer Chen, Personnel Analyst, provided an update on the recent success of the Instructional Aide, Special Education recruitment event:

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on August 18-19 for Instructional Aide, Special Education positions. Fourteen (14) eligibles were added to the eligibility lists for IA I/ IA II, Special Education.
- The next Instructional Aide, Special Education recruitment event will be on October 6-7.
- The next Child Development Technician recruitment event will be on September 3.

Mr. Cobos shared the following updates:

- The next New Employee Orientation will be on September 23.
- Personnel Commission staff will be participating in the Rio Hondo Fall Job Fair on September 30.
- Personnel Commission staff will be participating in additional job fairs in October and November.

- Personnel Commission staff, in partnership with Human Resources and Instructional Support, have hired a combined 130 Instructional Aides I and II – Special Education employees since implementing recruitment events in December 2023.
- Personnel Commission staff, in partnership with Human Resources and Child Development, have hired 25 Child Development Technicians since implementing recruitment events in May 2023.
- A comprehensive look at overall hires over the last two years along with turnover data during that same time period will be shared at the next meeting.

COMMUNICATIONS

43. Robert Barba, SEIU representative, wished Commissioners Hernández and Arellano a happy birthday.

II. SELECTION PROCESS

RECEIVED TEST PLAN

44. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

46. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Ms. Hernández moved to approve the ratification of the following Eligibility List(s):

Child Development Technician, List #0206/0625 Merged
Executive Director of Fiscal Services, List #1746/0425 Merged
Instructional Aide I – Special Education, List #0260/0725 Merged
Instructional Aide II – Special Education, List #0262/0725
Instructional Aide II – Special Education (Female), List #0265/0725

RATIFIED REMOVAL OF ELIGIBLES

47. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

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

Assessment Technician, List #0251/0225
Eligible(s) #44276459, #61215295

Child Development Technician, List #0206/0625 Merged
Eligible(s) #63262380, #13587528

GED Examiner, List #0255/0425
Eligible(s) #52003126

Instructional Aide II – Special Education, List #0262/0325
Eligible(s) #61845929, #21293726

Occupational Therapist, List #0268/0325
Eligible(s) #17821290

Site Supervision Aide, List #0270/0125
Eligible(s) #53688053, #58793231, #57593196, #60200890, #61328649, #60999041, #47585467

RATIFIED THE 3-MONTH EXTENSION OF THE FOLLOWING ELIGIBILITY LIST(S) PER PC RULE 6.1.5

48. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Mr. Tse moved to approve the ratification of the 3-month extension of the following Eligibility list(s) per PC Rule 6.1.5:

Office Assistant – List #0344/0524 Merged
Previous expiration date: 9/9/2025
New expiration date: 12/9/2025

III. CLASSIFICATION AND SALARY

APPROVED REVISED CLASS DESCRIPTION

49. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Mr. Tse moved to approve the revised class description of Director of Nutrition Services to comply with Education Code 45109.

Ms. Hernández suggested investigating the idea of changing the job titles of Cafeteria Worker and Cafeteria Manager to reflect the more modern verbiage of Nutrition Services used in the department.

APPROVED REVISED CLASS DESCRIPTION

50. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Mr. Tse moved to approve the revised class description of Director of Purchasing and Warehouse to comply with Education Code 45109.

Mr. Tse asked if this position requires driving.

Mr. Cobos explained that the Director of Purchasing and Warehouse requires driving as well as use of a District vehicle and is therefore subject to drug testing.

APPROVED REVISED CLASS DESCRIPTION

51. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Ms. Hernández moved to approve the revised class description of Personnel Director to comply with Education Code 45109.

Ms. Hernández inquired if the feedback she provided to simplify the verbiage of the driving requirement had been applied.

Mr. Cobos shared that the changes she suggested had been made.

Ms. Chen indicated where to find the language within the job description.

APPROVED REVISED CLASS DESCRIPTION

52. Vote 2-0 Mr. Tse - Yes Ms. Hernández – Yes

Ms. Hernández moved to approve the revised class description of Senior Facilities Planner to comply with Education Code 45109.

IV. RULES AND REGULATIONS

53. None.

V. CHARGES AND HEARINGS

54. None.

VI. OTHER

APPROVED THE 2024-2025 PERSONNEL COMMISSION ANNUAL REPORT

55. Vote 2-0 Mr. Tse - Yes Ms. Hernández – Yes

Ms. Hernández moved to approve the 2024-2025 Personnel Commission Annual Report.

Mr. Tse and Ms. Hernández thanked PC staff for their work on the report.

COMMISSIONERS' COMMENTS

56. Ms. Hernández thanked everyone for their birthday wishes and for attending the meeting. She also congratulated the Personnel Commission and Human Resources for the record level of hires. She asked if Mr. Cobos is able to provide a report on employee retention as well.

57. Mr. Tse wished everyone a wonderful Labor Day holiday and thanked everyone for working hard in the heat to keep everybody safe. He wished everyone a successful school year.

58. Mr. Arellano thanked employees for a wonderful start to the new school year, with a special acknowledgement for those working outside in the heat. He thanked the interim Superintendent for his hard work while he is here and thanked Human Resources and Personnel Commission staff for their diligent work to fill vacancies. He also requested more information about employee retention. He thanked SEIU for attending and wished Commissioner Hernández a happy birthday.

NEXT REGULAR MEETING

59. The next regular meeting is scheduled for
Tuesday, October 7, 2025 at 4:30 p.m.
Meeting adjourned at 4:50 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 7, 2025

Completed Recruitments with Date List Established

- Bus Attendant (Open and Promotional) – 8/28
- Child Development Technician (Open and Promotional) – 9/11
- Instructional Aide – Classroom (Open and Promotional) – 9/4
- Instructional Aide – Classroom Bilingual (Open and Promotional) – 9/5
- School Office Manager I (Promotional Only) – 8/11

Current Recruitments with Last Day to Apply

- Associate Personnel Analyst (Open and Promotional) – 10/22
- Bus Driver (Open and Promotional) – Continuous
- Director of Nutrition Services (Open and Promotional) – 9/17
- Employment Developer (Open and Promotional) – 9/5
- Executive Director of Fiscal Services (Open and Promotional) – Continuous
- Health Care Assistant (Open and Promotional) – 10/17
- Instructional Aide I – Special Education (Open and Promotional) – 9/23
- Instructional Aide II – Special Education (Open and Promotional) – 9/23
- Instructional Aide II – Special Education Female (Open and Promotional) – 9/23
- Instructional Aide II – Special Education Male (Open and Promotional) – 9/23
- Police Officer (Open and Promotional) – 10/7

Upcoming Recruitments

- Pool Maintenance Worker
- Cafeteria Worker II
- Bus Attendant
- Rehab Program Assistant

Training/Other

- Personnel Commission staff partnered with Human Resources and Child Development for a recruitment event on September 1st for Child Development Technician positions. Five (5) eligibles were added to the eligibility list for the position.
- The next Instructional Aide, Special Education recruitment event will be on October 6-7.
- Personnel Commission staff participated in the Fall Virtual WRIPAC meeting on September 18.
- Personnel Commission staff participated in the PC Director's Roundtable meeting on September 19.
- The Personnel Commission partnered with Human Resources and the bargaining units to host a New Employee Orientation on September 23. There were 14 participants. The next event will be in December.
- Personnel Commission staff, along with Commissioner Hernandez, participated in the PCASC (Personnel Commissions Association of Southern California) Conference on September 24.
- Personnel Commission staff participated in the Rio Hondo Fall Job Fair on September 30.
- Personnel Commission staff participated in the Pasadena City College Fall Job Fair on October 2.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

9/30/2025

Classification	Date Established	Eligibility List Expiration Date
Assessment Technician	5/7/2025	5/7/2026
Bus Attendant*	8/28/2025	8/28/2026
Bus Driver	5/14/2025	5/14/2026
Cafeteria Manager I	4/8/2025	4/8/2026
Cafeteria Worker I	3/20/2025	9/20/2026
Cafeteria Worker II	12/18/2024	12/18/2025
Campus Security Officer	1/24/2025	1/24/2026
Child Development Technician*	9/11/2025	3/11/2026
Computer Trainer/Help Desk Operator	10/14/2024	10/14/2025
Director of Information Technology	7/24/2025	7/24/2026
Executive Director of Fiscal Services	8/15/2025	8/15/2026
Family Services Specialist	2/3/2025	2/3/2026
GED Examiner	6/25/2025	6/25/2026
Instructional Aide I - Special Education^	8/27/2025	2/27/2026
Instructional Aide II- Special Education^	8/27/2025	2/27/2026
Instructional Aide II - Special Education (Female)^	8/27/2025	2/27/2026
Instructional Aide II - Special Education (Male)^	7/1/2025	1/1/2026
Instructional Aide II - Special Education, Hearing Impaired	6/20/2025	6/20/2026
Instructional Aide - Classroom*	9/4/2025	9/4/2026
Instructional Aide - Classroom Bilingual*	9/5/2025	9/5/2026
Instructional Materials Attendant	11/6/2024	11/6/2025
Lead Custodian	11/25/2024	11/25/2025
Locksmith	4/17/2025	4/17/2026
Mechanic III	2/13/2025	2/13/2026
Nutrition Services Supervisor	12/4/2024	12/4/2025
Occupational Therapist	5/23/2025	5/23/2026
Office Assistant	9/9/2024	12/9/2025
Painter	5/2/2025	5/2/2026
Rehabilitation Program Assistant	1/7/2025	1/7/2026
School Office Manager I*	9/17/2025	9/17/2026
Senior Budget Technician	11/1/2024	11/1/2025
Site Supervision Aide^	2/25/2025	11/25/2025
Speech Language Pathology Assistant	11/8/2024	11/8/2025

* = Pending Commission Ratification

^ = Six (6) month eligibility list

Reference Item:

3

PERSONNEL COMMISSION TEST PLAN

[illegible]

Reference Item:

4

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT

October 2025

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:
Rodriguez	Brittney	Nutrition Services Supervisor	Director of Nutrition Services	Nutrition Services	9/1/25	1/2/26

Working Out of Classification

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
Cerda	Sasha	Cafeteria Worker II	Cafeteria Manager I	Mesa Robles	8/4/25	11/21/25
Munoz Jimenez	Maria Guadalupe	Cafeteria Worker I	Cafeteria Worker II	Kwis ES	8/4/25	5/21/26
Pacheco	Alejandro	Cafeteria Worker I	Food Services Delivery Driver	Nutrition Services	8/4/25	5/21/26
Raso	Yvonne	Cafeteria Worker I	Cafeteria Worker II	Workman HS	8/4/25	11/21/25
Rocha	Arlene	Cafeteria Worker II	Cafeteria Manager I	Sunset ES	8/4/25	1/30/26
Villegas	Zancy	Cafeteria Worker I	Cafeteria Worker II	Fairgrove Academy	8/4/25	1/30/26
Salcedo	Paulette	Office Assistant	School Office Manager II	Fairgrove Academy	8/11/25	12/19/25
Godina	Maria	Cafeteria Worker I	Cafeteria Worker II	Valinda School of Academics	9/8/25	5/21/26

Reference Item:

5

RULE REVIEW AND PROPOSED RULE CHANGE

1.1.1 STATUTORY AUTHORITY FOR THESE RULES

FIRST READING

Report Date: 10/7/25

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for first reading, the proposed change to Personnel Commission Rule 1.1.1 STATUTORY AUTHORITY FOR THESE RULES.

II. Background and Analysis

This proposed rule change clarifies and underscores the statutory authority of the Personnel Commission to administer the merit system in Hacienda La Puente Unified School District. Key language that was added includes the portion of the Education Code that references the Personnel Commission's authority to administer the merit system along with a link to the Education Code itself.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 1.1.1 should be amended as follows:

1.1.1 STATUTORY AUTHORITY FOR THESE RULES

Article 6 (Merit System) of Chapter 5, Part 25, Division 3 of the California Education Code (commencing with Section 45240 through 45320) provides the Personnel Commission with the right and responsibility for establishing rules and regulations to govern the District's classified employees. **The Personnel Commission is an independent body, separate from the Board of Education, tasked with administering the merit system in the District.** https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=45240&lawCode=EDC

REFERENCE: Education Code 45241, 45260

The following is the amended rule with the change:

1.1.1 STATUTORY AUTHORITY FOR THESE RULES

Article 6 (Merit System) of Chapter 5, Part 25, Division 3 of the California Education Code (commencing with Section 45240 through 45320) provides the Personnel Commission with the right and responsibility for establishing rules and regulations to govern the District's classified employees. The Personnel Commission is an independent body, separate from the Board of Education, tasked with administering the merit system in the District. https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=45240&lawCode=EDC

REFERENCE: Education Code 45241, 45260

Reference Item:

6

RULE REVIEW AND PROPOSED RULE CHANGE

18.4.24 COMMISSION ACTION

FIRST READING

Report Date: 10/7/25

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for first reading, the proposed change to Personnel Commission Rule 18.4.24 COMMISSION ACTION.

II. Background and Analysis

This proposed rule change adds a reference to the Education Code which grants authority to the Personnel Commission to conduct disciplinary hearings and appeals. The Education Code further establishes that the Personnel Commission is authorized to take action in disciplinary hearings and appeals as stated in related Personnel Commission rules for Hacienda La Puente Unified School District in Section 18.

Furthermore, Personnel Commission rule 18.4.27 goes on to describe District compliance with the Commission's decision in reference to disciplinary appeal matters.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 18.4.24 should be amended as follows:

18.4.24 COMMISSION ACTION

The Personnel Commission's authority in rendering a decision in disciplinary matters for classified employees is authorized by the California Education Code, Article 6 (Merit System) Part 25, Division 3. The Commission may sustain or reject any or all of the charges against the employee. The Commission may sustain, modify or reject the disciplinary action taken against the employee. The Commission shall not invoke a more stringent discipline against the employee than that taken by the Board.

The following is the amended rule with the change:

18.4.24 COMMISSION ACTION

The Personnel Commission's authority in rendering a decision in disciplinary matters for classified employees is authorized by the California Education Code, Article 6 (Merit System) Part 25, Division 3. The Commission may sustain or reject any or all of the charges against the employee. The Commission may sustain, modify or reject the disciplinary action taken against the employee. The Commission shall not invoke a more stringent discipline against the employee than that taken by the Board.

Reference Item:

7

RULE REVIEW AND PROPOSED RULE CHANGE

18.4.27 COMPLIANCE WITH COMMISSION DECISION

FIRST READING

Report Date: 10/7/25

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for first reading, the proposed change to Personnel Commission Rule 18.4.27 COMPLIANCE WITH COMMISSION DECISION.

II. Background and Analysis

This proposed rule change adds additional language for the District to acknowledge the receipt of the Personnel Commission's decision in reference to an employee disciplinary appeal hearing. Language has also been added to address the timeline for adopting the decision of the Personnel Commission. Lastly, additional language has been added to address additional actions that the Personnel Commission is authorized to take in order to enforce their decision.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 18.4.27 should be amended as follows:

18.4.27 COMPLIANCE WITH COMMISSION DECISION

Upon receipt of the Commission's written decision, the Board shall forthwith comply with the provisions thereof. ~~The Board of Education, or its designee, shall acknowledge receipt of the Personnel Commission's decision within 5 business days of receiving the decision and shall adopt the decision within 30 business days. In the event the Board of Education elects not to adopt the Personnel Commission's decision, the Personnel Commission shall take further remedial action(s) as provided by the Education Code and/or the Personnel Commission Rules and Regulations, and other local, State, and Federal laws. The Board shall notify the Commission in writing when it has fully complied with the decision of the Commission.~~

REFERENCE: Education Code 45307

The following is the amended rule with the change:

18.4.27 COMPLIANCE WITH COMMISSION DECISION

Upon receipt of the Commission's written decision, the Board shall forthwith comply with the provisions thereof. The Board of Education, or its designee, shall acknowledge receipt of the Personnel Commission's decision within 5 business days of receiving the decision and shall adopt the decision within 30 business days. In the event the Board of Education elects not to adopt the Personnel Commission's decision, the Personnel Commission shall take further remedial action(s) as provided by the Education Code and/or the Personnel Commission Rules and Regulations, and other local, State, and Federal laws.

REFERENCE: Education Code 45307