



# MERIT RULES ADVISORY COMMITTEE

## MEETING MINUTES

Wednesday, March 2, 2022 at 10:00 AM

**\*\*VIRTUAL MEETING\*\***

<p><b>DEPARTMENTS: PLEASE POST</b>  3400 Airport/SBDC: Sasha King  Academic Affairs: Sharon Thomas  Accounts Payable: Cherry Aquino  Admissions &amp; Records: Esau Tovar  African American Center: Sherri Bradford  Athletics:  Auxiliary Services: Ofelia Meza  Bundy: Beverly Redd-Walker  Business Department: Peter Murray  Campus Police Office: Jennifer Jones  Campus Store: Elease Juarez  Career Services: Vicky Rothman  Cashier's Office: Veronica Romo  Center for Media &amp; Design:  Community Education: Alice Meyering  Counseling Office: Laurie Guglielmo  Custodian Time Clock: Anthony Williams  Disabled Students Center: Nathalie Laille  Early Childhood Ed.: L. Manson  Emeritus College: V. Rankin-Scales  English Dept.: Martha Hall  EOP&amp;S: Nick Mata  ESL Office: Jocelyn Alex  Events Office: Yesenia Penate  Faculty Association: Peter Morse  Financial Aid Office: Stacy Neal  Health Sciences: Clarenda Stephens  Health Office: Nancy Alfaro  HSS: Carolyn Baugh  Institutional Research:  International Education Center: Ana Jara  KCRW:  Latino Center: Maria Martinez  Madison: Gail Johnson  Maintenance/Operations: A. DiGregorio  Math Village: Kristina Fukuda  Media Center: L. Nakamura  Modern Language: Travis Grant  Music: Lori Geller  Outreach &amp; Recruitment: Will Taylor  Payroll: Ian Fraser  Science: Ingrid Cardwell  Student Life: Amelia Trejo  Superintendent/Presidents Office: L. Kilian  STEM: Vanan Yahnian  Theater Arts: Judy Louff  W&amp; ED/Bundy: Tricia Ramos</p>	<p><b>ADMINISTRATORS and MANAGERS</b></p> <p>Emeritus: Scott Silverman  Facilities: Dennis Biddle  HR: Tre'Shawn Hall-Baker  Info Tech: Marc Drescher  IEC: N. Pressian  Instructional Technology:  Maintenance:  Devin Starnes  Terry Kamibayashi  Operations:      Anthony Barlow      Justin Carter      Felicia Hudson      Robert Villanueva  Receiving: Lisa Davis  Supplemental Instruction:  Wendi DeMorst</p>	<p><b>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</b></p> <p>Superintendent/President: Kathryn Jeffery  Executive VP:  VP Academic Affairs: Bradley Lane  VP Business/Admin: Chris Bonvenuto  VP Enroll. Services: T. Rodriguez  VP Human Resources: Sherri Lee-Lewis  VP Student Affairs: M. Tuitasi  Senior Director Government Relations &amp; Institutional Communications: Don Girard  Community Relations: Kiersten Elliott  Public Information: Grace Smith</p> <p><b>PUBLIC POSTING LOCATIONS</b></p> <p>2714 Pico: exterior display box  Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p><b>EMPLOYEE ORGANIZATIONS</b></p> <p>CSEA Labor Rep.: Jessica Gonzalez  CSEA Chapter Pres.: Mike Roberts  CSEA Chapter 1<sup>st</sup> V.P.: Cindy Ordaz  CSEA Chapter 2<sup>nd</sup> V.P.: Kennisha Green  CSEA Chief Job Steward: Lee Peterson  CSEA Treasurer: Dagmar Gorman  CSEA Secretary: Judith Mosher  CSEA Chief Development Officer:  Luis Martin  CSEA Communications Officer:  James Stevenson  SMC POA President: Officer Cadena  Management Association: Susan Fila</p> <p style="text-align: right;">Revised 2/16/2022</p> <p><b>IF YOU NEED AN ACCOMMODATION</b>  Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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## **PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS**

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the meeting are requested to send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 9:00 a.m. on Wednesday, March 2, 2022. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

### Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

All public comments will be subject to the general rules set forth below.

1. Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
2. Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
3. Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

*Reference: Merit Rule 2.2.8*

*Government Code sections 54954.2, 54954.3, 54957.9*

**PUBLIC SESSION: 10:00 a.m.**

**I. ORGANIZATIONAL FUNCTIONS**

- A. Call to Order 10:02 AM
- B. Roll Call

<b>Committee Members</b>	<b>Present</b>	<b>Absent</b>
Commissioner Lawrence Leone, Chair	X	
Commissioner Barbara Greenstein	X	
Carol Long, Director of the Personnel Commission	X	
Tre'Shawn Hall Baker, Dean of Human Resources	X	
Lee Peterson, Commission Appointee	X	
Joshua Casillas, CSEA	X	
Kennisha Green, CSEA	X	
Brent Heximer, CSEA	X	
Albert Echeverria, Police Officer Association		X

- C. Approval of Minutes:

**1. February 2, 2022**

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**DISPOSITION BY THE COMMITTEE**

MOTION MADE BY: Barbara Greenstein  
SECONDED BY: Kennisha Green  
AYES: 7  
NAYS: 0  
ABSTENTIONS: 1

**Tre'Shawn Hall Baker joined the meeting after the minutes were approved.**

Amendments/Comments

**II. PUBLIC COMMENTS (non-actionable comments from those in attendance)**

**No Public Comments**

**III. MAJOR ITEMS OF BUSINESS**

1	CHAPTER III: POSITION CLASSIFICATION PLAN
2	CHAPTER XII: SALARIES, OVERTIME PAY AND BENEFITS
3	CHAPTER XVII: THE MERIT SYSTEM ACT AND RELATED LAWS AFFECTING CLASSIFIED EMPLOYEES

**# 2. A motion was made to send the revised Merit Rules Sections 12.2.12 through 12.2.17 to the Personnel Commission for a First Reading.**

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**DISPOSITION BY THE COMMITTEE**

MOTION MADE BY: Lee Peterson  
SECONDED BY: Barbara Greenstein  
AYES: 7  
NAYS: 0  
ABSTENTIONS: 1

Amendments/Comments

**Tre'Shawn Hall Baker joined the meeting after the motion was made and seconded.**

Section 12.2.12

12.2.12

SALARY ON RETURN FROM LEAVE OF ABSENCE,  
REEMPLOYMENT AND REINSTATEMENT

- A. An employee who returns from leave of absence, is reemployed in the same class within 39 months after layoff, or is reinstated into ~~his/her~~ their former class within 39 months after resignation, shall be placed on the same step of the salary range for the class held prior to leave or separation.
- B. Credit for step advancement shall accrue during the following leaves of absence:
  - 1. All paid leaves of absence including sick leave, verified illness leave, personal necessity, bereavement, jury duty, vacation, etc.
  - 2. For military service, paid or unpaid.
  - 3. To serve in limited-term assignments in the District.
  - 4. For industrial accident or injury leave, paid or unpaid.
- C. An employee who is reinstated or reemployed in a related lower class shall be placed on the step of the lower salary range which is closest to, but not higher than, the last step held prior to separation.
- D. An employee who is reinstated or reemployed in a limited-term position shall be placed on the same step of the appropriate salary range which ~~he/she/they~~ would receive had ~~he/she/they~~ been reinstated to a permanent position in the class.
- E. ~~When an employee returns after leave of absence, or is reemployed after layoff, or reinstated after resignation within 39 months of the effective date of separation, he/she/they shall receive credit for step advancement for prior service and the employee's increment date shall be adjusted.~~

12.2.13

SHIFT DIFFERENTIAL PAY

- A. Shift differential pay shall be applicable to employees serving in regular positions, as follows:
1. Evening shift employees (NS1) who are permanently assigned to a shift requiring four (4) or more hours after 5:00 p.m. shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for daytime employees in the same class.
  2. Night shift employees (NS2) who are permanently assigned to a shift requiring four (4) or more hours ~~after~~ between 12:00 midnight and 7:00 a.m. shall be paid a differential of four (4) ranges (approximately 10%) over the regular rate for daytime employees in the same class.
  3. Employees who are permanently assigned to a split-shift schedule which requires one or more unpaid periods exceeding a total of three (3) hours per day shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for regular employees in the same class.
  4. Employees who are permanently assigned to a variable hours ~~rotating shift~~ ~~schedule which requires employees to rotate their work schedule among more than one shift~~ shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.
  5. Employees who are permanently assigned to a regular 40 hour workweek consisting of a work schedule other than Monday through Friday which requires a Saturday or Sunday shift shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.

Section 12.2.13

- B. Employees who are assigned to evening and night-shift work on a continuous basis and are ordered to temporary daytime work, shall continue to receive their regular pay. However, on the 21st day the employee's pay shall be adjusted to the daytime schedule.
- C. Assignments to positions for which differential compensation is designated, other than temporary assignments (20 working days or less), shall be made on the basis of seniority ~~among those employees within the appropriate class who request an assignment, as specified in Merit Rule 6.3.15.A.~~
- D. To be eligible for shift differential pay, an employee shall serve more than two (2) evening, night, or split shifts per week. An employee shall be eligible to be paid for no more than one (1) shift differential under this rule. Where more than one shift differential can apply, the employee shall be paid at the higher differential rate.

Section 12.2.[14](#)

12.2.[14](#)

LONGEVITY PAY

- A. Each regular classified employee shall receive a salary increment in addition to [his/her/their](#) regular salary in recognition of completion of satisfactory and continuous service to the District. The increment shall be equal to a two range increase (approximately 5%) after completion of:
1. Five years (Effective 7/1/80)
  2. Ten years (Effective 7/1/76)
  3. Fifteen years (Effective 3/1/64)
  4. Twenty years (Effective 7/1/81)
  5. Twenty-five years (Effective 10/1/77)
  6. Thirty years (Effective 7/1/78)
  - [7. Thirty-five years](#)



12.2.[15](#)

ADJUSTMENTS OF SERVICE CREDIT

- A. For purposes of salary increment and longevity computation, time in unpaid status, other than military or industrial injury leave, or recess periods which are part of an employee's work calendar, shall be deducted from the employee's accumulated service time. The employee's longevity and salary increment dates shall be adjusted accordingly.

12.2.[16](#)

EFFECTIVE DATE OF SALARY CHANGES

- A. All salary and longevity increments shall be effective on the first day of the calendar month as provided below:
1. When the actual date of the change falls on or before the 15th of the month, the salary change shall be effective on the first of the month.
  2. When the actual ~~date~~<sup>days</sup> of the changes falls after the 15th of the month, the change shall be

effective on the first of the following month.

Section 12.2.[17](#)

12.2.[17](#)

APPLICATION OF SALARY PROVISIONS TO BARGAINING UNIT MEMBERS

- A. The salary provisions for bargaining unit members ~~shall be in accordance with Article 11 of the Agreements between the Santa Monica Community College District and Chapter 36, CSEA and this Rule, unless the Rule provision is specifically limited to management and confidential employees. are contained in the applicable collective bargaining agreements.~~

**#3. A motion was made to remove Merit Rule Chapter 17 (referred to as “Ed Code Index and reprints”), create a separate index of the material and make it accessible via a Personnel Commission web page to include a link to the California Education Code official State site.**

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**DISPOSITION BY THE COMMITTEE**

MOTION MADE BY: Lee Peterson  
SECONDED BY: Barbara Greenstein  
AYES: 7  
NAYS: 0  
ABSTENTIONS: 1

Amendments/Comments

**V. MEETING ADJOURNED at 10:50 AM**

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**DISPOSITION BY THE COMMITTEE**

MOTION MADE BY: Lee Peterson  
SECONDED BY: Barbara Greenstein  
AYES: 8  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

As required by law, the agenda for the Wednesday, March 2, 2022 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted 72 hours in advance of the meeting.

<b>FY 2021-2022 Merit Rules Meeting Schedule</b>
Wednesday, March 2, 2022
Wednesday, April 6, 2022
Wednesday, May 4, 2022
Wednesday, June 1, 2022