

It was explained to the Committee that the recording of the Wednesday, January 4, 2023, meeting is missing and that Zoom tech support, and Personnel Commission staff were unable to locate the file. Campus Counsel instructed Personnel Commission staff to create a summary of Committee business that occurred during the meeting.

The January 4, 2023, meeting of the Merit Rules Advisory Committee was dedicated to selecting the next Chapter for review by the Committee. After reviewing the table depicting all Merit Rules Chapters and dates of revision, Chapter 14 was selected.

Public Session: 10:00 AM

I. Organizational Functions

A. Call to Order:

B. Roll Call

<b>Committee Members</b>	<b>Present</b>	<b>Absent</b>
Lawrence Leone		
Barbara Greenstein		
Carol Long		
Tre'Shawn Hall-Baker		
Lee Peterson		
Joshua Casillas		
Kennisha Green		
Brent Heximer		
Alberto Echeverria		

II. Approval of Minutes

A. Meeting Date: December 7, 2022

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

III. Public Comments (Non Actionable Items from those in Attendance)

A.

IV. Major Items of Business

Item	Subject Matter
1	Merit Rule VI, Section 6.3.2: Order of Precedence in the Use of Lists
2	Next Merit Rules Chapter Review and Selection

MERIT RULES BY CHAPTER  
STATUS OF REVIEWS - January 2023

Chapter	Title	Content	Status	Notes
1	Preliminary Statement and Definitions	1.1 Preliminary Statement 1.2 Definition of Terms	Completed Preliminary Statement 12/14/2016	Definitions section will be addressed when we have completed a review of all chapters.
2	The Personnel Commission	2.1 Personnel Commission Organization 2.2 Meetings 2.3 Commission Employees 2.4 Miscellaneous Provisions	Completed 3/15/2017	
3	Classification of Employees and Positions	3.1 The Classified Service 3.2 The Classification Plan 3.3 Reclassification	Completed 4/16/2020	
4	Application for Employment	4.1 Application 4.2 Disqualification of Applicants and Candidates 4.3 Procedures for Appeal of Disqualification	Completed 9/21/2016	
5	Examinations	5.1 Recruitment 5.2 Examinations	Completed 7/15/2015	
6	Eligibility and Employment Lists	6.1 Employment Lists 6.2 Eligibility Lists 6.3 Certification to fill Vacancies 6.4 Employment of Eligibles	Completed 8/17/2016	
7	Appointment	7.1 Appointment to Classified Appointments 7.2 Provisional Appointments 7.3 Special Appointments 7.4 Limited Term (Temporary Appointments)	Completed 11/19/2014	
8	New Employment Clearances	8.1 Physical exams 8.2 Criminal records checks	Completed 6/21/2017	
9	Employment Status	9.1 Employee assignment and work hours 9.2 Probationary period 9.3 Permanent status defined 9.4 Transfers 9.5 Change in assignment time	Completed 8/18/2021	

		9.6 Demotion and restoration 9.7 Reassignment of disabled employees 9.8 Employee personnel files		
10	Performance Evaluations	10.1.1 Performance Evaluations Defined 10.1.2 When Evaluations are to be made 10.1.3 Procedures to be followed 10.1.4 Reports on Special Assignments 10.1.5 Commendation 10.1.6 Unsatisfactory Service 10.1.7 Application of Evaluation Procedures to Unit Members	In Process	Completed 10.1.1, 10.1.2, 10.1.7
11	Vacation, Leaves of Absence, and Holidays	11.1 Vacation Leave 11.2 Leaves of Absence 11.3 Sick Leave 11.4 Bereavement Leave 11.5 Personal Necessity Leave 11.6 Maternity Leave 11.7 Unpaid Child Rearing Leave 11.8 Jury Duty and Court Witness Leaves 11.9 Military Leave 11.10 Miscellaneous Leaves 11.11 Special Leaves of Absence for Management and Confidential Employees 11.12 Transfer of Sick Leave and Other Benefits from Another District 11.13 Unpaid Leave of Absence 11.14 Holiday Pay	NONE	
12	Salaries, Overtime pay, and Benefits	12.1 Determination of Salary Schedules 12.2 General Salary Provisions 12.3 Overtime Compensation 12.4 Employee Benefits	Completed 6/15/2022	
13	Seniority, Layoff, Displacement and Re-employment	13.1 Seniority Provisions 13.2 Layoff Procedures 13.3 Displacement 13.4 Reemployment	Completed 12/21/2022	

14	Disciplinary Action and Appeals	14.1 Disciplinary Action 14.2 Procedure for Appeal and Hearing	NONE	
15	Resignation, Retirement and Reinstatement	15.1 Resignation and Retirement 15.2 Reinstatement 15.3 Employment of PERS or STRS Retirees	In Process	Completed 15.1.1.F 9/16/2015; and 15.3.1 6/19/2019
16	Complaint Procedures	16.1 Complaint Procedures for Classified Personnel	Completed 10/19/2016	
17	The Merit System Act and Related Laws Affecting Classified employees	Summary of related of the California Education Code	Completed 9/20/2022	Reference information only – Deleted

V. Meeting Adjourned:

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

<b>Month</b>	<b>Day</b>	<b>Year</b>	<b>Time</b>	<b>Venue</b>
February	1	2023	10:00 AM	Online
March	1	2023	10:00 AM	Online
April	5	2023	10:00 AM	TBD
May	3	2023	10:00 AM	TBD
June	7	2023	10:00 AM	TBD

In accordance with the law, this regular meeting agenda was posted  
72 hours in advance of the meeting.

INCOMPLETE