



MERIT RULES ADVISORY COMMITTEE MEETING MINUTES

Regular Meeting, Wednesday, January 8, 2020 at 10:00 a.m.
Board Room, Business Building Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

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For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.

**PUBLIC PARTICIPATION
ADDRESSING THE MERIT RULES ADVISORY COMMITTEE**

Members of the public may address the Merit Rules Advisory Committee by oral presentation **concerning any subject that lies within the jurisdiction of the Committee** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Committee during Public Comments or regarding an item(s) on the agenda must complete an information card with their name, name of organization (if applicable) and the topic or item on which the comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Committee reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Committee, and to one presentation per Commission meeting on non-agenda items.

General Public Comments

- The card to speak during Public Comments must be submitted to the recording secretary at the meeting **before** the Commission reaches the Public Comments section in the Agenda.
- 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.

Agenda Items

- The card to speak during Agenda Items must be submitted to the recording secretary at the meeting **before** the Commission reaches that specific item in the agenda.
- Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Committee reaches that item in the Agenda.

Exceptions: This time allotment does not apply to individuals who address the Merit Rules Advisory Committee at the invitation or request of the Committee or the Director of Classified Personnel.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Merit Rules Advisory Committee 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.

Rev. 1/14

*Reference: Merit Rule 2.2.8
Government Code sections 54954.2, 54954.3, 54957.9*

**Merit Rules Advisory Committee
Minutes of Regular Meeting, January 8, 2020**

**MERIT RULES ADVISORY COMMITTEE
REGULAR MEETING AGENDA
Wednesday, January 8, 2020 at 10:00 a.m.
Board Room, Business Building, Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405**

Any disclosable public records related to an open session item on the agenda and distributed to the Merit Rules Advisory Committee less than 72 hours prior to the meeting are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

Any individual or group may address the Merit Rules Advisory Committee during the Public Comments segment of the meeting regarding any item that is within the Committee's subject matter jurisdiction. However, the Committee will not take action on any item that is not on this agenda.

Any individual may appear at the Committee meeting to respectfully testify in support of or opposition to any item being presented to the Committee members for consideration. Individuals wishing to address items to the Committee members should complete a *Request to Address the Merit Rules Advisory Committee* card (green form) prior to the start of the meeting.

PUBLIC SESSION: 10:00 A.M.

ORGANIZATIONAL FUNCTIONS

- A. Call to Order 10:01 a.m.
- B. Roll Call

Committee Members	Present	Absent
Commissioner Lawrence Leone, Chair	X	
Commissioner Barbara Greenstein	X	
Carol Long, Director of Classified Personnel	X	
Alan Kuykendall, Human Resources Analyst-Employee & Labor Relations(Confidential)	X	
Lee Peterson, Commission Appointee	X	
Vacant, CSEA		
Vacant, CSEA		
Vacant, CSEA		
Albert Echeverria, Police Officer Association		X

- C. Approval of Minutes: Minutes were approved.

December 4, 2019 – Regular Meeting

Motion made by: Lee Peterson Seconded by: Barbara Greenstein
Ayes: 5 Nays: 0 Abstain: 0

II. PUBLIC COMMENTS (non-actionable comments from those in attendance)- None

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III. MAJOR ITEMS OF BUSINESS

#	ITEM
1	Status of Reviews for Merit Rules Chapters
2	Chapter III – Merit Rule 3.3 RECLASSIFICATION
3	Future Agenda Items

ITEM # 2 – Chapter III – Merit Rule 3.3 Reclassification

Carol Long, Director of Classified Personnel, gave an overview of the Education Code that establishes the 2-year requirement for incumbents to be eligible for a reclassification. The Committee Members discussed setting up provisions to assist incumbents who through gradual accretion are doing higher-level duties but do not meet the 2 year minimum requirement to apply for a qualifying promotional examination. The Committee Members were in agreement to send the revisions for Section 3.3.9 A.1. through 3.3.9 A.6. as specified below;

3.3.9 EFFECTS OF RECLASSIFICATION ON INCUMBENTS

Whenever a position or entire classes of positions are reclassified the rights of the incumbents will be determined in accordance with these Rules and Regulations.

A. Reclassification Upward

The reclassification of positions to a higher salary range shall have the following effect on incumbents:

1. When one or more positions in a class are reclassified to a higher classification, the incumbent or incumbents who have continuous employment of two (2) or more years in such positions shall be reclassified with the position without examination.
2. When one or more positions in a class are reclassified to a higher classification, the incumbents who have more than six months but less than two years of continuous employment in such positions shall be reclassified to the higher class upon passing a qualifying examination.
3. When one or more positions in a class are reclassified to a higher classification, incumbents with less than six months of continuous employment in such positions are eligible to be reclassified to the higher classification upon passing a competitive examination and being reachable on the eligibility list.
4. Incumbents who are unsuccessful in the examination may exercise the same rights as listed in Rule 13.3.1(B).
5. The salary placement of an incumbent who is reclassified upward with his/her position shall be in accordance with Rule 12.2.10
6. Incumbents who have permanent status in the original classification, and are reclassified with the position to a higher classification with an equivalent probationary period, and have received successful formal performance evaluations during that period, shall not be subject to a new probationary period in the new classification.

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The Merit Rules Advisory Committee made a motion to move Merit Rule 3.3.9 A.1. through Merit Rule 3.3.9 A.6., Effects of Reclassification on Incumbents, to a first reading during the Regular Meeting of the Personnel Commission on January 15, 2020.

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Lee Peterson

AYES: 5 **NAYS:** 0 **ABSTENTIONS:** 0

IV. ADJOURN MEETING AT 10:50 A.M.

As required by law, this agenda for the Wednesday, January 8, 2020 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted at or before 10:00 a.m. on Friday, January 3, 2020 on the official District website and bulletin boards.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Motion to adjourn was approved.

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MOTION MADE BY: Lee Peterson
SECONDED BY: Barbara Greenstein
AYES: 5
NAYS: 0
ABSTENTIONS: 0

2019-20 MEETING SCHEDULE FOR THE MERIT RULES ADVISORY COMMITTEE		
July 3, 2019	Canceled	January 8, 2020
August 7, 2019		February 5, 2020
September 4, 2019		March 4, 2020
October 2, 2019		April 1, 2020
November 6, 2019		May 6, 2020
December 4, 2019		June 3, 2020