



MERIT RULES ADVISORY COMMITTEE MEETING MINUTES

Regular Meeting, Wednesday, February 5, 2020 at 10:00 a.m.
Board Room, Business Building Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

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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, February 5, 2020**

**MERIT RULES ADVISORY COMMITTEE
REGULAR MEETING AGENDA
Wednesday, February 5, 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: **10:03 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	
Miguel Reyes, CSEA	X	
Mohamad Fakih , CSEA		
Joshua Casillas, CSEA		
Albert Echeverria, Police Officer Association		X

- C. Approval of Minutes: Minutes were approved.

January 8, 2019 – Regular Meeting

Motion made by: Seconded by:
Ayes: **8** 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

The Committee Members were in agreement to table Section(s) 3.3.9 B.1 and 3.3.12 for further discussion at the next meeting in March.

The following is a list of edits to Section(s) 3.3.9 B.1 through 3.3.12 which were initially proposed to the Merit Rules and Advisory Committee at this meeting.

B. Reclassification Downward

The reclassification of a position or group of positions to a class with a lower salary range, shall have the following effect on incumbents

1. ~~If the~~**The** incumbent ~~has been performing satisfactorily, he/she~~ shall be transferred to any vacant position within the same classification for which he/she qualified and which is at his/her present salary range. If no vacancy exists, the employee may elect one of the following:

- a. to demote in place;
- b. to transfer to a vacant position at the same range;
- c. to bump in class or to a previous lower class;
- d. to be laid off.

C. Abolishment of Position

When a position is abolished the incumbent may be transferred, demoted or laid off as determined by these rules.

D. Period of Ineligibility for Reclassification

An employee, who has been reclassified with his/her position, shall be ineligible for subsequent reclassification with his/her position for a period of at least two (2) years from the date on which the reclassification became effective.

~~**E. Effect of Reorganization or Reassignment on Classification**~~

~~Any positions which are created or changed as a result of a sudden reorganization or assignment of new duties and responsibilities shall be filled through normal competitive selection processes as provided in these rules. This rule shall apply to positions that are occupied at the time of reclassification. If reclassification occurs in a vacant position, the position shall be filled through normal selection processes as determined by these rules.~~

3.3.4210 REEMPLOYMENT LIST FOR DISPLACED INCUMBENTS

A. Any displacement of a regular employee which results from the reclassification of a position or class of positions, shall be considered a layoff for lack of work and an appropriate reemployment list shall be established in accordance with these rules. The employee shall have the right of reemployment into his/her previous classification for a period of up to 39 months, provided that the class has not changed substantially or been abolished as the result of a classification study.

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B. This rule shall be followed in all instances where of reclassification has resulted in a position or group of positions being upgraded, downgraded, sustained, laterally reallocated to a new classification.

3.3.4311 REAPPRAISAL OF ELIGIBILITY LIST DUE TO RECLASSIFICATION

The reclassification of all positions in a class automatically ~~changes-reclassifies~~ the mandatory reemployment list (if any) for that class. The Personnel Commission shall also review the appropriateness of the current eligibility for the class, if any, to determine whether or not ~~is-it~~ should be changed to reflect the new class title or abolished. The Director of Classified Personnel shall recommend to the Personnel Commission whether the current eligibility and employment lists are to be reclassified. Salary reallocation of classes shall have no effect on lists, unless the Personnel Commission makes a specific finding to the contrary.

3.3.4412 IMPACT OF RECLASSIFICATION ON SENIORITY

~~When A~~ an employee ~~who~~ is reclassified with the position, seniority will be impacted as follows:
~~transfers his or her seniority to the new classification.~~

A. When an employee is reclassified from an existing classification to a new classification, the employee will keep seniority in former classification, and will begin new seniority in the new classification.

B. When an employee is reclassified to a new classification, and whereas the former classification will be abolished, the employee transfers seniority to the new classification.

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IV. ADJOURN MEETING AT: 10:58 a.m.

As required by law, this agenda for the Wednesday, February 5, 2020 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted at or before 10:00 a.m. on Friday, January 31 on the official District website and bulletin boards.

DISPOSITION BY THE COMMISSION

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

Motion to adjourn was approved.

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