



**PERSONNEL COMMISSION
SPECIAL MEETING MINUTES
THURSDAY, DECEMBER 2, 2021 AT 4:00P.M.**

****VIRTUAL MEETING****

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & 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&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Clarendia 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 & 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& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS and MANAGERS</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 Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</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 & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz 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 align="right">Revised 8/18/2021</p> <p>IF YOU NEED AN ACCOMMODATION 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 shall send an email to personnel_commission@smc.edu, by no later than 3:00 PM. on Thursday, December 2, 2021. 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.

- 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.
- 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.
- 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: 4:00 P.M.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order 4:01p.m.

B. Roll Call

Commissioner	Present	Absent
Dr. Joseph Metoyer, Jr. , Chair	X	
Joy Abbott, Vice Chair	X	
Deborah Jansen	X	
Lawrence Leone	X	
Barbara Greenstein	X	

C. Comments and Informational Reports

D. Public Comments (Non Actionable Comments from those in attendance)

No Comments

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	Item	Page
1	NEW CLASS DESCRIPTION & SALARY ALLOCATION: HUMAN RESOURCES ANALYST – OPERATIONS	4
2	POSITION RECLASSIFICATION: HUMAN RESOURCES TECHNICIAN TO HUMAN RESOURCES ANALYST – OPERATIONS	11
3	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT III-CONFIDENTIAL • CUSTOMER SERVICE ASSISTANT • ENTERPRISE BUSINESS SERVICES SPECIALIST 	13
4	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	14

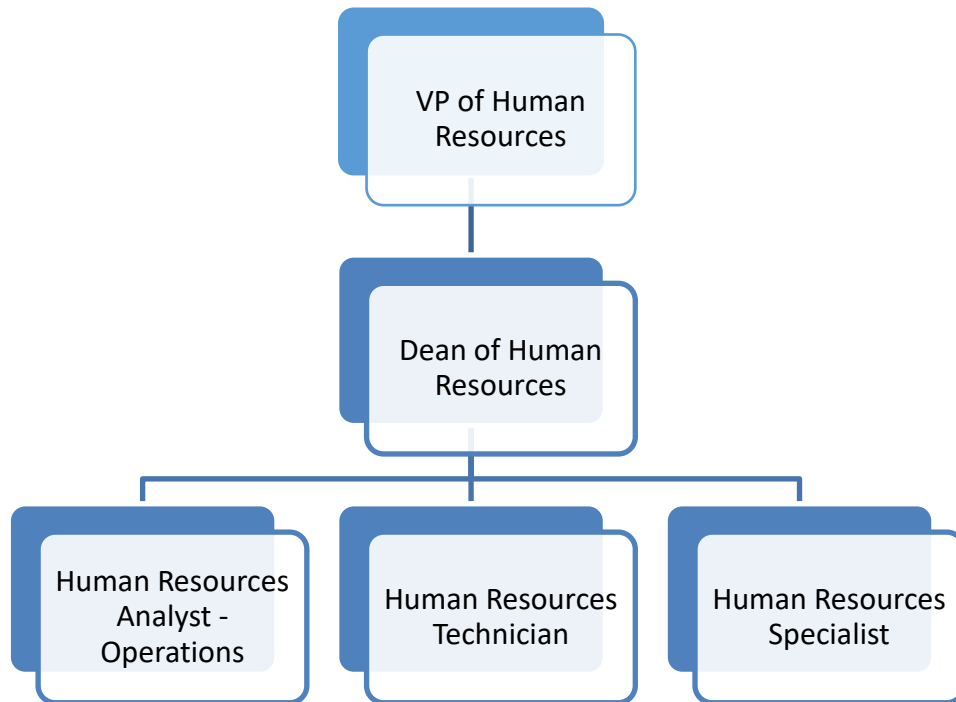
III. ADJOURNMENT

Agenda Report No.	1
Subject	NEW CLASS DESCRIPTION & SALARY ALLOCATION: HUMAN RESOURCES ANALYST – OPERATIONS
Date	December 2, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a new classification description and salary allocation for **Human Resources Analyst – Operations**.

In response to a submitted ad-hoc study request, Personnel Commission staff conducted a study of the Human Resources Technician position in the Human Resources Department. Based on the information gathered, a new classification is proposed to include duties related to developing business and systems processes, and planning and implementing large-scale human resources initiatives. This new role will report to the Dean of Human Resources or designee.



METHODOLOGY

An ad-hoc study request was submitted to the Personnel Commission on July 14, 2021. Personnel Commission staff subsequently interviewed Delia Padilla, Human Resources Technician, and Tre'Shawn Hall-Baker, Dean of Human Resources, to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed. Higher-level duties were identified, and the role was reviewed with Dr. Hall-Baker to determine if performed job duties fit into an existing classification, or if further study was needed to determine if a formal recommendation for a new classification was warranted. Following discussion and review of job duties and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment within the Human Resources occupational series, and that duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review by senior leadership.

RESULTS

Key factors in determining that a new classification should be established involved the scope of responsibilities, knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. This position will:

- Plan, develop and implement large-scale human resources initiatives
- Develop and modify human resources operational and systems processes in support of day-to-day operations activities and large-scale initiatives.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). As a result, salary allocation is recommended based on internal alignment. Commission staff found that other agencies used broader classifications that do not require knowledge of HR operational procedures and processes, employed highly technical roles that focused on defining, developing and testing system enhancements, or required specialized knowledge of core HR functions, such as employee and labor relations.

SALARY ALLOCATION

Based on job evaluation results, Commission staff found that this proposed classification is comparable to the Human Resources Analyst – Employee and Labor Relations (Confidential) and Human Resources Analyst – Leaves and Benefits, in that these classifications utilize professional knowledge to independently perform analytical tasks requiring discretion and judgment. Work performed has a significant impact on District resources and employees, and involves regular collaboration with internal and/or external stakeholders. The Human Resources Analyst – Employee and Labor Relations (Confidential) is currently allocated to Range 52 on the Classified Confidential Salary Schedule; the Human Resources Analyst – Leaves and Benefits is currently allocated to Range 51 on the Classified Salary Schedule. Accounting for the one-range increase that is granted to Confidential employees, it is recommended that the salary for the newly proposed classification be allocated to **Range 51 (\$7,610 to \$9,248 per month)** on the Classified Employee Salary Schedule.

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JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Human Resources Analyst – Employee and Labor Relations (Confidential)	\$7,793	\$9,473	C52	2.43%
Human Resources Analyst – Leaves and Benefits	\$7,610	\$9,248	51	0.00%
Human Resources Analyst – Operations (Proposed)	\$7,610	\$9,248	51	37.37%
Human Resources Technician	\$5,538	\$6,732	38	

The proposal for this new classification was sent for review to Department leadership, Business Services, CSEA, and the College Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for Human Resources Analyst – Operations.

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Lawrence Leone
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Human Resources Analyst – Operations

CONCEPT OF THE CLASS

Positions in this classification have primary responsibility for performing a variety of complex, professional and technical work related to District-wide human resources operations, including gathering and analyzing information used in management decision-making, the development and modification of human resources operational processes, technology changes, and the planning and implementation of human resources initiatives.

DISTINGUISHING CHARACTERISTICS

The **Human Resources Analyst - Operations** performs a variety of complex, professional analytical and technical functions for major administrative human resources operations, including collaborating with District departments and external stakeholders, and coordinating large-scale projects with a significant impact on management decision-making, District resources, and large groups of employees. Incumbents oversee and participate in a wide-range of technical human resources operations activities, including wage administration and employment transactions and records. Work is performed using independent judgment and discretion, with substantial authority and individual accountability for decision-making and work results.

The **Human Resources Technician** performs advanced journey level technical duties to support assigned Human Resources functions related to employment transactions and records, onboarding and academic recruitment, retirement, and wage administration, and provides lead direction to assigned staff.

Human Resources Analyst-Leaves and Benefits performs a full range of journey-level, professional human resources duties in the areas of leaves management, disability interactive process, benefits, return to work program, and related data analysis and reporting.

Human Resources Analyst-Employee and Labor Relations performs a full range of journey-level, professional human resources duties in the areas of labor and employee relations, Title IX, Title 5, and corresponding workplace investigations.

ESSENTIAL DUTIES

Oversees and participates in human resources operations activities, including position control, salary schedule administration and maintenance, and new employee processing; reviews the work of staff in assigned areas to ensure accuracy and compliance with applicable laws, rules, regulations, and collective bargaining agreements..

Serves in a lead capacity on projects; provides training and/or monitors implementation of new or revised policies, procedures or systems.

Reviews, interprets, applies, and explains related provisions of rules, laws and regulations, District policies, collective bargaining agreements, and other complex materials related to the administration of assigned programs and services.

Participates in the planning and coordination of human resources projects by collaborating with internal and external stakeholders to establish project parameters, deliverables, timelines, and implementation processes.

Researches, evaluates, recommends, and documents human resources business and systems processes to accommodate new or modified operational requirements and identify best practice systems solutions; assesses the feasibility and impact of potential changes on related operational functions.

In collaboration with stakeholders, develops guides and communications to facilitate implementation and employee understanding of human resources initiatives, and new or revised policies, procedures, or systems.

Prepares and maintains a variety of technical documents, records, databases, spreadsheets, and files to support the implementation of HR initiatives.

Gathers, compiles, analyzes, summarizes, and interprets data related to human resources operational and systems processes, wage administration, and other human resources operations.

Performs advanced research and obtains supporting documentation to initiate, verify or complete assignments, including employment documents and forms, statistical files, and charts on salaries and other information; prepares federal, state, and internal reports; compiles data from personnel records and prepares reports for classified, academic and student employees.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification may serve in a lead capacity over assigned human resources staff or student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Practices, procedures and systems utilized in human resources

District human resources policies, contractual agreements, laws and regulations pertaining to academic and classified personnel

Principles and techniques of project management, and process analysis and improvement

Timelines, processes, and logistical considerations pertinent to wage administration and payroll processing and distribution

Generally accepted human resources principles and practices

Recordkeeping and reporting procedures

Related computer applications, software and databases for data collection, analysis, tracking, reporting, publications and presentations

Ability to

Analyze and understand the interconnection of human resources initiatives to related areas, such as payroll and information technology

Effectively utilize computer applications to design records, create and maintain files, manipulate and analyze data, develop and format reports, and publish final documents

Stay abreast of technology changes and adapt to new technologies

Compose clear, grammatically correct, well-constructed correspondence, reports, and informational materials

Organize, set priorities and exercise sound independent judgment and initiative within areas of assigned responsibility

Organize and maintain specialized and/or confidential files, systems, databases, and spreadsheets, ensuring security, integrity, accuracy, and privacy requirements are met

Apply laws, rules, regulations, collective bargaining agreements, and District policies and procedures affecting assigned operations; understand and interpret legal codes, technical materials and administrative policies, reports, and directives

Use techniques of business process and functional systems analysis to systematically analyze enterprise-wide human resources operations issues and present potential solutions to management

Estimate project requirements and organize, coordinate and collaborate with internal and external stakeholders to plan and implement human resources initiatives.

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations and meet quality standards

Maintain an open and approachable manner and easily build rapport with others

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

Model professional integrity and exceptional internal and external customer service

Train and provide work direction to others

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree from an accredited university or college.

Experience Requirement:

Three (3) years of technical and analytical experience compiling and analyzing data or business processes in human resources or business operations. Experience working in higher education is preferred.

Education/Experience Equivalency:

Education or experience of the same kind, level or amount as required in the minimum qualifications may be substituted for on a year-for-year basis.

Licensure and/or Certification:

Related professional certifications are preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Human Resources/Personnel Commission
<i>FLSA Status</i>	Non-Exempt
<i>Personnel Commission Approval Date:</i>	12/2/2021
<i>Class History</i>	New Class

Agenda Report No.	2
Subject	POSITION RECLASSIFICATION: HUMAN RESOURCES TECHNICIAN TO HUMAN RESOURCES ANALYST – OPERATIONS
Date	December 2, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke

BACKGROUND

In response to an ad-hoc study request submitted in July 2021, Personnel Commission staff conducted a study of the Human Resources Technician position in the Human Resources Department. A reclassification study was initiated to gather additional details and timelines for higher level work assigned to determine if a reclassification is warranted. Ms. Padilla has been in the Human Resources Technician classification since January 1, 2007.

METHODOLOGY

An ad-hoc request form was submitted to the Personnel Commission on July 14, 2021. Personnel Commission staff interviewed Ms. Padilla and Tre'Shawn Hall-Baker, Dean of Human Resources, to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

ANALYSIS

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts, degree of decision-making authority, and consequence of error.

A review of the ad-hoc request form, as well as follow-up conversations with the incumbent and HR management indicate that this position develops business and systems processes, and plans and implements large-scale human resources initiatives with a high degree of independence.

FINDINGS

- Ms. Padilla qualifies for reclassification because her position is required to plan and implement large-scale human resources initiatives in collaboration with internal and external stakeholders; these duties require a comprehensive understanding of operational processes and systems related to human resources, as well as regulations and processes that govern the administration of related functions, such as payroll and retirement. Duties constitute a substantial part of the role, are required to support normal department and District operations, and cannot be absorbed by other staff members.
- Based on information gathered from the incumbent and her supervisor, Ms. Padilla has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge, skills and abilities required, the newly established Human Resources Analyst – Operations classification encompasses the majority of

the incumbent’s essential duties in terms of knowledge, complexity, scope and effect of work, decision making, and nature and purpose of contacts.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as “occurring over two (2) or more years of regular service.”
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee’s continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

RECOMMENDATION

It is recommended that the Commission reclassify Ms. Padilla’s position from a Human Resources Technician to a Human Resources Analyst – Operations, with a reclassification effective date of December 8, 2021.

Disposition by the Commission	
Motion made by:	Barbara Greenstein
Seconded by:	Lawrence Leone
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

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Agenda Report No.	3
Subject	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT III-CONFIDENTIAL • CUSTOMER SERVICE ASSISTANT • ENTERPRISE BUSINESS SERVICES SPECIALIST
Date	December 2, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Examination Schedule:

Class Title	Field of Competition	Time
Administrative Assistant III – Confidential	Promotional and Open Competitive	3 weeks
Customer Service Assistant	Promotional and Open Competitive	3 weeks
Enterprise Business Services Specialist	Promotional and Open Competitive	3 weeks

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	4
Subject	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
Date	December 2, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following working out of class and internal limited term assignment(s).

I. Working Out of Class (Provisional)

Name/Permanent Class	WOC (Provisional) Assignment*	Dates of Current Assignment
LaToya Hightower, Student Services Clerk	International Student Services Specialist	11/29/2021 to 3/31/2022

**Unless otherwise noted, WOC assignments are paid at 100%.*

***Pending PBAR approval.*

**Merit Rule 3.2.10 Working Out of Class
(Education Code Section 88010, 88087, 88106 - 88108)**

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and

the employee, and forwarded to the Board of Trustees for final approval.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

Merit Rule 7.4 Limited Term (Temporary) Appointments (Education Code Section 88105)

7.4.1 LIMITED TERM POSITIONS DEFINED

- A. Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.
- B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

- C. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.
- D. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

7.4.3 ELIGIBILITY FOR APPOINTMENT

- A. Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Deborah Jansen
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

IV. MEETING ADJOURNED at 4:06 p.m.

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Regular Meeting Day	Regular Meeting Date	Regular Meeting Month	Regular Meeting Year	Scheduled Time	Meeting Location
*Thursday	2	December	2021	4:00PM	ONLINE
Wednesday	15	December	2021	12:00 PM	ONLINE
Wednesday	19	January	2022	12:00 PM	TBD
Wednesday	16	February	2022	12:00 PM	TBD
Wednesday	16	March	2022	12:00 PM	TBD
Wednesday	20	April	2022	12:00 PM	TBD
Wednesday	18	May	2022	12:00 PM	TBD
Wednesday	15	June	2022	12:00 PM	TBD

*SPECIAL MEETING DATE & TIME

As required by law, this agenda for the Thursday, December 2, 2021, Special Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 24 hours prior to the date and time of this meeting.