

MERIT PRINCIPLES

1. Hiring and promoting employees on the basis of ability, with open competition in initial appointment
2. Providing fair compensation
3. Retaining employees on the basis of performance
4. Correcting inadequate performance and separating those whose inadequate performance cannot be corrected
5. Training employees as needed for high-quality performance
6. Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, or religious creed and with proper regard for their privacy and constitutional rights as citizens
7. Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office

COMMISSION STAFF

The staff consists of:

Dr. Cy Chukwumezie, Director
Mr. Daver Rodriguez, Personnel Analyst
Ms. Jouslynn Griffin, Personnel Specialist
Ms. Silvia Busailah, Senior Personnel Clerk

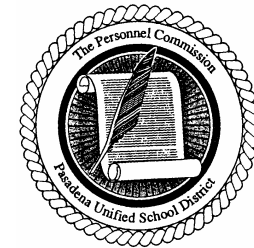
COMMISSION FUNCTIONS

- Establish and maintain Personnel Commission Rules based upon the Education Code and Merit System Principles
- Develop and administer a classification plan for the classified service
- Recommend Salary schedules consistent with the principle of like-pay for like-service
- Recruit, test, select and retain qualified job applicants in accordance with Commission Rules and Merit System Principles from a diverse population
- Direct and coordinate the classified employment hiring program including certifying and referring candidates for employment, job offers and placement in the payroll/personnel system
- Prepare a variety of reports for Commission meetings, including the Education Code mandated annual report
- Plan, prepare, maintain and execute Commission annual budget
- Conduct hearings on appeals of suspension, demotion, dismissal, examinations procedures, disqualification decisions and direct investigations into alleged violations of the Education Code, the Commission's Rules and other matters affecting merit system operations

HOW TO CONTACT US

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Personnel Commission
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PERSONNEL COMMISSION

A Merit System
Agency

PASADENA UNIFIED SCHOOL DISTRICT

COMMISSIONERS

Mr. John Madden, Chair
Joint Commission Appointee
Mrs. Cheryl Lewis, Vice Chair
District Board Appointee
Ms. Barbara Reagan, Member
Classified Employees Union Appointee

THE PERSONNEL COMMISSION

Since 1979, Pasadena Unified School District has been a merit system district operating under the provisions of Article VI of the Education Code of the State of California.

WHAT IS A MERIT SYSTEM?

Simply stated, a merit system is a method of personnel management designed to promote the efficiency and economy of service and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters on the basis of merit, fitness and the principle of "like pay for like work."

WHO STARTED IT?

The merit (civil service) system is not new. Early in the 1800s "spoils" patronage was well established as a method of filling government jobs. It took the tragedy of the shooting of President Garfield by a disgruntled office seeker in 1881 to focus enough attention on the practice to spark legislative reform. Two years later Congress passed the Civil Service Act of 1883 (the Pendleton Act) which set up the first civil service system for federal employees to guard against patronage appointments.

In the following years, state and local civil service systems flourished, but it was not until 1936 that the first merit system law for school districts was established. California was the leader when, as a result of a disgraceful patronage system in one of our largest school districts, more than 700 employees were fired on the day after an

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election to make room for political "spoilsmen." The fired employees had no appeal rights.

WHO USES IT?

There are approximately 100 merit school districts in California which employ almost 70 percent of the classified (non-certificated) school employees in the state. A merit system may be voted into a district by local board of education action, by a majority of the district's classified employees, or by a majority vote of voting electing electors of the school district.

WHO ADMINISTERS IT?

The Personnel Commission is the mainstay of the merit system. It is an independent body composed of three persons appointed for three-year staggered terms. Commissioners are individuals who must be known adherents of the merit principle. The Personnel Commission is responsible for maintaining a merit system for classified employees of the school system and for fostering the advancement of a career service for such employees. To execute the responsibilities, the State Education Code provides that Personnel Commissioners shall classify positions, hear appeals of disciplinary and dismissal matters and protests involving examinations, selection and appointment procedures and prescribe rules related to a variety of personnel practices. Authority for Personnel Commission functions is provided by Sections 45220 to 45320 and 88060 to 88139, inclusive, of the State Education Code.

WHO NEEDS IT?

With the advent of collective bargaining in the public educational field, functions performed by personnel commissions take on added significance. The necessity for objective information and classification decisions unaltered by labor or management pressures, protection of the rights of non-represented employees and an independent body which can hear employee appeals in an impartial manner are all vital to the efficient and economic operations of a school district and to the benefit of the general public.

COMMISSION MEETINGS

The Pasadena Unified School District Personnel Commission has regular and special meetings. Routinely the Commission meets the third Thursday of each month at a convenient location, usually in the Board Room at the Pasadena Unified School District Education Center, Pasadena. Commission meetings generally begin at 5:30 p.m. and may last from 30 minutes to one or two hours. Regular agendas are published at least 72 hours in advance and special agendas at least 24 hours in advance.

COMMUNICATIONS

Materials addressed to or intended for the Commissioners should be directed to the Secretary of the Commission in time for scheduled distribution and should specify whether the matter is intended for formal consideration or general information. Sensitive personnel issues may be discussed in closed session in accordance with the Brown Act. The Secretary who is also the Director of the Personnel Commission may convey informal communications.