



Personnel Commission

Forty-ninth Annual Report

2017-2018

The Merit System

Very simply, the merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce 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 a new system.

Early in the 1800s, the "spoils system" of patronage was well established as a method of filling government jobs. It took the tragedy of the shooting of President John Garfield by a disgruntled office worker in 1881 to focus enough attention on the practice to spark legislative reform.

Two years later, the Congress passed the Civil Service Act of 1882 (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.

It was California that became the leader in the national movement to implement the merit system in school districts when, as a result of a disgraceful patronage system in the Los Angeles Unified School District, more than 700 employees were fired on the day after a school board election in order to make room for hiring political "spoils men" for their positions. The fired employees had no appeal rights.

► Who Needs it?

With the advent of collective bargaining in the public education field, functions performed by Personnel Commissions took on added significance. The necessity for objective information, classification decisions, appeals unaltered by Board and management pressures, protection of the rights of unrepresented employees and an independent body to 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 public and employees.

► Who Uses it?

There are nearly 100 merit system school districts in California that employ almost 70 percent of the total classified school employees in the state.

A merit system may be voted into a district by a vote of the classified employees following the submission of a petition requesting an election. It takes a simple majority affirmative vote and the merit system becomes effective; then begins the process of appointing a three-member Personnel Commission and the appointment of a Director of Classified Personnel. This starts the transition into developing and putting into effect the system of personnel management based on the concept of merit and fitness

► 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.

Personnel Commissioners are laypersons 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 district and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the 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 in Sections 45220 through 45320 of the State Education Code.

► What Are the "Merit" Principles?

The Merit System encompasses these basic principles and concepts:

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing for compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those who inadequate performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, race, religious creed, sex, or sexual orientation of any person and with proper regard for their privacy and Constitutional rights as citizens.**
- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

► What Are the Responsibilities of Personnel Commissioners?

Commissioners have threefold responsibility:

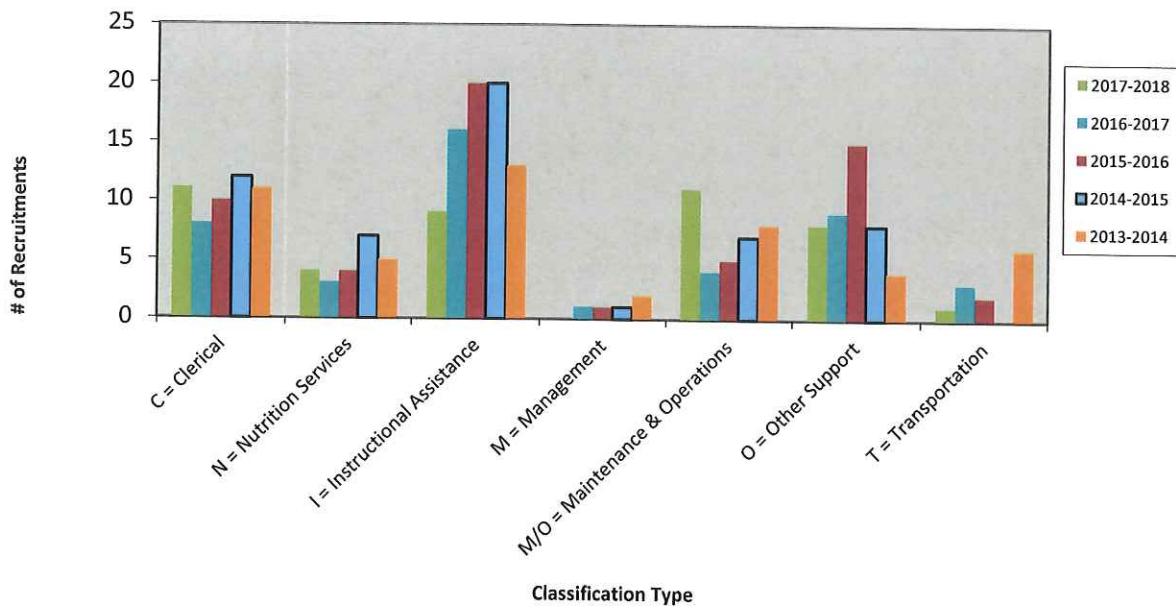
- The Personnel Commission ensures that classified employees receive fair and equitable treatment.
- Personnel Commissions represent the public's interest by providing a personnel system dedicated to the hiring and retaining of the best qualified employees.
- Personnel Commissions work in cooperation with the governing board and administrators in the quest for competent employees and good personnel administration.

PERSONNEL COMMISSION MEMBERS

July 1, 2017 – June 30, 2018

Gloria Bevers	Appointee of the Chico Unified School District Board of Education
Position(s):	Chairperson
Term:	3-year appointment
Appointed:	December 1, 2002 (one-year term)
Reappointed:	December 1, 2006, 12:01 pm
Term Expires:	December 1, 2009, 12:00 noon
Reappointed:	December 1, 2009, 12:01 pm
Term Expires:	December 1, 2012, 12:00 noon
Reappointed:	December 1, 2012, 12:01 pm
Term Expires:	December 1, 2015, 12:00 noon
Reappointed:	December 1, 2015, 12:01 pm
Term Expires:	December 1, 2018, 12:00 noon
Beverly Patrick	Appointee of the Classified School Employees Association of the Chico Unified School District
Position(s):	Vice Chairperson
Term:	3-year appointment
Appointed:	January 22, 2018, 12:01 pm
Term Expires:	December 1, 2020, 12:00 noon
Scott Jones	Appointee of the Personnel Commissioners
Position(s):	Member
Term:	3-year appointment
Appointed:	December 1, 2013, 12:01 pm
Term Expires:	December 1, 2016, 12:00 noon
Reappointed:	December 1, 2016, 12:01 pm
Term Expires:	December 1, 2019, 12:00 noon

Summary of Recruitments by Classification Type



	2017-18	2016-17	2015-16	2014-15	2013-14
Examinations Announced:					
Announcements (Recruitments)	45	43	57	61	51
Applications Received	1091	1105	1489	1112	1516
Applications Approved	1073	1024	1396	974	1335
Examinations Conducted:					
Job Related Written Test	28	21	28	28	28
Performance/Technical Test	13	7	12	14	12
Competency Test (instructional positions)	9	11	18	21	13
Oral Exam	45	41	57	61	52
Total Exams Given (Test takers)	1215	923	1420	1063	1495
Candidates Eligible	558	435	679	463	598
% of Eligibles to Applicants	52.00	42.48	48.64	47.54	44.79

	2017-18	2016-17	2015-16	2014-15	2013-14
Position Request Forms Processed					
	402	351	398	421	370
Notices					
Lateral Transfer Opportunity	159	159	195	172	149
Limited Term Opportunity	46	30	20	18	37
Provisional Opportunity	0	0	0	0	0

	2017-18	2016-17	2015-16	2014-15	2013-14
# of Employees					
Exempt	28	36	53	58	56
Restricted	27	19	22	25	26
Bargaining Unit	680	674	654	630	704
Confidential	8	8	8	8	9
Classified Management	15	16	15	15	15
Total	758	753	752	736	810
Substitutes	322	292	272	247	287
Combined Total	1080	1045	1024	983	1097
FTE by Employee Type					
Exempt	20.2	21.1	23.9	22.5	22.7
Restricted	14.3	12.8	13.7	12.7	9.3
Bargaining Unit	582.6	578.1	547.6	536.9	525.4
Confidential	8.0	9.0	8.0	8.0	9.0
Management	16.0	16.0	15.0	15.0	15.0

Reclassification & Reallocation Studies	2017-18	2016-17	2015-16	2014-15	2013-14
Total	0	4	0	0	0

2017-18: None, pending the development of a list of Comparable Districts by Chico Unified School District and CSEA, Chapter #110

2016-17: Bicultural Liaison, Director-Classified Human Resources, Sr Equipment Mechanic, Sr Maintenance Worker-Carpenter

2015-16: None

2014-15: None

2013-14: None

	2017-18	2016-17	2015-17	2014-15	2013-14
Board Actions					
<i>Appointments:</i>					
Open	199	235	227	216	163
Restricted (parent positions)	21	17	20	24	12
Limited Term	35	33	17	20	33
Provisional/Interim	0	0	0	0	0
Promotional	22	16	10	15	9
Reclassification/Reallocation	0	3	0	0	0
Reinstatement/Reemployment	5	2	3	11	17
Voluntary Demotion	2	1	0	1	0
Leaves of Absence (unpaid)	56	43	43	48	72
Total	340	350	320	335	306
<i>Terminations:</i>					
Layoff to Re-employment List	3	7	5	3	24
Resignations	59	68	63	60	51
Limited Term	3	3	4	5	1
Parent Restricted	3	5	5	9	2
Parent Restricted (Released)	0	3	5	2	4
Retirement	19	24	28	34	42
Death	2	0	0	1	2
Dismissals	8	4	5	6	6
Total	97	114	115	120	132
Total Turn-Over Ratio	18.87%	16.07%	19.68%	17.66%	18.15%
Voluntary Turn-Over Ratio	9.50%	10.09%	11.44%	10.60%	7.41%

Non-Board Actions

Exempt/Substitute Appointments:

School Aide-Exempt	9	8	14	15	8
Pupil Helper-Exempt	7	0	20	13	2
Substitute	167	129	147	103	160

Exempt/Substitute Resignations:

School Aide/Pupil Helper	10	3	18	9	7
Substitutes	34	72	62	23	23

Exempt/Substitute Dismissals:

School Aide-Exempt	0	0	1	1	0
Pupil Helper-Exempt (Released)	36	4	14	0	8
Substitutes	99	102	134	104	43