



Personnel Commission

Fifty-First Annual Report

2019-2020

## **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 race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, pregnancy, childbirth, breastfeeding or related medical conditions, or military and veteran status 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.

\*\*Government Code §12940

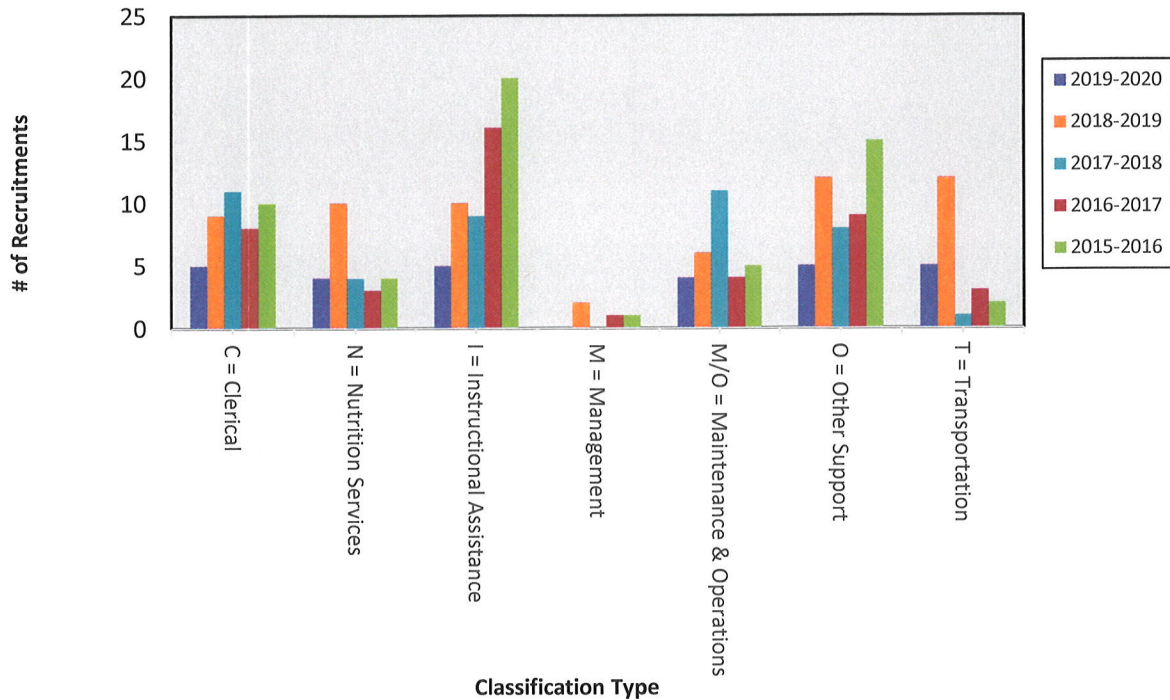
## PERSONNEL COMMISSION MEMBERS

July 1, 2019 – June 30, 2020

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
Reappointed:	December 1, 2018, 12:01 pm
Term Expires:	December 1, 2021, 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
Reappointed:	December 1, 2019, 12:01 pm
Term Expires:	December 1, 2022, 12:00 noon



Summary of Recruitments by Classification Type



	2019-20	2018-19	2017-18	2016-17	2015-16
<b>Examinations Announced:</b>					
Announcements (Recruitments)	34	61	45	43	57
Applications Received	701	1313	1091	1105	1489
Applications Approved	632	1208	1073	1024	1396
<b>Examinations Conducted:</b>					
Job Related Written Test	16	28	28	21	28
Performance/Technical Test	2	16	13	7	12
Competency Test (instructional positions)	5	5	9	11	18
Oral Exam	28	59	45	41	57
Total Exams Given (Test takers)	609	1144	1215	923	1420
Candidates Eligible	336	547	558	435	679
<b>% of Eligibles to Applicants</b>	<b>53.16</b>	<b>45.28</b>	<b>52.00</b>	<b>42.48</b>	<b>48.64</b>

	2019-20	2018-19	2017-18	2016-17	2015-16
<b>Position Request Forms Processed</b>					
	354	375	402	351	398
<b>Notices</b>					
Lateral Transfer Opportunity	60	96	159	159	195
Limited Term Opportunity	22	27	46	30	20
Provisional Opportunity	0	0	0	0	0

	2019-20	2018-19	2017-18	2016-17	2015-16
<b># of Employees</b>					
Exempt	n/a	37	28	36	53
Restricted	77	28	27	19	22
Bargaining Unit	699	673	680	674	654
Confidential	6	7	8	8	8
Classified Management	18	17	15	16	15
<b>Total</b>	<b>800</b>	<b>762</b>	<b>758</b>	<b>753</b>	<b>752</b>
Substitutes	361	360	322	292	272
<b>Combined Total</b>	<b>1161</b>	<b>1122</b>	<b>1080</b>	<b>1045</b>	<b>1024</b>
<b>FTE by Employee Type</b>					
Exempt	n/a	20.7	20.2	21.1	23.9
Restricted	38.1	14.2	14.3	12.8	13.7
Bargaining Unit	589.6	587.8	582.6	578.1	547.6
Confidential	7.0	7.0	8.0	9.0	8.0
Management	19.0	20.0	16.0	16.0	15.0

<b>Reclassification &amp; Reallocation Studies</b>	2019-20	2018-19	2017-18	2016-17	2015-16
<b>Total</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>

2019-20: Administrative Specialist, IPS-Visually Impaired, Sr Library Clerk, Director-Information Technology

2018-19: M&O Coordinator, Transportation Driver Trainer Instructor, Network Analyst, Director-Nutrition Services

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

	2019-20	2018-19	2017-18	2016-17	2016-15
<b>Board Actions</b>					
<i>Appointments:</i>					
Open	201	227	199	235	227
Restricted	59	18	21	17	20
Limited Term	43	68	35	33	17
Provisional/Interim	0	0	0	0	0
Promotional	22	17	22	16	10
Reclassification/Reallocation	13	6	0	3	0
Reinstatement/Reemployment	5	4	5	2	3
Voluntary Demotion	1	1	2	1	0
Leaves of Absence (unpaid)	77	81	56	43	43
<b>Total</b>	<b>421</b>	<b>422</b>	<b>340</b>	<b>350</b>	<b>320</b>
<i>Terminations:</i>					
Layoff to Re-employment List	6	3	3	7	5
Resignations	82	83	59	68	63
Limited Term	31	9	3	3	4
Parent Restricted/School Aide*	29	9	3	5	5
Parent Restricted (Released)	7	6	0	3	5
Retirement	37	35	19	24	28
Death	1	1	2	0	0
Dismissals	8	5	8	4	5
<b>Total</b>	<b>201</b>	<b>151</b>	<b>97</b>	<b>114</b>	<b>115</b>
<b>Total Turn-Over Ratio</b>	<b>26.50%</b>	<b>26.25%</b>	<b>18.87%</b>	<b>16.07%</b>	<b>19.68%</b>
<b>Voluntary Turn-Over Ratio</b>	<b>15.13%</b>	<b>14.30%</b>	<b>9.50%</b>	<b>10.09%</b>	<b>11.44%</b>
<b>Non-Board Actions</b>					
<i>Exempt/Substitute Appointments:</i>					
School Aide-Exempt	n/a	9	9	8	14
Pupil Helper-Exempt	26	3	7	0	20
Substitute	168	144	167	129	147
<i>Exempt/Substitute Resignations:</i>					
School Aide/Pupil Helper	10	17	10	3	18
Substitutes	31	42	34	72	62
<i>Exempt/Substitute Dismissals:</i>					
School Aide-Exempt	n/a	0	0	0	1
Pupil Helper-Exempt (Released)	1	32	36	4	14
Substitutes	175	41	99	102	134

\*School Aide for fiscal year 2019/20 are counted towards Restricted