

San Lorenzo Unified School District
Regular Meeting of the Personnel Commission
Wednesday, January 9, 2019 at 5:00 p.m.
The Board Room
15510 Usher Street
San Lorenzo, CA 94580

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 15510 Usher Street, San Lorenzo, CA 94580 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission’s website at www.slzusd.org

1. **Call to Order**
2. **Flag Salute**
3. **Commissioner Roll Call**

Marvin Kingdon, Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Diana Souza, Vice-Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Justin Hutchison, Member	<input type="checkbox"/> present	<input type="checkbox"/> absent
4. **Approve the Meeting Agenda of January 9, 2019** **ACTION**
5. **Public Comment**
Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.
6. **Approve the Meeting Minutes for the Following:** **ACTION**
 - **December 12, 2018**
7. **Approve the Following Eligibility Lists:** **ACTION**
 - Paraeducator Autistic I
 - Paraeducator – PH/SH
 - Paraeducator – Special Education
8. **Information Items** **INFORMATION**
 The following job announcements are presented for information only.
 - Building Maintenance Specialist
 - Maintenance Craftsperson – Mechanic
 - School Lunch Helper I
9. **Conference Items** **DISCUSSION & ACTION**
 The following items are presented for discussion and action.
 - a) Second Reading & Request for Adoption: Merit Rule 4.5 (A)
10. **Commissioner’s Report** **INFORMATION**
11. **Director’s Report** **INFORMATION**

12. Public Comment

Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.

Adjournment

**Next Regular Personnel Commission Meeting
Wednesday, February 13, 2019, Beginning at 4:30 pm
District Office Board Room**



SAN LORENZO UNIFIED SCHOOL DISTRICT
Personnel Commission

**Minutes for the Regular Meeting of
December 12, 2018**

- CALL TO ORDER Commissioner Kingdon called the meeting to order at 4:45 p.m.
- FLAG SALUTE Commissioner Kingdon led the flag salute.
- ROLL CALL Commissioners Kingdon and Souza were present.
- APPROVE AGENDA A motion to approve the December 12, 2018 Meeting Agenda was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Comments: None
- Ayes: Kingdon, Souza
- PUBLIC COMMENT Cindy Ornellas, CSEA, asked if Commissioners and Director Perez received the invite to the CSEA Holiday Dinner Party. The party was going to be at Chef's Experience on Hayward and she would like all to attend.
- APPROVE MINUTES A motion to approve the November 14, 2018 Personnel Commission Meeting Minutes with corrections was made by Commissioner Souza and seconded by Commissioner Kingdon. The correction was made to Conference item a), in which it was Commissioner Kingdon that seconded the action.
- Comments: None
- Ayes: Kingdon, Souza
- APPROVE ELIGIBILITY LISTS A motion to approve the following eligibility lists was made by Commissioner Kingdon and seconded by Commissioner Souza
- Absence Control Specialist (Open Competitive)
 - Bus Driver (Open Competitive)
 - Cafeteria Delivery Driver (Open Competitive)
 - Maintenance Craftsperson – HVAC (Promotional)
 - Paraeducator – PH/SH (Open Competitive)
 - Paraeducator – Special Education (Open Competitive)
- Comments: Commissioner Souza suggested using smaller buses or vans to transport students. Ms. Ornellas commented.
- Ayes: Kingdon, Souza
- INFORMATION ITEMS The following recruitment announcements were provided for information only:

- Career Center Specialist (Limited Term Opportunity)
- Director, Facilities and Construction
- Paraeducator Autistic I
- School Office Assistant

Comments: Ms. Ornellas stated that the Career Center Specialist went out as limited term prior to notifying CSEA first. Director Perez explained the limited time remaining on the grant-funded position and explained that it can be viewed as a training opportunity for District employees, and in particular, CSEA unit members. Commissioner Souza stated that future limited term positions should be discussed with the union leadership prior to being posted.

CONFERENCE ITEM

The following items were presented for discussion and action.

- a) First Reading: Merit Rule 4.5

A motion to set a date and act on the new merit rule language was made by Commissioner Souza and seconded by Commissioner Kingdon. The next date will be January 9, 2019.

Comments: Director Perez discussed reducing the recruitment posting timeline by following Ed Code 45300, 45278. Ms. Ornellas suggested reviewing both bargaining unit agreements prior to starting the new process.

Ayes: Kingdon, Souza

- b) Defining Merit Rule 4.10 (15)

Directing Perez discussed Item 9(b) to provide Commission staff with guidance regarding possible reasons for excluding an applicant from the exam process or for refusing an eligible from certification. Commissioner Souza suggested to leave the rule as written, and indicated that the Director of Classified Personnel already possessed discretionary authority.

Comments: Ms. Ornellas and Julie Glenn-Juuko, CSEA, commented.

No action taken.

- c) Commission Chair and Vice-chair for the 2019 Calendar year

A motion to elect Commissioner Kingdon as Commission Chair for the 2019 calendar year was made by Commissioner Souza and seconded by Commissioner Kingdon.

A motion to elect Commissioner Souza as Commission Vice-chair for the 2019 calendar year was made by Commissioner Kingdon and seconded by Commissioner Souza.

Comments: None

Ayes: Kingdon, Souza

COMMISSIONER'S REPORT	Commissioner Souza apologized for being late today. Commissioner Kingdon reported the passing of Bob Tarrant, retired employee of San Lorenzo Unified School District.
DIRECTOR'S REPORT	Director Perez announced that Mayra Buenrostro, Administrative Assistant at San Lorenzo High School, was elected to receive the CSBO Outstanding Classified Employee Award. He also reported that The Commission will be sending one or two CSEA unit members to the Paraeducator Conference in 2019. Director Perez requested costs from CSEA leadership to determine how many members the Commission can support.
PUBLIC COMMENT	Ms. Ornellas announced that Julie Glenn-Juuko is the new CSEA president.
ADJOURNMENT	Commissioner Kingdon adjourned the meeting at 6:21 p.m.
NEXT REGULAR MEETING	The next regular Personnel Commission Meeting will be held on Wednesday, January 9, 2019 in the San Lorenzo District Office Board Room.

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Promotional and Open Competitive
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Paraeducator-Autistic I

HOURLY SALARY: \$21.00 - \$25.58 Range 57 CSEA

ESTABLISHED: December 11, 2018 LIST EXPIRES: December 11, 2019

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written</u>	<u>PASS/FAIL</u>
<u>Technical Oral</u>	<u>100%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Anita Johnson</u>
<u>2.</u>	<u>John Oko</u>
<u>3.</u>	<u>Maria Amaral</u>
<u>4.</u>	<u>Jessica Aselio*</u>
	<u>Michelle Rhine Whitney*</u>
<u>5.</u>	<u>Selina Lopez Martinez</u>

COMMENTS: Applications Received: 05
Passed Screening: 04
Passed/Waived Written: 05
Passed Oral Board: 04
Total on Eligibility List: 06

*Merged from eligibility list #18-124 expiring 4/6/19

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

12/11/2018
Date


Signature

Personnel Commission Approval 1/9/19
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Promotional and Open Competitive
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Paraeducator – PH/SH

HOURLY SALARY: \$21.00 – 25.58 Range 57 CSEA

ESTABLISHED: December 11, 2018 LIST EXPIRES: December 11, 2019

EXAMINATIONS:	<u>Application & Résumé</u>	PASS/FAIL
	<u>Written Examination</u>	PASS/FAIL
	<u>Oral Technical</u>	100%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Ray Klauber*</u>
<u>2.</u>	<u>Maria Amaral</u>
<u>3.</u>	<u>Andrea Dinn**</u>
<u>4.</u>	<u>Barbara Reyes***</u>

COMMENTS:	Applications Received:	14
	Passed Screening:	12
	Passed Written Exam	13
	Oral Exam Attendees:	06
	Total on Current Eligibility List:	04

*Merged from Elist Expiring 11/13/19
**Merged from Elist Expiring 8/14/19
***Merged from Elist Expiring 2/13/19

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

10/11/18
Date


Signature

Personnel Commission Approval 1/9/19
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Promotional and
Open Competitive
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Paraeducator-Special Education

HOURLY SALARY: \$19.49-\$23.75 Range 54 CSEA

ESTABLISHED: December 11, 2018 LIST EXPIRES: December 11, 2019

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written</u>	<u>PASS/FAIL</u>
<u>Oral Examination</u>	<u>100%</u>

CERTIFICATION IN ORDER OF RANKING


<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Ana Rodriguez</u>
<u>2.</u>	<u>Dominic Gonzalez-Jurado**</u>
<u>3.</u>	<u>Jill Hermosa</u>
	<u>John Oko</u>
<u>4.</u>	<u>Vanessa Dyson*</u>
	<u>Ray Klauber*</u>
<u>5.</u>	<u>Fiona Misquitta***</u>
<u>6.</u>	<u>Andrea Dinn**</u>
<u>7.</u>	<u>Maria Amaral</u>
<u>8.</u>	<u>Selina Lopez Martinez</u>
<u>9.</u>	<u>Leticia Guzman-Meza**</u>
	<u>Jakob Santos*</u>
<u>10.</u>	<u>June Horcasitas***</u>

COMMENTS: Applications Received: 17
Passed Screening: 14
Passed/Waived Written: 09
Passed Oral Board: 05
Total on Eligibility List: 09

*Merged from Eligibility List Expiring 11/13/19
** Merged from Eligibility List Expiring 8/14/19
*** Merged from Eligibility List Expires 2/13/19

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

12/11/2018
Date


Signature

Personnel Commission Approval 1/9/19
Date



REVISED 12/28/18
SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a Promotional and Open Competitive Recruitment to establish two
separate eligibility lists for:

BUILDING MAINTENANCE SPECIALIST
(Annual; 37.5 Hours/Week)

SALARY: \$3,935.00 - \$4,831.00 Monthly

OPENING DATE: 12/28/18

CLOSING DATE: 01/22/19 04:00 PM

BASIC FUNCTION:

Under general supervision, perform a variety of skilled, semi-skilled and unskilled duties in the maintenance and repair of equipment, mechanical systems and buildings; and to do related work as required.

ESSENTIAL FUNCTIONS:

Repairs or replaces sinks, toilets, drinking fountains, dishwashers, and other equipment used in schools;

Repairs or replaces air, gas, water, and heating pipes and fittings;

Services fans, compressors, pumps, and motors by oiling, greasing, packing and cleaning as required; diagnoses operating difficulties and makes adjustments and repairs as necessary.

Inspects and adjusts ventilating systems to insure proper heat and air flow;

Installs window glass and replaces asphalt, ceramic, and acoustical tile.

Replaces curtain pulls, venetian blinds, hinges and other mechanical devices;

Installs, maintains, and performs electrical work in the replacement of receptacles, switches and lights.

Maintains and makes repairs to locks, drapes, furniture and other equipment.

Knowledge of:

Standard methods, materials, tools and equipment used in building and mechanical trades;

Safety practices and procedures.

Ability To:

Estimate the scope of each work assignment and secure necessary tools and materials to complete the assignment;

Perform a wide variety of skilled maintenance and repair activities;

Perform heavy manual labor;

Understand and carry out oral and written directions;

Maintain cooperative relationships with those contacted in the course of work.

EDUCATION & EXPERIENCE REQUIREMENTS:

Three years of responsible experience in one or more of the building trades.

Education:

Equivalent to completion of the twelfth grade or informal education sufficient to insure the ability to perform job duties.

Other Requirements

Possession of a valid California driver's license is a continuous requirement.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are as follows:

Written Examination - January 28, 2019

Oral Board Interview - February 1, 2019

Exam Locations will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless the list is exhausted or extended by the Personnel Commission. **Eligibility lists established from this recruitment will be used for full-time, part-time and limited term positions.**

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 ½ years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified eligibility list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, when less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzusd.org>

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650

Recruitment #19-106
BUILDING MAINTENANCE SPECIALIST (PROMOTIONAL & OPEN
COMPETITIVE)
HK



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a **Promotional** and **Open Competitive** Recruitment to establish a dual certification eligibility list for:

MAINTENANCE CRAFTSPERSON - MECHANIC
(Annual; 37.5 Hours/Week)

SALARY: \$4,798.00 - \$5,889.00 Monthly

OPENING DATE: 12/12/18

CLOSING DATE: 01/08/19 04:00 PM

BASIC FUNCTION:

Under direction, Maintain and overhaul school buses, automotive equipment and other internal combustion powered equipment of the school district; and to do related work as required.

DISTINGUISHING CHARACTERISTICS: This Classification is specific to mechanical repair and maintenance of internal combustion powered equipment in the Maintenance Craftsperson series.

ESSENTIAL FUNCTIONS:

Essential functions may include, but not be limited to, the following:

- Inspects and repairs schools buses, automobiles, trucks, tractors, fork lift, air compressors, and power mowers; Operates electrical testing equipment;
- Makes major and minor overhaul of engines, transmissions, differentials and other mechanical equipment and associated hydraulic and electrical systems;
- Keeps simple records of time and materials used on each job;
- Keeps inventory of repair parts and submits orders for replacements; Prepares routine maintenance schedules;
- Lubricates and steam cleans motors and chassis.

MINIMUM QUALIFICATIONS:

Knowledge Of: Methods, materials, tools and equipment necessary in the repair and maintenance of heavy duty automotive equipment; Safe driving practices; Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school students.

Ability To: Diagnose mechanical defects and repair and adjust motors and other equipment; Use skillfully the tools and equipment needed in automotive repair and maintenance; To read, write and follow oral and written instructions; To work cooperatively and harmoniously with others; Drive a school bus and other automotive equipment safely.

EDUCATION & EXPERIENCE REQUIREMENTS:

Education/Training: Equivalent to completion of twelfth grade or informal education sufficient to insure the ability to perform job duties.

Experience: Two years of auto mechanic experience.

License/Certification: Possess a Class A or B California driver license with "P" endorsement either at employment or within the probationary period.

Other Requirements: Selected eligible will be required to pass a pre-employment drug test. If the Class BP license is obtained after employment commences, pre-employment drug test will take place after the license is obtained and passing shall be pre-requisite to maintaining the job position. Random drug and alcohol testing is a requirement of the job.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are currently as follows:

Written Examination - January 11, 2019

Oral Board Interview - January 17, 2019

Exam Location will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. **Eligibility lists established from this recruitment will be used for full-time, part-time and limited term positions.**

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 ½ years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified eligibility list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, when less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzsd.org>

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650

Recruitment #19-104
MAINTENANCE CRAFTSPERSON MECHANIC (PROMOTIONAL & OPEN COMPETITIVE)
HK



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces an **Open Competitive** Recruitment to establish a single
eligibility list:

SCHOOL LUNCH HELPER I (School Year: Part-Time)

SALARY: \$15.36 - \$18.85 Hourly

OPENING DATE: 12/18/18

CLOSING DATE: 01/11/19 04:00PM

BASIC FUNCTION:

Under supervision, assist in the preparation and service of school lunches; perform routine tasks in the Central Kitchen or a school cafeteria; may be required to handle cash; and to do related work as required.

ESSENTIAL FUNCTIONS:

Assists with general cleaning;
Assists in all phases of the school lunch preparation;
Serves lunches and a la carte items;
Washes pots and pans;
Cleans kitchen area and appliances;
Puts stock away, stores food, supplies and equipment;
Orders and sells food items as required.

Knowledge of:

Basic food preparation procedures;
Basic food utensils and appliances;
Basic mathematics;
Sanitation principles applicable to food preparation, serving and kitchen maintenance.

Ability to:

Read and write English;
Follow oral and written instructions;
Operate machines found in school cafeterias, or in the Central Kitchen;
Work in an efficient, sanitary and safe manner;
Receive cash and make change accurate and quickly;
Maintain cordial relations with co-workers, children, school staff and public.

EDUCATION & EXPERIENCE REQUIREMENTS:

Experience:

Basic cooking experience or training as a Cafeteria Substitute.

Education:

Equivalent to completion of twelfth grade or informal education sufficient to insure ability to perform job duties.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the

eligibility list in order of their relative merit as determined by these competitive examinations.

If your application is accepted to advance in this recruitment, the exam and interview dates are as follows:

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

Other Important Information: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. The eligibility list from this recruitment will be used for full-time, part-time and limited term positions.

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 1/2 years of employment.

Recruitments that list Promotional and Open Competitive opportunities may result in one of the following: 1) a dual-certified list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility list consisting of candidates on a promotional only list and an open list, in the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, where less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzUSD.org>

Position #19-102
SCHOOL LUNCH HELPER I
MS

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650

SAN LORENZO UNIFIED SCHOOL DISTRICT

Personnel Commission

Regular Session of January 9, 2019

Item: 9 (a)
Subject: Second Reading: Merit Rule 4.5 (A)
Prepared By: Randy Perez, Director of Classified Personnel
Type of Item: Discussion and Action

BACKGROUND INFORMATION:

Presently, Merit Rule 4.5 (A) states in part:

Whenever it is necessary to fill existing or anticipated vacancies in the service, or whenever an eligibility list in any class is about to be terminated in accordance with the provisions of the law and these rules, the Chief Personnel Officer may direct the holding of an examination to provide eligibles. At least 15 working days public notice of such examination shall be given.

The 15 working day posting requirement is often a hurdle, rather than an advantage, in filling certain vacant positions. Indeed, some recruitments require as much posting time as possible, but there are an equal, if not more, number of recruitments that will yield a suitable candidate pool with a shorter posting period. It would benefit the operations of the Personnel Commission Office if we had the discretion of deciding which position require a 15 day posting, and which positions do not.

Education Code section 45278 provides for a posting period less than 15 working days if a school district distributes monthly examination bulletins to all work locations. Education Code section 45278 states, "Subdivision (a) [which speaks to the 15 day posting requirement] does not apply to a school district that publishes and distributes to all work locations examination bulletins at least once each month..."

To allow for greater efficiency in the operations of the Personnel Commission and aid our efforts in filling vacancies more promptly, I propose the following amended language to Merit Rule 4.5:

4.5 Recruitment Bulletins (45300, 45278)

Whenever it is necessary to fill existing or anticipated vacancies in the service, or whenever an eligibility list in any class is about to be terminated in accordance with the provisions of the law and these rules, the Director of Classified Personnel ~~Chief Personnel Officer~~ may direct the holding of an examination to provide eligibles. At least Generally, 15 working days public notice of such examinations shall be given. Posting periods of less than 15 working days may be conducted at the discretion of the Director of Classified Personnel. The Personnel Commission Office will distribute monthly examination bulletins to all work locations via electronic mail. It is the responsibility of the site to insure that all vacancy announcements are posted in an area where all employees have access.

Posting of transfer opportunities will be in accordance with the number of days specified in the collective bargaining agreement for the appropriate unit.

RECOMMENDATION:

I recommend that the Personnel Commission approve and adopt the proposed revised language for Merit Rule 4.5 (A).