

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, July 8, 2020 – 12:30 p.m.

Via Teleconference:
<https://laccd.zoom.us/j/96840954213>

+1 669 900 6833

Meeting ID: 968 4095 4213

ORDER OF BUSINESS-CLOSED SESSION MEETING

- I. Roll Call
- II. Requests to Address the Personnel Commission on Closed Session Matters
- III. Convene in Closed Session
 - a. To Discuss Public Employment
Pursuant to Government Code Section 54957
 - b. Conference with Legal Counsel-Anticipated Litigation
Pursuant to Government Code Section 54957(b)(1)
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, July 8, 2020
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disability Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof.

To make a request for disability-related modification or accommodation, including auxiliary aids or services, please contact the Personnel Commission Office at PersComm@laccd.edu no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, July 8, 2020 – 1:00 p.m.
Via Teleconference:
<https://laccd.zoom.us/j/96840954213>
+1 669 900 6833
Meeting ID: 968 4095 4213

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve Minutes of the Closed and Open Meetings of May 22, 2020 and May 27, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- V. Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 3843)
- VI. Revision of Personnel Commission Rule 836, APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES (Final Approval) (Case 3844)
- VII. Revision to Personnel Commission Rule 522, CLASS TITLES AND DESCRIPTIONS (Final Approval) (Case 3847)
- VIII. Notice of Outstanding Work Performance for:
 - a. Catherine Fleming, Administrative Aide, Plant Facilities, Los Angeles Pierce College
 - b. Rodney Allen, Operations Manager, Plant Facilities, Los Angeles Pierce College
 - c. Gerald Doucette, General Foreman, Plant Facilities, Los Angeles Pierce College
 - d. Marcie Sakadjian, Farm Manager, Plant Facilities, Los Angeles Pierce College
 - e. Mikel McMillin, Carpenter, Plant Facilities, Los Angeles Pierce College
 - f. Rylan Downs, Stock Control Assistant, Plant Facilities, Los Angeles Pierce College
- IX. Correspondence
- X. Notice of Anticipated Items: Establishment of a New Class of Supervising Auditor; Class Description Revisions for: Office Aide (AFT), Instructional Assistant, Nursing (AFT), Instructional Assistant, Registered Veterinary Technology (AFT); Revision of PC Rule 750, REASSIGNMENT OF REGULAR EMPLOYEES BECAUSE OF ILLNESS OR INJURY (Tentative Approval)
- XI. Hear Non-Agenda Speakers/Open Forum

- XII. Reconvene into Closed Session
- XIII. Reconvene into Open Session
- XIV. Report of Actions Taken in Closed Session
- XV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, July 22, 2020
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference
TBD

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

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To make a request for disability-related modification or accommodation, including auxiliary aids or services, please contact the Personnel Commission Office at PersComm@laccd.edu no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Friday, May 22, 2020 – 10:30 a.m.

Via Teleconference
<https://laccd.zoom.us/j/91357765915>
Dial by your location
+1 669 900 6833 US
Meeting ID: 913 5776 5915

SPECIAL MEETING
PUBLIC MEETING OF THE PERSONNEL COMMISSION BUDGET FOR 2020-2021

**MINUTES OF THE SPECIAL MEETING
OF THE PERSONNEL COMMISSION BUDGET FOR 2020-2021**

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice Chair
Diva Sanchez Trevino

Staff
Ronald Delahoussaye, Personnel Director
Ute Severa, Assistant Personnel Director
Ryan Pennock, Personnel Analyst
Deborah Tsai, Assistant Personnel Analyst
Justin L’Hommedieu, Assessment & Selection Analyst
Neely Miller, Executive Assistant

Guests
Anna Salazar, Classified Management Association

- I. The Chair convened the special meeting at 10:30 a.m.
- II. **Receive Proposed Budget for 2020-2021** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the proposed budget for 2020-2021.
- III. **Discuss Implementation of Budget Allocation** – Mr. Delahoussaye explained the changes on the Personnel Commission proposed budget for 2020-2021 and ways the Personnel Commission is working with the District to meet the current staffing needs and budget cuts due to the ongoing situation with Covid-19.
- IV. **Receive Comments from the Board of Trustees, Chancellor, Administration, Employee Organizations, and the Public** - No comments were received.

- V. **Adopt Personnel Commission Budget for Fiscal Year 2020-2021** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission adopted the Personnel Commission's Budget for Fiscal Year 2020-2021.
- VI. **Adjourn** - With no other items on the agenda to be discussed, the meeting adjourned at 10:36 a.m.

Mr. Ronald Delahoussaye, Personnel Director

This is to certify that these are the full and correct minutes of the special meeting of the Personnel Commission of the Los Angeles Community College District.

Date

Mr. David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, May 27, 2020 – 12:30 p.m.

Via Teleconference:
<https://laccd.zoom.us/j/94042336671>
Or Dial by your location
+1 669 900 6833 US
Meeting ID: 940 4233 6671

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice-Chair
Diva Sanchez Trevino

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
 - a. **To Discuss Public Employment**
Pursuant to Government Code Section 54957
 - a. **Conference with Legal Counsel – Anticipated Litigation**
Pursuant to Government Code Section 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken during Closed Session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 1:01 p.m.

This is to certify that these are the full and correct minutes of the Closed Session meeting of the Personnel Commission of the Los Angeles Community College District.

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, May 27, 2019 – 1:00 p.m.

Via Teleconference:

<https://laccd.zoom.us/j/94042336671>

Or Dial by your location

+1 669 900 6833 US

Meeting ID: 940 4233 6671

MINUTES OF THE OPEN MEETING

Present:

Commissioners:

David Iwata, Chair
Henry Jones, Vice Chair
Diva Sanchez Trevino

Staff:

Ronald Delahoussaye, Personnel Director
Ute Severa, Assistant Personnel Director
Neely Miller, Executive Assistant
Ryan Pennock, Personnel Analyst
Justin L'Hommedieu, Assessment & Selection Analyst
Deborah Tsai, Assistant Personnel Analyst
Patrick Sung, Assistant Administrative Analyst
Marissa Espiritu-Sy, Assistant Personnel Analyst
Candy Campbell, Professional Expert
Jessica Hernandez, Personnel Assistant

Guests:

Anna Salazar, Classified Management Association
Steven Butcher, AFT 1521A
Arevat Garamova, Financial Aid Technician, Central Financial Aid Unit,
Educational Services Center
Steve Giorgi, Financial Aid Manager, Central Financial Aid Unit, Educational
Services Center
Claudia Gallegos, Administrative Secretary, Employee and Labor Relations,
Educational Services Center
Kit Chan, Supervising Accounting Technician, Educational Services Center
Leila Menzies, Guest
Joseph Cartwright, Assistant Director, Employee and Labor Relations
Joanne Fung
Lisa Chen, Sign Language Interpreter Specialist, Los Angeles City College
Maria Moreno, Accounting Technician, East Los Angeles College
Brenda Moran, Personnel Assistant, Human Resources Division, Educational
Services Center
Leticia Rodriguez Torres, Accounting Technician, Los Angeles City College
Michelle Hernandez, Senior Sign Language Interpreter Specialist, West Los
Angeles College
Romina Mena, Sign Language Interpreter Specialist, Los Angeles City College
Marie Samson, Sign Language Interpreter Specialist, Los Angeles Pierce College

Louise Sulka, Senior Sign Language Interpreter Specialist, Los Angeles Pierce College
Kelly Ryan-Rubio, Accounting Assistant, Los Angeles City College
Latricia Jones, Senior Sign Language Interpreter Specialist, Los Angeles Trade-Technical College
Ramon Ramirez, Sign Language Interpreter Specialist, Los Angeles Trade-Technical College
Christine Karesh, Sign Language Interpreter Specialist II, Educational Services Center
Danielle Williams, Special Services Assistant, Los Angeles Southwest College
Susanna Abramian, Supervising Accounting Technician, Los Angeles City College
Marissa Ortiz, Sign Language Interpreter Specialist, Los Angeles Trade-Technical College
Alfredo Quispe, Senior Sign Language Interpreter Specialist, Los Angeles City College
Asma Ali, Accounting Assistant, Los Angeles Mission College
JoAnn Mardesich, Supervising Accounting Technician, Los Angeles Harbor College
Anil Gupta, Senior Accounting Technician, Los Angeles Pierce College
Karine Tchobanian, Accounting Technician, Los Angeles Trade-Technical College
Ishkanoui Avanesian, Accounting Technician, Los Angeles City College
Jodene Downey, Sign Language Interpreter Specialist, Los Angeles Pierce College

- I. The Chair convened the regular meeting at 1:06 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**

Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin as information.
- IV. **Classification Study: Financial Aid Technician, EN 1047924, Central Financial Aid Unit, Educational Services Center (Case 3834)** – Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission found the employee noted above to be properly classified.
- V. **Revision to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES’ RETIREMENT SYSTEM (Final Approval) (Case 3836)** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino,

and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 763, as presented.

- VI. **Revision to Personnel Commission Rule 587, SALARY DIFFERENTIAL FOR INTERMITTENT LEAD ASSIGNMENTS (Final Approval) (Case 3837)** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 587, as presented.
- VII. **Revision to Personnel Commission Rule 891, APPRENTICES (Tentative Approval) (Case 3838)** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 891, as presented.
- VIII. **Class Description Revisions for:**
- a. **Accounting Assistant**
 - b. **Accounting Technician**
 - c. **Senior Accounting Technician**
 - d. **Supervising Accounting Technician**
 - e. **Sign Language Interpreter Specialist I/II**
 - f. **Senior Sign Language Interpreter Specialist**
 - g. **Personnel Assistant**
 - h. **Special Services Assistant**
 - i. **Instructional Assistant, Administration of Justice**

Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission approved the changes to class descriptions IIXa.-d. and g. through h, as a consent item. The revisions to class descriptions IIXe. And f. were pulled to allow consultation between incumbents and their bargaining unit and will be placed on a future agenda.

- IX. **Correspondence** – No correspondence was received.
- X. **Notice of Anticipated Items** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Revision to Personnel Commission Rule 891 (Final Approval); Class Description Revisions for: Administrative Secretary (AFT), Performing Arts Technician (Local 721), Secretary (AFT), Senior Auditor (Local 721), Senior Secretary (AFT); Informative Report on the Annual Job Classification Survey
- XI. **Hear Non-Agenda Speakers/Open Forum** – Joseph Cartwright, Assistant Director of Employee and Labor Relations, addressed the commissioners regarding the rejection of his application for the position of Director of Employee and Labor Relations. Sheila Jeter Williams, of AFT 1521A, Anna Salazar of the Classified Management Association, and Leila Menzies, former President of the Classified Management Association, spoke on behalf of Mr. Cartwright. Mr. Iwata stated that the Personnel Commission would review the information provided by Mr. Cartwright and that the Personnel Director would contact Mr. Cartwright with any further information.

XII. **Reconvene into Closed Session**

XIII. **Reconvene into Open Session**

XIV. **Report of Actions Taken in Closed Session** - None

XV. **Adjourn** – The meeting adjourned at 1:57 p.m.

Ronald Delahoussaye, Personnel Director

This is to certify that these are the full and correct minutes of the regular meeting of the Personnel Commission of the Los Angeles Community College District.

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 3843)

Personnel Commission Rule 600 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Editorial and procedural updates have been made to the rule for clarity and conciseness.

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~~CHAPTER V. APPLICATIONS AND EXAMINATIONS (Rules 600-634)~~

600 REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES

Education Code Sections

~~88022. Employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender.~~

No person shall be employed or retained in employment by a community college district who has been convicted of any sex offense as defined in Section 87010 or controlled substance offense as defined in Section 87011. If, however, any such conviction is reversed and the person is acquitted of the offense in a new trial or the charges against him or her are dismissed, this section does not prohibit his or her employment thereafter.

Further, the governing board of a community college district may employ a person convicted of a controlled substance offense if the governing board of the district determines, from the evidence presented, that the person has been rehabilitated for at least five years.

The governing board shall determine the type and manner of presentation of the evidence, and the determination of the governing board as to whether or not the person has been rehabilitated is final.

~~88023. Employment of sexual psychopath.~~

No person shall be employed or retained in employment by a community college district who has been determined to be a sexual psychopath, as defined in Section 6300 of the Welfare and Institutions Code or under similar provisions of law of any other state. If, however, such a determination is reversed and the person is determined not to be a sexual psychopath in a new proceeding, or the proceeding to determine whether he or she is a sexual psychopath is dismissed, this section does not prohibit his or her employment thereafter.

~~88080. Power of the personnel commission to prescribe, amend and interpret rules.~~

(a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be

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binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

88081. ~~Subjects of rules.~~ (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

88130. ~~Powers of commission in conducting hearings, and inspecting records of governing board.~~ The commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the governing board that may be necessary to satisfy itself that the procedures prescribed by the commission have been complied with. Hearings may be held by the commission on any subject to which its authority may extend as described in this article.

88131. ~~Hearings or investigation by hearing officer.~~ The commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the commission itself is authorized by this article to conduct. Any such authorized person conducting such hearing or investigation may administer oaths, subpoena and require the attendance of witnesses and the production of books or papers, and cause the depositions of witnesses to be taken in the manner prescribed by law for like depositions in civil

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cases in the superior court of this state under Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure. The commission may instruct such authorized representative to present findings or recommendations. The commission may accept, reject or amend any of the findings or recommendations of the said authorized representative. Any rejection or amendment of findings or recommendations shall be based either on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the commission may order.

The commission may employ by contract or as professional experts or otherwise any such hearing officers or other representatives and may adopt and amend such rules and procedures as may be necessary to effectuate this section.

~~88136. Violation of article a misdemeanor; other unlawful acts.~~ Any person who willfully, or through culpable negligence, violates this article is guilty of a misdemeanor. It is also unlawful for any person to do any of the following:

- (a) Willfully, by himself or herself or in cooperation with another person, to defeat, deceive, or obstruct any person with respect to his or her right of examination, application, or employment under this article or commission rule.
- (b) Willfully and falsely, to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this article or commission rule, or to aid in so doing, or to make any false representation concerning the same or the person examined.
- (c) Willfully, to furnish to any person any special or secret information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or commission rule.

Definitions

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
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- A. Applicant is defined to mean any person who submits an application to take an examination with the Los Angeles Community College District.
- B. Candidate is defined to mean any person who has taken one or more parts of an examination with the Los Angeles Community College District.
- C. Eligible is defined to mean any person whose name has been placed on an eligibility list for the Los Angeles Community College District. For the purpose of this rule, a reemployment list, as defined in Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, shall not be considered an eligibility list. Procedures to be followed in reemployment are described in Rule 740, LAYOFF AND REEMPLOYMENT.
- D. Rejection, is defined to mean:
 - 1. refusal to accept an application or examine an applicant or candidate; or
 - 2. removal of an eligible's name from an eligibility list or substitute/relief pool list.

Reasons for Rejection

- E. Applicants, candidates, and eligibles may be rejected for the reasons enumerated below:
 - 1. Health conditions which would preclude an eligible from satisfactorily and safely performing the essential duties of the position classification.
 - 2. Failure to comply with the applicable provisions of Article XX, Section 3 of the Constitution of the State of California.
 - 3. Any person who violates provisions of the merit system as provided for in ~~Violation of~~ Education Code Section 88136, ~~v~~Violation of article a misdemeanor; other unlawful acts.
 - 4. Any person who would be precluded from employment under the provisions of Education Code Sections 88022, employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender, and 88023, employment of sexual psychopath.
 - 5. Making a false statement or omitting a statement as to any material fact on an application for employment or related documents.
 - 6. Practicing any deception or fraud in connection with an examination or to secure employment.
 - 7. Dismissal from a previous employment for cause.

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8. Failure to meet District standards regarding conviction for a criminal offense.
 9. Discharge other than honorable from the armed forces of the United States.
 10. A record of unsatisfactory service with the Los Angeles Community College District.
 11. Debarment by the District or other public agency.
 12. Failure to satisfy degree or license requirements.
 13. Applicants who have been unsuccessful in an examination within the last 6 month period either for the same job class or in a test that is used for multiple job classes.
 14. Failure to report for duty after an assignment has been offered and accepted.
 15. Failure to demonstrate eligibility to work legally in the United States.
 16. Failure, after due notice, to report promptly for review of any of the above bases for rejection. Such notice shall state that failure to report is a basis for rejection.
 17. Failure to meet current eligibility requirements applicable to restricted positions in specially funded programs.
- F.** When there is evidence that an eligible should be rejected under one or more of the causes listed in Paragraph E., above, the Division of Human Resources may submit a written request along with documentation to the Personnel Director asking for the removal of the eligible from the eligibility list. Based on the findings of fact, the Personnel Director may remove the eligible from the applicable eligibility list and any other appropriate eligibility lists on which the eligible's name appears.

Notification of Rejection

- G.** Applicants, candidates, and eligibles who are rejected for any reason shall be notified in writing. The written notification shall state:
- a. the reason for the rejection;
 - b. the length of time the individual shall be ineligible to be considered for a position in the Los Angeles Community College District except when the rejection is for an unsatisfactory health condition; and
 - c. that, within five working days after the written notice was received the individual may appeal in writing to the Personnel Director.

A dated receipt that the notice of rejection has been received by the individual shall be obtained. The intent of obtaining the signature of the individual shall be considered as

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having been carried out if a certified letter, return receipt requested, has been mailed to the last-known address of the individual.

- H. Upon appeal, if the decision of the Personnel Director does not sustain the rejection, the applicant or candidate will be permitted to take or continue the examination or in the case of an eligible the name will be restored to all appropriate lists.
- I. Upon appeal, if the decision of the Personnel Director is to sustain the rejection, the individual:
1. shall be given a written notice containing the reason or reasons for sustaining the rejection; and
 2. shall be informed of the right to make a written appeal of the rejection and/or the period of disqualification to the Personnel Commission within five working days after the written notice was received in accordance with Paragraph G. above.
- J. An appeal must contain specific grounds for the appeal. The following will be accepted as grounds for appeal:
1. that the rejection or the proposed removal of the name from the eligibility list is based on prohibited grounds of discrimination as defined in relevant law.
 2. that there is an abuse of discretion; ~~and~~
 3. that the reasons given for the action are not in accordance with the facts.
- K. Upon acceptance of an appeal that meets the grounds specified in Paragraph J., above, the Personnel Commission shall ~~schedule a hearing or~~ instruct the Personnel Director to investigate the appeal and make a report to the Personnel Commission or shall schedule a hearing, if deemed necessary. The Personnel Director may order that certification from affected eligibility lists be suspended pending completion of the hearing or any other period of time that is needed to satisfy the operational needs of the District and the rights of the appellant.
- L. The applicant, candidate, or eligible shall be afforded an opportunity to present relevant evidence at the hearing. The rejected applicant, candidate, or eligible shall be afforded the right to choose a hearing that is either open to the public or closed to the public.
- M. A rejected applicant or candidate who has appealed the rejection in accordance with the provisions of this rule, ~~shall~~ may conditionally be permitted to take any part of the examination that is being held pending a decision.
- N. At the conclusion of the hearing or consideration of the investigation report, the applicant, candidate, or eligible shall be notified in writing of the Personnel Commission's decision. If the decision is that the applicant or candidate should be

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permitted to take the examination, the applicant or candidate shall be permitted to proceed with the examination as if there had not been a rejection. In the event that the decision of the Personnel Commission does not sustain removal of the eligible's name from the eligibility list, the Personnel Director shall restore the eligible's name to the list and resume certification of the eligible's name to vacant positions.

- O. Applicants or candidates may also be rejected for failure to meet the established entrance requirements for the examination. It is the responsibility of each applicant to provide information, documentation, or evidence that they meet the minimum qualifications as specified in the job ~~bulletin~~ announcement when submitting an application. There is no appeal process for failure to meet the minimum entrance qualifications.

- P. Eligibles may be removed from eligibility lists if it is subsequently determined that they failed to meet the established entrance qualifications for the class. Notification of rejection shall be in writing and shall specify the reason for the rejection. If an eligible has evidence to refute the rejection, the eligible may make a written request for review with accompanying evidence to the Personnel Director within five working days after the rejection notice was mailed.

- Q. No review or appeal shall be considered under the provisions of this rule which is based on a challenge of the established entrance qualifications for a class as contained in the appropriate class description.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision of Personnel Commission Rule 836, APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES (Final Approval) (Case 3844)

The proposed amendments to Rule 836 are part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Editorial changes have been made to the rule for clarity and consistency.

The following substantive change has been made to the rule:

- Paragraph A.1 was added to include an additional action of a medical nature that may be appealed, specifically for eligibles.

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PERSONNEL COMMISSION

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836 APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES

Education Code Sections

88080. Power of the personnel commission to prescribe, amend and interpret rules. (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

88081. Subjects of Rules. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

88130. Powers of the Commission in Conducting Hearings, and Inspecting Records of Governing Board. The commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the governing board that may be necessary to satisfy itself that the procedures prescribed by the commission have been complied with. Hearings

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may be held by the commission on any subject to which its authority may extend as described in this article.

A. In accordance with Rules 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES; 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, DISMISSAL; AND 740, LAYOFF AND REEMPLOYMENT, the following actions of a medical nature may be appealed:

1. Disqualification of an eligible for health conditions which precludes an eligible from satisfactorily and safely performing the essential duties of the position classification offered.

24. Refusal of reinstatement following resignation or return from leave of absence based upon failure of an employee to meet the District's health standards or rejection by the Division of Human Resources of a request for additional unpaid illness leave.

32. Refusal of health clearance by the District's medical consultant based upon failure of a laid-off employee to meet health standards when he/she is certified for reemployment by the Division of Human Resources.

43. Dismissal for health reasons, including discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which precludes an employee from satisfactorily and safely performing the essential duties of the position classification to which assigned.

54. Recommendation by the District's medical consultant that an employee be placed on involuntary illness leave.

B. In the event of any health disqualification (or disciplinary action resulting from a decision) by the District's medical consultant, the following procedure should be followed:

1. The Division of Human Resources shall deliver to the individual-employee by certified mail, a written statement of the reasons for disqualification. The notification shall inform the individual-employee that the action is subject to his/her appeal to and review by the Division of Human Resources and that an appeal must be in writing. To be considered a timely appeal, the Division of Human Resources must receive the appeal within fourteen calendar days of the date that the notification was sent by certified mail.

2. The appeal shall specify the reason(s) that the individual-employee believes that the disqualification is erroneous. If the individual-employee has medical or other evidence of fitness for duty which he/she believes refutes the reason for disqualification set out in the notification of disqualification, he/she shall submit such evidence along with the appeal to the Division of Human Resources.

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The Division of Human Resources shall review the appeal with the medical consultant involved and prepare a joint decision within 14 calendar days after receipt of the appeal unless there is an explanation of the need for additional time in writing to the individual, with a copy to the Personnel Commission.

3. If the administrative review decision is to reverse the original finding and is favorable to the appellant, the Division of Human Resources shall inform all interested parties.
4. If the rejection is sustained, the Division of Human Resources shall notify the appellant individual in writing of the reason for the rejection and inform him/her that the rejection is subject to written appeal to the Personnel Commission within 14 calendar days after receipt of the notice. Copies of the notification shall be provided to the Personnel Commission and to the employee's division head or college president. An appeal can be made on the grounds listed in Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, DISMISSAL, or on the basis that the decision was not in accord with the approved health standards or policies established in Rule 10202 of the Board of Trustees.

If an appeal is made to the Personnel Commission, the appellant shall be advised by the Personnel Commission that the matter will be investigated. The Division of Human Resources shall be requested to submit to the Personnel Commission all medical evidence, upon which the disqualification was based. The appellant shall be invited to submit, in support of his/her appeal and at his/her own expense, written medical or laboratory reports, X-rays, photographs, or other exhibits or written statements as appropriate. The staff shall make such additional materials available for review by the Division of Human Resources.

5. The Personnel Director shall examine the evidence provided by both the Division of Human Resources and the appellant and recommend disposition of the appeal to the Personnel Commission. The Personnel Director shall be authorized to consult with any appropriate resource personnel. The Personnel Commission shall determine whether the appeal will be the subject of an investigation or a hearing.
6. The Hearing Officer or Medical Review Expert shall establish his/her own procedure to consider the matters referred to him/her. The Medical Review Expert's findings and recommendations shall be based on the health policies and standards established in Board Rule 10202. The health requirements for new employees and employees in service shall be based upon the employee's physical, mental and emotional ability to perform the essential duties of the position classification satisfactorily without endangering his/her health or safety or the health and safety of others. The Hearing Officer or Medical Review Expert may require additional information from the appellant or the Division of Human Resources. The Hearing Officer or Medical Review Expert may require that the appellant submit to further physical examination. Expenses of a special physical examination

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initiated by the Hearing Officer or Medical Review Expert shall be paid by the appellant; if his/her appeal is sustained, he/she shall be reimbursed by the Board of Trustees.

The Hearing Officer or Medical Review Expert shall report his/her findings and recommendations to the Personnel Commission no later than 15 working days from the date he/she last considered the case. The Personnel Commission shall provide copies of the findings and recommendation to the appellant and the Division of Human Resources.

7. After a due notice period of 15 working days, the findings and recommendations of the Hearing Officer or Medical Review Expert will be placed before the Personnel Commission for consideration and both the District's medical consultant and the appellant will be given an opportunity to provide either written or oral reaction to the Hearing Officer or Medical Review Expert's findings and recommendations. The Personnel Commission may return the matter to the Hearing Officer or Medical Review Expert for further information or for reconsideration before rendering a decision. The decision of the Personnel Commission shall be rendered in writing within 14 calendar days after its consideration of the investigation or hearing is completed. Copies of the decision shall be sent to the appellant and the Division of Human Resources.
8. The decision of the Personnel Commission shall include instructions to the administration regarding the action to be taken as a result of the appeals of the kind of actions listed in Paragraph A. If an appellant is given health approval for employment, his/her name shall be restored or added to the appropriate employment list ~~by the Division of Human Resources~~ and retained on the employment list for certification for the ~~balance remainder~~ of the life of the list. The adding of names to employment lists shall not invalidate appointments made from such lists from the time the lists were established until the names were restored or added.
9. Expenses for the services of Medical Review Expert shall be in addition to the Personnel Commission's regular budget.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 522, CLASS TITLES AND DESCRIPTIONS
(Final Approval) (Case 3847)

The proposed rule amendments summarized in this report are being recommended to address instances where routine class description reviews conducted by staff resulted in no changes to class descriptions. Paragraph H. has been amended so that in instances like this the Personnel Director may authorize to reissue the class description. Staff is proposing that an informative report be provided to the Personnel Commission on an annual basis that summarizes the class descriptions for which staff has not recommended any changes after following the customary review process.

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522 CLASS TITLES AND DESCRIPTIONS

Education Code Sections

88009. Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the community college district, except those persons employed as a part of a personnel commission staff as provided in Article 3 (commencing with Section 88060) of this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

88076. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the community college district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) The following positions and employees are exempt from the classified service:

- (1) Academic positions.
- (2) Full-time students employed part time.
- (3) Part-time students employed part time in a college work-study program or in a work experience education program conducted by a community college that is financed by state or federal funds.
- (4) Apprentice positions.
- (5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of a community college district or by the commission when so designated by the commission.

(c) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

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~~February 12, 2020~~ July 8, 2020

(d) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(e) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(f) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district without placement on an eligibility list under Section 88091 or examination under Section 88092.

88080. (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

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88081. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

88095. The governing board shall fix the duties of all positions a part of the classified service as required by Section 88009. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission.

In approving minimum educational and work experience requirements for classified positions, the commission shall insure that such requirements reasonably relate to the duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition.

The position duties shall be prescribed by the board and qualification requirements for the position class shall be prepared and approved by the commission, as required by this section, prior to issuance of an announcement calling for a competitive examination to fill position vacancies.

88104.5. No position classification or reclassification plan which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposed classifications or reclassifications.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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~~February 12, 2020~~ July 8, 2020

- A. The Personnel Commission establishes the titles of classes in the classified service to be used in the District's annual budget, personnel records, the rules of the Personnel Commission and the rules and regulations of the Board of Trustees, and in the official correspondence of the District.
- B. There shall be a written class description for each class in the classified service. The class description will contain, but will not be limited to, the class title, typical duties, and a section which will set forth the minimum qualifications for the class.
- C. The Personnel Commission reserves the right to amend the descriptions established for each class. The Personnel Commission staff and appropriate representatives of the administration shall cooperate in the development of entrance qualifications. The minimum qualifications shall be prepared by the Personnel Commission staff and shall be subject to approval by the Personnel Commission.
- D. The typical duties listed in the Personnel Commission's class descriptions are a general, not exhaustive list of the duties that can be assigned to a class. A class description does not prescribe what the specific duties of any single position within the class shall be and does not restrict the administration from assigning other duties and responsibilities not mentioned in the description but of a similar kind and/or level.
- E. An employee does not have the right to refuse to perform any duty he/she is assigned by an authorized supervisor, provided the performance of that duty will not endanger the employee's health or safety or that of others. Questions concerning the performance of duties that are not identified in the employee's class description and seem to be inconsistent with the class concept should be referred to the Personnel Commission for evaluation and resolution using procedures outlined in Rule 545, CLASSIFICATION STUDIES or Rule 550, TEMPORARY WORK OUT OF CLASSIFICATION.
- F. In placing positions into job classifications, the description for each class shall be considered as a whole rather than as a collection of isolated clauses, phrases, or words apart from the context. Each class description shall be construed in its proper relationship to other descriptions, particularly those of classes in the same group and series of classes.
- G. It shall be the policy of the Personnel Commission to provide advance notice to all recognized exclusive bargaining representatives and the District administration of any proposed classification or reclassification actions. When a proposed classification or reclassification action could affect a recognized exclusive bargaining representative or its members, the proposed action shall be consulted with the bargaining representative in accordance with the established consultation process adopted by the Personnel Commission.
- H. A routine review and update of class descriptions shall be conducted by the Personnel Commission staff, insofar as possible, approximately every five years or earlier when deemed necessary. If the routine review does not result in any changes to a class description, the Personnel Director may authorize to reissue the class description.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Fleming Catherine
Last First
College/Division Pierce College/Administrative Services

Employee Number 1037386
Classification C2460

The employee named above is commended for outstanding work performance for the period beginning 3/16/20 and ending 6/26/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Since the start of the COVID-19 response, Catherine has gone above and beyond to do whatever was needed for Facilities Maintenance and Operations and the College. During this period Catherine has effectively ensured that critical projects continued to progress to completion, such as the REG4 Fire Alarm Testing, Filing of required reports to the California Department of Toxic Substances, etc. Most recently Catherine took on the task on very short notice to send in the required information on all the FMO employees who have been working since 3/16/2020 and those that have taken off under the qualified reasons for COVID-19. Catherine has also taken part in the campus COVID-19 response by providing an excellent level of administrative support for the campus ICC Team A.

Signature of Supervisor [Signature] Title Director of College Facilities Date 6/26/20
Catherine Fleming Administrative Aid Jun 26, 2020
Signature of Employee [Signature] Title VPAS Date Jun 26, 2020
Rolf Schluicher
Signature of Reviewer (Optional) Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
a. Outstanding, day-to-day performance of an employee
b. Outstanding work performance in unusually difficult and/or emergency situations.
2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
3. Who: Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. How: The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
Quantity of work Quality of work Work habits and attitudes
Dependability Relationships with people Supervisory ability
5. Awarding the Notice of Outstanding Service:
a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
c. Forward a copy to the Personnel Commission Office.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Allen Rodney
Last First
College/Division Pierce College / Administrative Services

Employee Number 777867
Classification C4023

The employee named above is commended for outstanding work performance for the period beginning 3/18/20 and ending 6/26/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Rodney Allen has been working above and beyond his normal job duties since the COVID-19 response began. He has taken extraordinary steps to ensure facilities were cleaned and sanitized, all the staff had the proper personal protective equipment (PPE), obtaining quotes and shepherding the purchasing of needed PPE and specialized equipment to sanitize facilities, protecting his staff and others who come to the campus. Rodney has also played an integral part in the COVID-19 response as the Co-Chair of the campus ICC Team A. Rodney has done an exemplary job implementing the custodial rotation schedule and ensuring the campus buildings are still kept clean and sanitary.

[Signature]
Signature of Supervisor
Rodney Allen
Rodney Allen (Jun 29, 2020 04:58 PDT)

Director of College Facilities 6/26/20

Title Date
Operations Manager Jun 29, 2020

Signature of Employee
[Signature]

Title Date
VPAS Jun 26, 2020

Signature of Reviewer (Optional)

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

1. **Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
 - a. Outstanding, day-to-day performance of an employee
 - b. Outstanding work performance in unusually difficult and/or emergency situations.
2. **When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
3. **Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. **How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
5. **Awarding the Notice of Outstanding Service:**
 - a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
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LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Doucette Gerald
Last First

Employee Number 1023977

College/Division Pierce College / Administrative Services

Classification C3301

The employee named above is commended for outstanding work performance for the period beginning 3/16/20 and ending 6/26/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Since the beginning of the COVID-19 response Gerald has been working tirelessly to ensure that the campus infrastructure remains in good working order, working with the Sheriff to set up and install additional security measures to control access to the campus property. Gerald has done an exemplary job implementing the rotation schedule for the Trades and keeping up on the maintenance of the campus. Gerald has been willing to come back to the campus at a moments notice to deal with issues that have arisen on off-hours from water leaks, etc. As part of the COVID-19 response, Gerald has been serving as a member of the campus ICC Team B.

[Signature]
Signature of Supervisor
Gerald V Doucette
Gerald V Doucette (Jun 26, 2020 15:27 PDT)

Director of College Facilities 3/16/20
Title Date
General Foreman Jun 26, 2020

Signature of Employee
[Signature]

Title Date
VPAS Jun 26, 2020

Signature of Reviewer (Optional)

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

1. **Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
 - a. Outstanding, day-to-day performance of an employee
 - b. Outstanding work performance in unusually difficult and/or emergency situations.
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LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Sakadjian Marcie
Last First

Employee Number 1041469

College/Division Pierce College / Administrative Services

Classification C4503

The employee named above is commended for outstanding work performance for the period beginning 3/16/20 and ending 6/26/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Marcie has done an outstanding job as the campus Farm Manager during the COVID-19 response. The farm works on 7 day a week operation in order to ensure the health and safety of the campus farm animals, and the loaned horses for equestrian classes. The farm operates with only a skeletal staff of the Farm Manager and 3 Agriculture Technicians; Marcie was able to motivate her staff to maintain a standard of excellence for the health and safety of the farm animals even during the period of time without the assistance of the student workers who did work on the farm as part of their classes. Marcie has done an excellent job working to maintain good morale of her staff especially since they were not able to move onto a rotation schedule.

Signature of Supervisor
Marcie Sakadjian (Jun 29, 2020 11:18 PDT)

Director of College Facilities 6/26/20
Title Date
Farm Manager Jun 29, 2020

Signature of Employee
Belf Schlicher

Title Date
VPAS Jun 26, 2020

Signature of Reviewer (Optional)

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
a. Outstanding, day-to-day performance of an employee
b. Outstanding work performance in unusually difficult and/or emergency situations.
2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
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LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name McMillin Mikel
Last First

Employee Number 807232

College/Division Pirece/ Administrative Services

Classification C3433

The employee named above is commended for outstanding work performance for the period beginning 6/23/20 and ending 6/23/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

On June 23, 2020 Rylan Downs reported to me, on the radio, that there was a fire near the 8209 building. Mikel McMillin heard the message and responded to the fire before Paul Nieman and myself got there. Rylan secured the area while Mikel got a bucket of water to extinguished the fire. If it wasn't for their quick thinking, fast acting actions of Rylan and Mikel Piece college could have been seriously damaged. Rylan seeing the smoke from a discarded Marlboro cigarette in a grassy area and Mikel paying attention to the emergency call save the day. It is awesome to work around Mikel and Rylan, these are 2 men who really care about Pierce college. Great Job!

Signature of Supervisor

General Foreman 6/30/20
Title Date

Signature of Employee

Carpenter 7/2/20
Title Date

Signature of Reviewer (Optional)

DocF 7/2/2020
Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Downs Rylan
Last First

Employee Number 1071672

College/Division Pirece/ Administrative Services

Classification C5248

The employee named above is commended for outstanding work performance for the period beginning 6/23/20 and ending 6/23/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

On June 23, 2020 Rylan Downs reported to me, on the radio, that there was a fire near the 8209 building. Mikel McMillin heard the message and responded to the fire before Paul Nieman and myself got there. Rylan secured the area while Mikel got a bucket of water to extinguished the fire. If it wasn't for their quick thinking, fast acting actions of Rylan and Mikel Piece college could have been seriously damaged. Rylan seeing the smoke from a discarded Marlboro cigarette in a grassy area and Mikel paying attention to the emergency call save the day. It is awesome to work around Mikel and Rylan, these are 2 men who really care about Pierce college. Great Job!

Signature of Supervisor

General Foreman 6/30/20
Title Date

Signature of Employee

Stock Control Assistant 7-1-20
Title Date

Signature of Reviewer (Optional)

DocF 7/1/2020
Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
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2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
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a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
c. Forward a copy to the Personnel Commission Office.