

PERSONNEL COMMISSION RULES & REGULATIONS

20.100 PCRR

CHAPTER 20

THE PERSONNEL COMMISSION

20.100 **Organization of Commission****20.100.1** **Appointment of Members to Personnel Commission**

- A. One member of the Commission shall be appointed by the governing board of the district; one member, nominated by the classified employees of the district. Those two members shall in turn appoint the third member.
1. Commission appointee--Not later than September 30, the appointee of the governing board and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointment. The appointee of the governing Board and the appointee of the classified employees shall consider the recommendations of the governing board, the classified employees, or other concerned citizens.

At a Personnel Commission meeting to be held not later than 45 days of the dates specified in paragraph A.1., the Personnel Commission in open hearing shall provide the governing Board, the public and the employees and employee organizations the opportunity to express their views on the qualifications of the person whose name has been announced as the intended appointee. The Commission may, at this meeting, withdraw the name of its proposed nominee and substitute the name of a new candidate, and act upon the appointment of the new nominee, or it may appoint its original nominee without the necessity of holding another public hearing.

If the two members do not agree upon and announce a name of an intended appointee by September 30, the Executive Officer of the State Personnel Board shall make the appointment. (*Education Code 45245/45246*).
 2. Board appointee--The governing Board shall, not later than September 30, publicly announce the name of the person it intends to appoint or reappoint, if the vacancy is its appointee. At a Board meeting to be held within 30 days of the date specified above, the governing Board in open hearing shall provide the public and employees and employee organizations the opportunity to express their views on the qualifications of the person recommended for appointment. The Board at that time may make its appointments or may make a substitute appointment or recommendation without further notification or public hearing. (*Education Code 45245*)
 3. Classified employees appointee--At a public hearing to be held not later than 30 days of the dates specified, the governing Board shall announce the name of the classified employees' recommendation and shall, following discussion of the candidate's qualifications, appoint the nominee, unless such nomination is voluntarily withdrawn by the classified employees representative. If the classified employees fail to submit a nominee, the Board may make an emergency appointment.

20.100.2 Terms

By law, the term of each commissioner is for three years and expires at noon, December 1. The term of one commissioner expires each year.

20.100.3 Compensation of Members of Personnel Commission

Under the provisions of *Education Code* Section 45250, the Board of Trustees of the Oxnard School District has authorized payment to members of the Commission in the amount of fifty (\$50.00) dollars per meeting attended, not to exceed two hundred-fifty (\$250.00) dollars per month.

The above-noted action was taken by the Board of Trustees on July 9, 1986, and reaffirmed on January 23, 1991.

20.100.4 Officers

It will be the policy of this commission to elect as chair the member serving the last year of his/her term. The outgoing chair shall then be elected to serve as vice-chair.

20.100.5 Quorum and Majority

Two members shall constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of two members shall be necessary to any action.

OXNARD SCHOOL DISTRICT**Personnel Commission Rules and Regulations**

Adopted: October 23, 1968

20.100.1 Revised: March, 1976; November 6, 1980; September 5, 1991; December 17, 1998

20.100.3 Revised: May 19, 1980; March 25, 1981; July 9, 1986

20.100.4 Revised: January 13, 2005

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