

PERSONNEL COMMISSION RULES & REGULATIONS

20.400 PCRR

20.400 Miscellaneous Provisions**20.400.1** **Communications**

- A. Communications and requests shall, insofar as practicable, be in writing. Communications and requests shall be acknowledged and replied to, noting official Commission action when appropriate.
- B. Individuals or groups who wish to present proposals for action by the Commission shall be encouraged to present them to the Director of Classified Personnel for placement on the Commission agenda. It is against the policy of the Commission to take up proposals except at open meetings, although the Commission may designate one of its members to investigate a specific subject.

20.400.2 **Budget**

- A. The Director of Classified Personnel shall prepare and submit to the Commission a proposed operating budget for the Commission for the next ensuing fiscal year.
- B. The budget shall be submitted not later than May 30 of each year and prior to submission will be presented in a public hearing.
- C. The Commission shall forward a copy of its proposed budget to the governing Board indicating the time, date and place for the public hearing on the budget and shall invite Board and District administration representatives to attend and present their views. The Commission shall fully consider the views of the governing Board prior to adoption of its proposed budget. The Commission shall then forward its proposed budget to the County Superintendent of Schools for action.

The County Superintendent of Schools may reject, but may not amend, the proposed budget. In the absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the Commission. (*Education Code 45253*).

The Director of Classified Personnel shall be responsible for approving all Commission budget expenditures except capital outlay items, overnight conference expenses and/or organizational membership fees.

Even though funds are budgeted for the purpose, expenditure for capital outlay, overnight conference expenses and organizational membership fees shall be approved by the Personnel Commission at a meeting held prior to the commitment of Commission funds to pay for these items.

20.400.3 **Annual Report**

- A. The Director of Classified Personnel shall prepare, as required by *Education Code 45266*, an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Trustees.
- B. The report shall be prepared for Commission approval as soon after each fiscal year as possible and no later than a meeting in November. The report shall cover Commission

activities for the preceding fiscal year.

20.400.4 OdieDean Wells Humanitarian Award

A. Nature of the Award

The Personnel Commission has hereby established the annual OdieDean Wells Humanitarian award to provide recognition to the classified employee who has been determined to most exhibit the humanitarian qualities of OdieDean Wells -- providing service to others over-and-above the requirements of the job.

B. History of the Award

OdieDean Wells, long-time employee of the Commission, devoted both her personal life and professional life to helping others. She did so willingly and cheerfully.

The comparatively short life of this young woman was nevertheless a full one as measured by the amount of her service and assistance to others. The amount and quality of her service to others was best summed up by Superintendent Brekke when he said of OdieDean Wells:

"There are a few special and unique people in this world who have the ability to lift us -- not by their physical strength -- but by the force of their extraordinary personal attributes.

"If the only true riches in life are friends, Odie had inestimable wealth. She touched the lives of so many people -- and in so many positive ways."

The Commission believes that there are other classified employees who willingly and cheerfully give of their time and talents in providing service and assistance to others -- in the course of their work, and in their personal lives. Such persons should be recognized and applauded -- for they bring credit not only to themselves, but also to the Classified Service and the District.

C. When and How the Award is Granted

1. The award is made by the Personnel Commission upon recommendation by a committee established for this purpose.
2. The Committee is composed of three people appointed as follows:
 - a. One is appointed by the District Superintendent;
 - b. One is appointed by the President of the organization representing the largest number of classified employees;
 - c. One is appointed by the Classified Personnel Director;
3. The Committee shall be appointed and hold its first meeting of the year no later than the first week in December.
4. The Committee shall review procedures to assure equality and fairness in the selection process.
5. The Committee shall receive all recommendations and any supportive data deemed necessary to determine the recipient of the award.

6. The Committee shall submit its recommendation regarding the award recipient to the Commission no later than at its regular meeting during the month of February.
7. The nomination shall be submitted in writing on official forms obtainable from the Classified Personnel Office, and shall indicate in what ways the nominee has willingly given of his/her time and talents in providing service and assistance to others.
8. The Personnel Commission shall designate the date of presentation of the award at its regular meeting no later than February of each year. Typically, the date designated will be in February or March.

D. Who May be Recommended to Receive the Award?

Any permanent member of the Classified service may be recommended for consideration, and such recommendations may be submitted in each succeeding year; regardless of previous selection or non-selection for receiving the award.

E. Who Can Make Recommendations

Recommendations may be submitted by an employee's supervisor, a department head, an associate employee, the Board of Trustees, and/or classified employee organization.

F. Confidentiality of Information Submitted

All information, except the name and certain pertinent information regarding the award recipient, shall be kept completely confidential by the Committee, the Classified Personnel Office and the Personnel Commission.

OXNARD SCHOOL DISTRICT

Personnel Commission Rules and Regulations

Adopted: October 23, 1968

20.400.2 Revised: October, 1972; May 19, 1980; October 7, 1982

20.400.4 Adopted: April 7, 1983; Revised: September 5, 1991

[Back to Index](#)