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## ANNUAL REPORT OF ACTIVITIES

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### TESTS ADMINISTERED IN 2018-2019

Bus Driver  
Human Resources Specialist  
Student Supervisor  
Bilingual Instructional Aide  
Information Technology Specialist I  
Paraprofessional  
Food Service Lead  
Food Service Assistant, Satellite  
Food Service Assistant  
Registrar II  
District Office Assistant  
Custodian  
Sr. Maintenance Technician  
Information Technology Specialist II  
Community Liaison  
School Office Assistant  
Health Assistant  
Accounting Specialist  
Staff Secretary  
Library Technician  
Student Support Specialist  
Yard Duty  
Vocational Technician  
Executive Secretary Bilingual  
Executive Secretary  
Van Driver  
Job Developer  
Lead Custodian



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### CONGRATULATIONS 2018-2019 RETIREES!

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Mary Carlos  
Donna DeLong  
Dalila Guevara  
Diana Tomlinson  
Gloria Alegria  
Debra Wilson  
Peggy Street  
Darrell Tollison  
Denise Pizarro  
Ausencio Quezada  
Maria Romero  
Karen Smith  
Nathan Tarzian

#### Personnel Commission

**Adam Escoto, Board appointed** 12/2011

Term expires 12/2019 (Resigned 2/2019)

**Tara Bevington Board appointed** 2/2019

Term expires 12/2019

**Steve Klem, MHCEA appointed** 12/2014

Term expires 12/2020

**Pam Torrisi PC appointed** 5/2017

Term expires 12/2021

#### Personnel Commission Staff

Fawn Myers,  
Assistant Superintendent, Human Resources

Kristin Stonehouse,  
Human Resources Specialist, Classified Staff

#### District Superintendent

Steve Betando

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## Personnel Commission

### Annual Report 2018 - 2019



#### MORGAN HILL UNIFIED SCHOOL DISTRICT

15600 Concord Circle

Morgan Hill, California 95037

408-201-6015 FAX 408-201-6026

[www.mhusd.org](http://www.mhusd.org)

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## MORGAN HILL UNIFIED SCHOOL DISTRICT

Morgan Hill Unified School District is a growing community with 13 schools, (6 elementary, 2 K-8 schools, 2 middle schools, 2 high schools and 1 continuation high school) serving 8600 students in grades K-12, a Community Adult School, and an exceptional Home School Program. The District has 5 Focus Academies. The District employs more than 750 highly qualified certificated, classified, and administrative staff members to support the varying needs of the District's students.

Many schools in the Morgan Hill District are above state and national norms in student performance and some schools qualify for competitive grants for special projects.

### INTRODUCTION

This 2018-2019 annual report from the Personnel Commission of Morgan Hill Unified School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities and accomplishments of the Personnel Commission during the 2018-2019 school year.

### PERSONNEL COMMISSION

The Personnel Commission is a body independent of the Board of Education that oversees the hiring and promotion of classified employees based upon the fundamental principles of merit. There are three (3) Personnel Commissioners, appointed for three (3) year staggered terms, and even though they represent different interest groups, they work together with the staff of the Human Resources Department in order to ensure compliance with the Merit System rules and regulations.

Personnel Commissioners are invested and committed community members who must be known adherents of the principles of the Merit System, thereby helping to ensure the highest qualified employees and employment practices related to classified staff within the purview of the Commission.

The Personnel Commission is responsible for maintaining a Merit System for classified employees of the School

District and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions, recommend salary ranges to the Board of Education based on the principle of "like pay for like work", hear appeals of disciplinary and dismissal matters, conduct fair and objective recruitment selection and appointment procedures that result in the establishment of eligibility lists to fill vacancies with qualified support staff, and prescribe rules and regulations related directly and indirectly to such described personnel practices.

The Merit System, intended to provide fairness for classified employees, was created to ensure that a district hires and promotes qualified classified employees through consistent and lawful testing and hiring practices. This is accomplished through a set of rules adopted by the Personnel Commission and is subject to the provisions of the California Education Code. The Merit System encompasses these basic principles and concepts:

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Retaining employees on the basis of performance.
- Correcting inadequate performance and separating those whose inadequate performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation affiliation and with proper regard for their privacy and constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

## SUMMARY OF TESTING ACTIVITY AND PERSONNEL ACTIONS

<u>Employees on Roll</u>	<u>2018-2019</u>
Regular	316

### Personnel Actions 2018-2019

Appointments as follows:

Regular	70
Limited Term	6
Transfers	32
Increased Hours	1
Work out of Class	1
39 Month Rehire	0
Promotions	10
Resignations	50
Did not pass Probation	3
Termed	2
Retirements	13
Lay Offs	0
Reduction in hours	0

### Examination Actions 2018-2019

Examinations announced	39
Examinations conducted	39
Applications received	625
Applicants tested	365

### PERSONNEL COMMISSION ACCOMPLISHMENTS 2018-2019

- Created Van Driver position and set the rate of pay
- Created Rule 317.3
- Created Job description for Yard Duty and approved the rate of pay in accordance with AB2160
- Created Student Support Specialist Lead position and set the rate of pay