



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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Meeting Date: April 18, 2018

Agenda Item:

Discuss and approve the Classified Seniority List

Agenda Placement:

Action

Background:

District Administration presented the Personnel Commission with a Seniority List on March 16, 2018 without the employees' verification of seniority dates. Ed Code Section 45261 allows for the Personnel Commission to maintain seniority data and develop the seniority list. The Personnel Commission will provide an opportunity for all classified employees to review their seniority date and sign-off. However, all seniority data discrepancies will be researched and corrected by the Human Resources department. Once the list is corrected a finalized copy will be presented to the Commission at a future date. Moving forward in order for the Personnel Commission to maintain seniority data and keep a current list; the Human Resources department will grant access to the Personnel Commission of all classified employment history in their personnel files per Ed Code 45261.

Recommendation:

It is recommended that the Personnel Commission approve the Seniority List as presented with the understanding of the following;

1. The Personnel Commission department will insure that all classified employees get the opportunity to verify and sign-off on their seniority date.
2. The Human Resources department will correct the discrepancies if any are found on the seniority list and will forward a finalized copy to the Personnel Commission department.
3. A finalized seniority list will be presented to the Commission for final adoption.
4. The Human Resources department will grant access to the Personnel Commission of all classified employment history in the classified personnel files in order to maintain seniority data and list.