

SECTION 100 – THE PERSONNEL COMMISSION

101 ORGANIZATION

The Personnel Commission consists of three members who are appointed for three-year staggered terms with the term of one commissioner commencing at noon, December 1, each year.

Members of the Personnel Commission are appointed alternately by:

- One member is nominated by the classified employees of the District;
- One member is appointed by the governing board; and
- One member is appointed by the first two members. (Ed. Code, § 88069.)

The Personnel Commission elects one of its members as chairperson in December each year for a term of one year. Two members constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of two members is required to make any vote effective. The regular meetings of the Personnel Commission are held monthly, usually the third Thursday of the month unless otherwise noticed. Meeting agendas and minutes are posted at the three colleges, the District Service Center and the Commission web site at vcccd.net/pc1.

The Personnel Director serves as Secretary to the Commission and shall present an annual report, as approved by the Commission, to the Governing Board.

102 RESPONSIBILITIES OF THE COMMISSION

The Personnel Commission shall prescribe and amend such rules as may be necessary to ensure the efficiency of the classified service and the selection and retention of employees on the basis of merit and fitness. The rules and regulations adopted by the Commission shall be binding on the classified employees and the Governing Board. (Ed. Code, § 88080.) The rules and regulations shall provide for the procedures to be followed by the Governing Board as they pertain to the classified service. (Ed. Code, § 88081.)

103 PERSONNEL COMMISSION STAFF

The Personnel Commission staff is appointed by the Commission from an eligibility list established by an examination given under the auspices of the Commission. (Ed. Code, § 88084.) The Personnel Director shall be responsible to the Commission for carrying out all procedures necessary to administer the classified personnel program in conformity with the provisions of the Education Code and the rules and regulations of the Commission. (Ed. Code, § 88086.)