

INTRODUCTION

THE MERIT SYSTEM

The Merit System, as it affects the employment, salary and service of classified employees in the Ventura County Community College District, was adopted by the Governing Board of the Ventura County Community College District in March 1962. Upon the adoption of the Merit System in a public school district, the classified service is governed and subject to the provisions of the California Education Code pertaining to the Merit System (Ed. Code, §§ 88060-88080) in addition to those provisions applicable to all employees of a public school district. In school districts that have adopted the provisions of the Merit System, a Personnel Commission shall be appointed. (Ed. Code, § 88060.) The Personnel Commission shall prescribe and amend rules and regulations necessary to ensure the efficiency of the classified service and the selection and retention of employees upon a basis of merit and fitness. The rules and regulations adopted by the Personnel Commission shall be binding upon the classified service and the Governing Board. (Ed. Code, § 88080.)

This handbook contains the rules and regulations adopted by the Ventura County Community College District's Personnel Commission as of the date of revision regarding recruitment, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, payoffs, re-employment, re-vacations, leaves of absence, compensation within classification, job analyses, and specifications, seniority ratings, advertisement of examinations, selection of applicants, and other policies and procedures necessary to carry out the provisions and purposes of the Merit System. (Ed. Code, § 88081.) Any employee of the District desiring to refer to the relevant sections of the Education Code will find a copy available in any of the following offices: Chancellor, Vice Chancellor, Presidents, Personnel Director.

THE DISTRICT

The Ventura County Community College District consists of all of Ventura County except for the northern section which remains a part of the Ukiah Community College District. The school districts of Fillmore, Moorpark, Nordhoff (Ojai), Oxnard, Santa Paula, Simi and Ventura are served by the College District.

The District became operative as a legal entity on July 1, 1962. However, junior college education in Ventura County dates from 1925, when a junior college department was added to the Ventura Union High School. During the intervening years to 1962—Ventura College was operated by the Ventura Union High School District. Moorpark College, the second college of the District, opened for instruction in September 1967, and Oxnard College opened for instruction in September 1975.

GOVERNING BOARD

The District is governed by a board of five trustees. They represent separate trustee areas in Ventura County and are elected for four-year terms.

The Board derives its authority from the Constitution and statutes of the State of California. Its principal duties are to formulate the basic policies for the operation of the District and to appoint the staff necessary to achieve the objectives of the District and to implement its policies and programs.

CHANCELLOR

The Chancellor is the chief administrative officer of the District and, as such, has the final responsibility for the administration of all policies and procedures of the Governing Board and the Personnel Commission that they pertain to academic and classified employees. He/she also serves, by trustee appointment, as Secretary to the Board.

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