

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

502

June 11, 2003

LAW AND RULES

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502 PERSONNEL COMMISSIONER'S CODE OF CONDUCT

- A. The Commission shall base all actions and decisions on merit, fairness and efficiency regardless of outside influence.
- B. Commissioners shall publicly champion and vocally encourage others to embrace the principles of merit in all decisions and actions related to Human Resources Management.
- C. Commissioners shall act and vote independently and objectively regardless of their source of appointment.
- D. Although Commissioners should routinely meet with management or employee representatives to discuss general Human Resources concerns, Commissioners shall direct individuals who privately contact them about specific Commission issues to address the Personnel Director and then, the full Commission.
- E. The Commission is to provide counsel and direction to their Director at the policy level rather than become involved in the day-to-day operations of staff.
- F. Commissioners understand and recognize that the power and decision-making authority over the Personnel Commission and its staff or over actions that impact the Classified Service lie only with the full Commission and not with an individual opinion or one Commissioner.
- G. Commission members are expected to attend and participate in all Commission meetings and become fully informed of the issues being considered at those meetings.
- H. Commission members who receive expressions of concern regarding issues that impact the Classified Service should share that information with the entire Commission.
- I. Commission members should avail themselves of opportunities to inform and educate themselves about current Human Resources and employment law by individual study and/or through participation in programs providing related information.
- J. The Commission shall encourage regular and impartial performance evaluations of all Classified employees.
- K. The Commission shall encourage training programs for all Classified employees.
- L. The Commission shall ensure a continuous review of positions in the Classified Service and recognize that classification designations are based on assigned duties, not attributes of individual incumbents.

CHANGE:

Establishment of Rule.

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- M. The Commission shall not publicly engage in personal attacks on Commission or District staff or attempt to discipline any employee other than the Director of their staff.
- N. Commission members shall recognize that the Chair of the Commission is the official voice of the Personnel Commission and that members have the responsibility when meeting privately with others to differentiate their views from those of the Commission as a whole.
- O. Commissioners shall respect the confidentiality of all privileged information, including that discussed in closed session.
- P. Commissioners shall abide by the District's Conflict of Interest and Ethics Code.
- Q. Commissioners shall comply with Robert's Rules of Orders and the Brown Act in the conduct of their meetings, and shall enforce Robert's Rules for attendees at their meetings.
- R. Commissioners shall support and ensure that all candidates for classified employment are provided with equal employment opportunities and selected based on merit and fitness and shall support the principles of diversity in the workplace.
- S. The Commission shall abide by related provisions of the California State Education Code and federal, State and local legislation and regulations.

CHANGE:

Establishment of Rule.

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