

Personnel Policy

1. Employee Status

- a. All employees of the Commission are exempt from the civil service requirements of Article VII of the California Constitution. (Gov. Code Sec. 8253.6(b).)

2. Employee Evaluations

- a. The Commission shall adopt evaluation criteria for the Executive Director.
- b. The Executive Director shall develop objective evaluation criteria for all employees consistent with the standards required by the California Department of Human Resources and a methodology for the delivery of employee evaluations that is consistent with state policy.
- c. Performance evaluation and feedback shall be conducted annually for each employee one year from their hire date.

3. Hiring and Firing of Employees

- a. Any decision to hire an employee may only be made at a public meeting of the Commission. The hiring process for Executive Director, Deputy Executive Director, Chief Council, and Communications Director will be conducted by the entire Commission. The hiring process for all other staff positions will be conducted by the executive responsible for overseeing that position. Once a candidate for a staff position has been identified, the job description and candidate's resume will be submitted to the Finance and Administration Sub Committee for review prior to being presented to the full Commission for approval. Hiring of all Commission employees requires nine or more affirmative votes including at least three votes of members registered from each of the two largest parties and three votes from members who are not registered with either of the two largest political parties in California. (Gov. Code Sec. 8253(a)(5).)
- b. All employees of the Commission are "at will" employees, and may be dismissed for good cause or for no cause at all, but may not be dismissed for reasons that violate either the public policy of California or state or federal statutes.
- c. All employees of the Commission are required to conduct themselves consistent with the Commission's Staff Code of Conduct, and failure to do so may constitute grounds for dismissal.
- d. Any employee accused of misconduct and facing dismissal may request a hearing before the Finance and Administration Sub Committee prior to dismissal by the Commission.
- e. Any decision to dismiss an employee will be made in closed session at a regularly noticed meeting of the Commission and requires nine or more affirmative votes including at least three votes of members registered from each of the two largest parties and three votes from members who are not registered with either of the two largest political parties in California. (Gov. Code Sec. 8253(a)(5).)