

Duties and Responsibilities of the Board of Trustees, Personnel Commission and Bargaining Unit

Board of Trustees	Personnel Commission	CSEA
Set Duties	Classifies/Maintains Job Families	n/a
Approves Pay	Recommends Salary Placement of classifications	Negotiates Salary Schedule
Establishes Openings	Recruits and Tests	n/a
Hires	Certifies Eligible Candidates	n/a
Evaluates Performance		Negotiated Evaluation Procedures
Disciplines/Terminates	Hears Appeals	Provides Union Representation
Lays Off Employees		Negotiated Layoff Procedures