

2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

Personnel Commission

Raunaldo Ortiz, Chairperson

Timothy Carter, Vice Chairperson

Heldi Goldstein, Secretary

Randy Perez, Secretary

Special Meeting Agenda

May 11, 2016 – 1:15 p.m.

- | | |
|--|--------------------------|
| 1. Call to Order | Chairperson Ortiz |
| 2. Roll Call & Establishment of Quorum | Secretary Perez |
| 3. Public Comment (15-minute limit) | Public |
| This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission. | |
| 4. Approval & Adoption of Agenda | Chairperson Ortiz |
| 5. Conference Item | Chairperson Ortiz |

This item is presented for discussion and action and is carried over from a previous meeting.

2134 Martin Luther King Jr. Way, Berkeley, California 94704-1180



Dear Mr. [Name],
 I am pleased to hear from you and to learn that you are interested in the [Program Name] program. We are currently accepting applications for the [Program Name] program for the [Year] academic year. The program is a [Number] year program and is designed to provide students with a strong foundation in [Field of Study].
 The program is highly competitive and we receive a large number of applications from students around the world. We are looking for students who are academically excellent and who have a strong interest in [Field of Study].
 If you are interested in applying, you should submit your application to the [Department Name] at the following address: [Address]. You should also submit your transcripts, letters of recommendation, and a statement of purpose. The deadline for applications is [Date].
 If you have any questions, please contact me at [Phone Number] or [Email Address].
 Sincerely,
 [Name]
 [Title]

I am pleased to hear from you and to learn that you are interested in the [Program Name] program. We are currently accepting applications for the [Program Name] program for the [Year] academic year. The program is a [Number] year program and is designed to provide students with a strong foundation in [Field of Study].
 The program is highly competitive and we receive a large number of applications from students around the world. We are looking for students who are academically excellent and who have a strong interest in [Field of Study].
 If you are interested in applying, you should submit your application to the [Department Name] at the following address: [Address]. You should also submit your transcripts, letters of recommendation, and a statement of purpose. The deadline for applications is [Date].
 If you have any questions, please contact me at [Phone Number] or [Email Address].
 Sincerely,
 [Name]
 [Title]

CERTIFIED AND ELECTRONIC MAIL

March 30, 2016

**TO: Randy Perez, Classified Personal Director
2020 Bonar Street
Berkeley, CA 94704**

FROM: Marie Ferguson

RE: Interactive Process Status

This letter is to inquire into my return from ADA and the interactive process.

02/25/16 with modifications due to several work related injuries. On 2/18, 02/19 and recently on 3/24/16 by fax, I provided the required ADA reasonable accommodation forms and medical notes completed by my worker's comp physician. I received a response from you on Friday 3/25/16 at 2:52pm