



3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • www.oaklandparkfl.org

CIVIL SERVICE BOARD
AGENDA
JANUARY 11, 2011 AT 6:30PM

CALL TO ORDER

ROLL CALL

NEW BUSINESS:

1. Approval of Civil Service Board Minutes for meeting on November 9, 2010.
2. Selection of Chair and Vice chair.
2. Approval of classification(s) below:
 - Summer Recreation Aide I
 - EMS and Professional Development Captain
3. Civil Service Rule Amendments
 - *Section 2-123. Internal Career Opportunity.*
 - Clean-up.
 - *Section 2-125. Establishment of eligible lists.*
 - Eliminates notification at this step of efficiency.
 - *Section 2-126. Duration of Lists.*
 - Clean-up
 - *Section 2-127. Reinstatement Lists.*
 - If they decline, they are removed from the list, and we do not determine the sufficiency of the reason.
 - *Section 2-129. Removal of names from lists.*
 - Deletes language and simplifies this to the discretion of the Director of Human Resources. Current language may have happened once in six years. It would be beneficial to restore qualified applicant for good reason. (Ex: applicant was on vacation and missed scheduling of interviews however we were still in the

interview process and we would like to interview the applicant but was past the 5 days required in current language)

- *Section 2-137. Applicant withdraw of interest.*
 - Deleted (see section 2-128)
- *Section 2-142. Transfer.*
 - Clarifies that transfers are either to a lateral or lower level position, and how pay will be handled.
- *Section 2- 144. Probationary period.*
 - Eliminate 15 day notice to HR, nice but not necessary.
- *Section 2-150. Hours of Work.*
 - Clarifies that “non-exempt” employees receive OT
- *Section 2-151. Holiday Leave.*
 - Prorated Holiday pay for PT employees is administratively burdensome and has not been consistently applied. PT employees only receive holiday pay if they are scheduled to work on holidays. New procedure is more efficient and provides for (4) hours of holiday pay to all part-timers for each holiday. This can be automated (*This benefit/language will need to be negotiated for employees in collective bargaining agreements*).

New language clarifies that when employees are in an unpaid status they are not eligible for Holiday pay.

- *Section 2-152. Paid Time Off.*
 - a) Clean up. The first sentence is not true.
 - h) Maintains same payout maximum of 120 hours but allows for 100% payout for first 40 hours, allows for smoother transition and employees may not feel compelled to take all time off. (*This benefit/language will need to be negotiated for employees in collective bargaining agreements*)
 - j) Eliminates obsolete language, Clarification.
- *Section 2-153. Donation of Leave.*
 - Clean-up to add and reflect employees may donate vacation leave.
- *Section 2-154. Payment of unused sick leave.*
 - f & g allows HAS funding anytime instead of just in January.
- *Section 2-156. Leave with Pay.*
 - a) delete prorated jury duty pay for temporary and part-time employees this is administratively burdensome and not required.
 - c) Prorated bereavement pay is administratively burdensome. New language sets amount of paid time for bereavement for PT employees to a maximum of twelve (12) hours similar to FT employees of 24 hours.



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OLD BUSINESS:

None

ADJOURN

This meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Clerk's Office by telephone: 954.630.4300, or via Fax: 954.630.4302 for information or assistance.

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting, the person will need a record of the proceedings, and that, for such purpose, the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

I, the undersigned authority, certify the above Notice of Meeting of the Civil Service board is a true copy of the Notice posted in City Hall at the appropriate locations.

Posted: 1/6/11

By: Sara-Lou Annakie, Board Secretary



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MINUTES
CIVIL SERVICE BOARD MEETING
NOVEMBER 9, 2010 AT 6:30PM

The regular meeting of the Civil Service Board of the City of Oakland Park, Florida was called to order at 6:30pm by Nicole Hollar, Chair.

ROLL CALL

Present:

Nicole Hollar, Chair
Dennis Buchta, Vice Chair
Henry Ouzts
Dr. Dorothy Orr

Also Present:(ATTORNEY,LIASION,& SECRETARY)

Lynn McCaffrey, Board Secretary
Sara-Lou Annakie, Liaison

Absent:

Hope Gold

MINUTES

Board member Dorothy Orr moved to approve the minutes of March 9, 2010 which prevailed by the following vote:

Yes: Chair, Nicole Hollar, Vice Chair, Dennis Buchta, Board member Henry Ouzts, Dr. Dorothy Orr.

NEW BUSINESS

1. Approval of classification(s) below:

- Executive Assistant

Board member Dr. Dorothy Orr moved to approve board member Henry Ouzts seconded the motion

Yes: Chair, Nicole Hollar, Vice Chair, Dennis Buchta, Board member Henry Ouzts, Dr. Dorothy Orr.

- Fire Prevention & Life Safety Officer

Board member Dennis Buchta moved to approve board member Dr. Dorothy Orr seconded the motion

Yes: Yes: Chair, Nicole Hollar, Vice Chair, Dennis Buchta, Board member Henry Ouzts, Dr. Dorothy Orr.

2. Approval of Civil Service Rule Revisions

- Section 2-81 – Purpose of these rules.

Board member Henry Ouzts moved to approve board member Dennis Buchta seconded the motion

Yes: Yes: Chair, Nicole Hollar, Vice Chair, Dennis Buchta, Board member Henry Ouzts, Dr. Dorothy Orr.

- Section 2-83 – The City Service.

Board member Henry Ouzts moved to approve board member Dennis Buchta seconded the motion

Yes: Yes: Chair, Nicole Hollar, Vice Chair, Dennis Buchta, Board member Henry Ouzts, Dr. Dorothy Orr.

- Section 2-87 – Words, terms, phrases defined.

Board member Dr. Dorothy Orr moved to approve board member Henry Ouzts seconded the motion

Yes: Yes: Chair, Nicole Hollar, Vice Chair, Dennis Buchta, Board member Henry Ouzts, Dr. Dorothy Orr.

- Section 2-90 – The Director of human resources.

Board member Henry Ouzts moved to approve board member Dennis Buchta seconded the motion

Yes: Yes: Chair, Nicole Hollar, Vice Chair, Dennis Buchta, Board member Henry Ouzts, Dr. Dorothy Orr.

- Section 2-91.1 – Same- employee election of board members.

Board member Dr. Dorothy Orr moved to approve board member Dennis Buchta seconded the motion

Yes: Yes: Chair, Nicole Hollar, Vice Chair, Dennis Buchta, Board member Henry Ouzts, Dr. Dorothy Orr.



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- Section 2-91 and 2-91.3 (b) – The Civil Service board – Composition, qualifications, appointment, term.

Board member Henry Ouzts moved to approve board member Dennis Buchta seconded the motion

Yes: Yes: Chair, Nicole Hollar, Vice Chair, Dennis Buchta, Board member Henry Ouzts, Dr. Dorothy Orr.

OLD BUSINESS

None.

PUBLIC COMMENTS

None.

There being no further business, the meeting was adjourned at 7:00 pm.

Nicole Hollar, Chair

Lynn McCaffrey, Board Secretary

EMS AND PROFESSIONAL DEVELOPMENT CAPTAIN

GENERAL DEFINITION

Employee coordinates Emergency Medical Services (EMS) and Professional Development activities for the Fire Rescue Department. Employee(s) in this classification function as quality assurance / quality control person, ensuring compliance with Federal and State regulatory standards and statutes. The incumbent in this class is responsible for coordination and development of training activities ensuring compliance with all fire and life safety regulatory requirements. Employee may be required to perform duties in hazardous conditions, which involve extreme heat, smoke, toxic substances, and/or heavy physical exertion. Work is performed under the general direction of the Chief of Fire Rescue.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL JOB DUTIES

- Monitors departmental compliance of Federal, State and local statutes and regulatory requirements.
- Participates in various internal and external committees to demonstrate and promote effective departmental quality assurance. Acts as liaison with Medical Director and Operations personnel, County and State Fire and EMS agencies, various hospitals and training agencies.
- Evaluates Emergency Medical Service Program to develop and initiate effective quality assurance programs promoting optimal patient care and the safety of all EMS personnel.
- Researches, develops and recommends effective EMS and Fire Suppression training programs, e.g., fire suppression, Emergency Medical Technician (EMT), Cardio Pulmonary Resuscitation (CPR), Occupational Safety and Health Administration (OSHA) mandated infectious control, trauma life support, pediatric and geriatric care.
- Coordinates and schedules company training and re-certification courses for Fire Department staff, including instructional content, computer based courses, and instructors.
- Attends job related classes and continued education courses to maintain certifications, keep abreast of current methods and services, and enhance job performance.
- Recommends and purchases EMS and rescue equipment and supplies, and training aids and equipment for incorporation into the annual budget.
- Monitors and ensures compliance of department narcotics inventory and disposal processes.
- Assists in interpretation of various laws, ordinances, and regulations relating to emergency medical services and necessary equipment.
- May respond to major events involving EMS, fire suppression, hazardous materials mitigation, and life safety situations.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of the principles and practices of the organization, applied management, and administration of a municipal Emergency Medical Services.

EMS AND PROFESSIONAL DEVELOPMENT OFFICER

- Comprehensive knowledge of the Federal, State, County and Municipal laws, ordinances, rules and regulations applicable to municipal EMS operations.
- Comprehensive knowledge of the body of current information resources applicable to the EMS functions for technical research, training development, and special projects.
- Comprehensive knowledge of the principles and techniques applied to EMS training and public education regarding EMS and life safety.
- Comprehensive knowledge of EMS practices, procedures, and protocols.
- Skill in basic and advanced life support procedures, e.g., medications administration, Intravenous (IV) therapy, Echocardiogram (EKG) interpretation.
- Ability to rapidly evaluate and manage a variety of emergency situations to develop and execute effective formation for fire and medical related activities.
- Ability to plan, coordinate and review the work of internal and external training staff in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.
- Ability to evaluate, analyze, and provide recommendations regarding programs for EMS and education to staff and the community.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

- Graduation from a standard high school or equivalent
- Possess a valid State of Florida Fire Service Instructor certification or able to obtain such certification within six (6) months of appointment.
- Possess all valid certifications necessary to perform as a Paramedic within the City of Oakland Park which includes certification or successful completion of:
 - Advanced Cardiac Life Support (ACLS).
 - Pediatric Advanced Life Support (PALS) or equivalent within six months of appointment.
 - Basic Trauma Life Support (BTLS) or equivalent within six months of appointment.
 - Cardiopulmonary Resuscitation (CPR).
 - Emergency Vehicle Operators Course (EVOC)
 - Blood Borne Pathogen Course
- Posses a valid State of Florida Class "E" Drivers License.
- Seven (7) years experience in combat firefighting and emergency medical services work including four (4) years experience as a Fire Lieutenant with Oakland Park, or two (2) years experience as a Fire Lieutenant with Oakland Park and hold an Associate Degree in Fire Science or related field, or one (1) year experience as a Fire Lieutenant with Oakland Park and hold a Bachelors Degree in Fire Science or related field.
- Must hold a State of Florida Fire Officer I Certification.

EMS AND PROFESSIONAL DEVELOPMENT OFFICER

PREFERRED

Associate's degree with coursework in a related field preferred.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work is typically performed in usual office conditions with rare exposure to disagreeable environmental factors.
- Some tasks involve intermittent exposure to hazardous conditions where heightened awareness and response to surroundings is essential to personal safety.
- Ability to perform tasks for extended periods of time at a keyboard or workstation; ability to exert light physical effort in sedentary to light work, but which involves some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds).
- Ability to perform intermittent physically demanding and stressful work.

SELECTION GUIDELINES

Formal application, rating of education and experience. Oral interview, reference check, and possible supplemental questionnaire and job-related testing. Physical examination and drug screen as required by the Drug Free Workplace Ordinance. Must undergo a background investigation prior to being offered the job.

A review of this position has excluded the marginal function of the position that are incidental to the performance of the job duties. All duties and responsibilities are essential job functions and requirements, and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. And Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and ability.

SUMMER RECREATION AIDE I

GENERAL DEFINITION

Provides entry-level assistance in the delivery and conduct of recreational programs and leisure services activities for the City. Assignment areas include, but are not necessarily limited to, aquatics programs, youth and summer camp programs, arts and crafts, and leisure services. Essential job duties, as outlined herein, are performed according to the area of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Greets internal and external customers of the department; provides direction or directs to appropriate entity.
- Receives and responds to general information requests from the public.
- Supervises activities for varying recreation activities, e.g., game and activity room, outdoor sports, aquatics activities.
- Leads and supervises groups engaged in recreational activities.
- Maintains equipment on athletic fields and in recreation programs.
- Assists in the preparation and operation and special events as directed.
- Checks facilities for safety factors and reports broken or damaged equipment/facilities to appropriate staff.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the principles, rules, materials and equipment used in most recreation activities.
- Working knowledge of the leisure service activity needs of the community.
- Interpersonal skills for communicating and leading recreational activities for a demographically and culturally diverse community.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Must be in Completion of Sophomore year of High School.

PREFERRED

CPR & First Aid certification

SUMMER RECREATION AIDE I

PHYSICAL REQUIREMENTS

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- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Traverse rough terrain, walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: May 8, 2007

Civil Service Rule Amendments

Explanation of Major Changes

- Sec 2-123 – Internal Career Opportunity Clean-up
- Sec. 2-125 – Establishment of eligible lists Eliminates notification at this step for efficiency
- Sec 2-126 – Duration of Lists Clean-up
- Sec 2-127 – Reinstatement Lists If they decline, they are removed from the list, and we do not determine the sufficiency of the reason.
- Sec 2-129 – Removal of names from lists Deletes language and simplifies this to the discretion of the Director of Human Resources. Current language may have happened once in six years. It would be beneficial to restore qualified applicant for good reason.
(Ex: applicant was on vacation and missed scheduling of interviews however we were still in the interview process and we would like to interview the applicant but was past the 5 days required in current language)
- Sec. 2-137 – Applicant withdraw of interest Deleted (See section 2-128)
- Sec 2-142 – Transfer Clarifies that transfers are either to a lateral or lower level position, and how pay will be handled.
- Sec 2-144 – Probationary Period Eliminate 15 day notice to HR, nice but not necessary
- Sec 2-150 – Hours of Work Clarifies that “non-exempt” employees receive OT
- Sec 2-151 – Holiday Leave Prorated Holiday pay for PT employees is administratively burdensome and has not been consistently applied. PT employees only receive holiday pay if they are scheduled to work on holidays. New procedure is more efficient and provides four (4) hours of holiday pay to all part-timers for each holiday. This can be automated (*This benefit/language will need to be negotiated for employees in collective bargaining agreements*)
- New language clarifies that when employees are in an unpaid status they are not eligible for Holiday pay.

Sec 2-152 – Paid Time Off

- a) Clean up. The first sentence is not true.
- h) Maintains same payout maximum of 120 hours but allows for 100% payout for first 40 hours, allows for smoother transition and employees may not feel compelled to take all time off. *(This benefit/language will need to be negotiated for employees in collective bargaining agreements)*
- j) Eliminates obsolete language, Clarification

Sec 2-153 – Donation of Leave

Clean up to add and reflect employees may donate vacation leave

Sec 2 154 – Payment for unused sick leave

f & g) allows HSA funding anytime instead of just in January

Sec 2-156 – Leave with Pay

- a) delete prorated jury duty pay for temporary and part-time employees this is administratively burdensome and not required
- c) Prorated bereavement pay is administratively burdensome. New language sets amount of paid time for bereavement for PT employees to a maximum of twelve (12) hours similar to FT employees of 24 hours.

Sec. 2-122. - Inspection of papers.

Any applicant shall have the right to make one (1) personal inspection of his or her own completed examination papers within one (1) month from the date of establishment of the list. Examination papers are not open to the general public and the applicant or employee may not make or obtain copies of those examination papers. A manifest error in rating a test or test procedure shall be corrected if called to the attention of the Director of Human Resources within the inspection period. Such corrections shall not invalidate any appointment previously made from such list.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-123. - Internal career opportunity.

Vacancies in the classified service shall be filled by employees in the service whenever in the judgment of the city manager and the director of human resources it is in the best interests of the city to do so. When the determination is made there will be an internal career opportunity posting.

All internal career opportunities shall be posted for least two (2) weeks on the bulletin board in the city hall and in such other places and in such other manner as the director of human resources deems advisable. Copies of all such announcements shall be furnished to the departments affected. The time requirement of two (2) weeks may be waived by mutual agreement of affected department heads, by recommendation by the director of human resources, and upon the approval of the city manager.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-124. - Non-assembled examinations.

(a)

Whenever the director of human resources determines that possible applicants are not available in sufficient number to justify holding assembled examinations, examinations may be conducted for such classes on a continuous, non-assembled basis.

(b)

The names of successful applicants shall be placed on the appropriate eligible list in order of their relative scores without reference to priority of time of examination.

(Ord. No. O-2006-006, § 2, 5-3-06)

**Oakland Park, Florida, Code of Ordinances >> - CODE COMPARATIVE TABLE >> Chapter 2 - ADMINISTRATION
>> ARTICLE VI. - CIVIL SERVICE RULES AND REGULATIONS >> RULE VIII. - ELIGIBLE LISTS >>**

RULE VIII. - ELIGIBLE LISTS

Sec. 2-125. - Establishment of eligible lists.

Sec. 2-126. - Duration of lists.

Sec. 2-127. - Reinstatement lists.

Sec. 2-128. - Removal of names from lists.

Sec. 2-129. - Restoration of names to eligible lists.

Sec. 2-130. - Applicants with outstanding qualifications.

Sec. 2-125. - Establishment of eligible lists.

The director of human resources shall establish and maintain such eligible lists for the various classes of positions as are necessary to meet the needs of the service. Each such list shall contain the names of those persons who are deemed by virtue of the examination process to be qualified to perform the duties required in the specific class. Such persons shall be notified and take rank upon such lists in the order of their relative grades as determined by Rule VII, section 2-120. Eligible applicants attaining the same score shall be considered to have the same rank on the eligible list.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-126. - Duration of lists.

The duration of each eligible list, and the names appearing thereon, shall be for a six-month period. The director of human resources may extend the list for an additional six-month period if deemed to be in the best interest of the city. Any such list which has been in force for more than six (6) months, shall be deemed cancelled upon the establishment of a new eligible list for the same

classification.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-127. - Reinstatement lists.

A regular employee who has been involuntarily separated from the city service without fault or delinquency on his or her part shall have his or her name placed on a reinstatement list for the same class of position he or she held at the time of separation. The name of such employee shall be placed upon the list in the order of his or her total continuous time served in the class. Such employee shall be eligible for reinstatement for a period of two (2) years from the date of separation.

Reinstated employees must have required certifications or licenses for the classification to which they will be reinstated, and are subject to the same pre-employment background or criminal checks, medical examinations, drug tests, etc., normally required for appointment to the classification.

Reinstated employees shall have immediate status in their classification and will be credited with their actual years of service prior to their involuntary separation from the city for the purposes of determining benefits.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-128. - Removal of names from lists.

The director of human resources may at any time remove the name of an eligible person from a list for any one (1) or more of the following causes:

- (a) At the request of the eligible person.
- (b) Failure to respond to notice to appear for interview or work within the time given in such notice.
- (c) Declination of permanent appointment for insufficient reason.
- (d) Failure to notify the director of human resources of a change of address.
- (e) Appointment to a permanent position through certification from a list for another class at the same or higher salary.
- (f) In the case of promotional lists, upon separation, other than layoff, from the city service.
- (g) In any case where the director of human resources finds that an eligible person is or has in any manner become disqualified for the class for which he or she is listed.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-129. - Restoration of names to eligible lists.

~~Whenever any person's name is removed from an eligible list for any one (1) or more of the causes mentioned in the preceding section, he or she shall immediately be notified thereof unless his or her whereabouts are unknown. Such person may within five (5) days from date of removal, make a written request to the Director of Human Resources for restoration of his or her name to such list for the duration of eligibility. The request shall set forth the reasons for the conduct resulting in removal of the name from the list and shall further specify the reasons advanced for restoration of the name. The director of human resources, after full consideration of the request, may restore the name to the eligible list or may refuse such request. The person shall be notified of the director of human resources' action. Restoration to the list is at the discretion of the Director of Human Resources~~

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-130. - Applicants with outstanding qualifications.

Under certain circumstances applicants with outstanding qualifications may be added to existing employment lists with the approval of the city manager following completion of appropriate tests.

(Ord. No. O-2006-006, § 2, 5-3-06)

RULE IX. - APPOINTMENTS

- Sec. 2-131. - Procedure for filling vacancies.
- Sec. 2-132. - Reemployment.
- Sec. 2-133. - Priority of lists.
- Sec. 2-134. - Certification from the list.
- Sec. 2-135. - Incomplete certification.
- Sec. 2-136. - Notice of certification to the eligible person.
- Sec. 2-137. - Applicant withdraw of interest.
- Sec. 2-138. - Provisional appointment.
- Sec. 2-139. - Temporary appointment.
- Sec. 2-140. - Emergency appointment.
- Sec. 2-141. - Appointment of acting city manager.
- Sec. 2-142. - Transfer.
- Sec. 2-144. - Probationary period.
- Sec. 2-145. - Medical examinations.
- Sec. 2-146. - Appropriate list.
- Sec. 2-147—2-149. - Reserved.

Sec. 2-131. - Procedure for filling vacancies.

All vacancies in the classified service shall be filled by original appointment, promotional appointment, provisional appointment, temporary appointment, reemployment, reinstatement, transfer or demotion. Whenever a vacancy is to be filled, the department head shall make requisition to the director of human resources for eligible names for appointment to the class for which the vacancy exists. Such requisition shall be on the form provided by the director of human Resources. If the position is permanent, the director of human resources shall certify to the department head the proper number of names from the appropriate list or authorize some other kind of appointment as provided in these rules.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-132. - Reemployment.

Reemployment refers to the noncompetitive appointment of a person formerly employed by the city whose service record was at least satisfactory prior to his or her resignation.

A regular, full time employee who resigned from their position in good standing and wishes to come back into the city service within one (1) year of departure from the city's employ, may make a written request to the director of human resources for reemployment into the same or lower classification in which they last served. A new, completed employment application form must accompany that request. The director of human resources or designee shall review the application, the individual's service record with the city, and their ability to meet the current qualifications for the classification, and make a determination if the former employee is eligible to be considered for reemployment.

Prior to reemployment, the individual must show proof of required certifications or licenses for the classification to which they will be reappointed, if they have been gone longer than (60) days, they are subject to the same pre-employment background or criminal checks, medical examinations, drug tests, etc., normally required for the appointment to the classification.

In the event that an individual is reemployed, he or she shall be required to complete a six (6) month probationary period. The employee shall not be given credit for prior service.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-133. - Priority of lists.

Certification shall be made from existing lists in the following order or preference:

- (1) Reinstatement lists.
- (2) Internal/Promotional lists.
- (3) Employment lists.

Reemployment applicants may rank before or after employment lists at time of certification by specific request of the

department head and approval of the director of human resources.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-134. - Certification from the list.

Upon receipt of a valid requisition to fill a vacancy, the director of human resources shall certify to the requesting department head the names of those eligible on the list for the classification, based on the "Rule of Three Scores."

The "Rule of Three Scores" means that the names in the first three (3) ranks as determined by Rule VII, section 2-120, shall be certified to a vacancy. The names within the next highest rank shall be certified for each additional vacancy, provided however, that a fewer number may be certified when there is not the required number on the list. Applicants with the same test scores shall be placed in the same rank. In the case of insufficient ranks on a promotional list the director of human resources may augment those ranks by a sufficient number of names from an appropriate employment list as explained in section 2-146 in order to make a complete certification. The department head shall select, from the certified eligible list, those candidates eligible under the "Rule of Three" that he or she wishes to recommend for appointment to available vacancies to the city manager, through the director of human resources.

When the position to which certification is to be made is presently occupied by an incumbent provisionally due to a reallocation action, and that incumbent is on the eligible list, the incumbent may be certified to that position regardless of rank upon the eligible list.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-135. - Incomplete certification.

When the number of names (irrespective of the number of scores) available for filling any vacancy is fewer than three (3) names, with the approval of the city manager, the department head may decline certification for that vacancy and request that the vacancy be filled by provisional appointment or in any other manner provided by these rules.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-136. - Notice of certification to the eligible person.

Whenever the name of an eligible person is certified, that individual shall be notified of his or her certification.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-137. - Applicant withdraw of interest, Reserved

~~Eligible persons may withdraw if they no longer want to be considered for the position. Written notification of withdrawal is requested. Failure to report for a scheduled interview shall be deemed sufficient cause for removing the name of that person from the list. (REDUNDANT)~~

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-138. - Provisional appointment.

Whenever there are urgent reasons for filling a regular position in a classification for which appropriate lists of the required number of eligible names are not then available, the director of human resources may authorize the vacancy to be filled by a provisional appointment from within the city service.

In such case, preference for a provisional appointment shall be given first to persons whose names are on appropriate lists; secondly to persons in the city service whom the director of human resources finds to be qualified, thirdly, to persons who have applied for appointment as regular employees and whom the director of human resources believes to be qualified. Provisional appointments shall be terminated at such time as the required certification and appointment can be made from a list and shall be for not longer than four (4) months.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-139. - Temporary appointment.

Temporary appointments may be made of persons whose employment is expected to be of a seasonal nature or whose services are required for a special job or project and when it is expected that the services of such persons will be no longer necessary at the close of the season or upon completion of such special job or project for which they have been appointed. Temporary appointments may also be made to fill vacancies resulting from regular employees on authorized leave of absence.

Such appointments shall be made from the appropriate lists insofar as practicable and shall be for a specific period. The acceptance of such appointment by an eligible person shall not affect his or her standing on the list for permanent appointment.

Temporary appointments shall be for no more than two (2) years, unless the specific project for which the individual was hired has a longer duration and such is approved by the city manager.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-140. - Emergency appointment.

Emergency appointments may be made by the city manager, or in his or her absence, the acting city manager in case of riot, conflagrations or other emergency that threatens life, property or the general welfare of the city. Such appointments shall continue only during the period of such emergency as determined by city manager or acting city manager and shall not continue longer than thirty (30) calendar days.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-141. - Appointment of acting city manager.

The assistant city manager shall be designated as acting city manager in the absence of the city manager for any period or reason, except that the city manager or city commission may designate a city official other than the assistant city manager as acting city manager during the city manager's absence, where this is warranted by (1) the absence of an assistant city manager, (2) a temporary emergency situation, or (3) other temporary or unusual situations as defined by the city manager or the city commission.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-142. - Transfer.

A position may be filled by transferring an employee from another position of the same class or similar class with essentially the same basic qualifications excepting that in no case shall an employee be transferred to a classification having a higher maximum salary than the class from which the transfer is made, ~~unless the employee is qualified in the new class and is on the register for that position.~~ Transfers must be approved by the department heads affected, the director of human resources, and ~~the employee concerned~~ and shall be executed on the prescribed form. Transfers are not encouraged during a probationary period, but can be made if the department head in the department where the employee currently is assigned also approves.

Any employee who is transferred shall be on probation for six (6) months in their new position.

~~A position may be filled by the demotion of a regular employee.~~ transfer to a position having a lower maximum salary will be treated as a voluntary demotion in accordance with the procedure for demotion as outlined in section ~~12-103c-166~~ of these rules.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-144. - Probationary period.

The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most efficient adjustment of the new employee to his or her position, and for rejecting any employee whose performance does not meet the required work standards.

All appointments shall be probationary and subject to a probationary period of one (1) year after appointment except those positions filled through promotion. The probationary period for promotional appointments shall be six (6) months, with the exception of an employee who is promoted while still in their initial probationary period with the city. In the latter case, the employee's probationary period for the promotional appointment shall be increased to insure that the employee has served a full twelve (12) months on probation. The director of human resources may grant status to persons appointed from a reinstatement list without a probationary period.

The department head shall make a report concerning the employee's performance at the end of six (6) months of service and other such periodic reports during an employee's probationary period as the director of human resources may require and shall notify the director of human resources at least fifteen (15) days (calendar) prior to completion of the probationary period whether the services of the employee have been satisfactory and whether he or she will continue the employee in his or her position. ~~Such a~~ Notice shall be on the prescribed form and a copy shall be given to the employee.

At any time during the probationary period, the city manager may remove or extend the probationary period of an employee whose performance does not meet the required work standards, and shall notify the employee and director of human resources of the reasons for such action.

If an employee promoted or transferred to another classification is found unsuited for the work of the class during the probationary period he or she shall be reinstated to a vacant position in the class from which he/she was promoted or transferred. If no

vacancy exists, the name of such employee shall be placed on the appropriate reinstatement list.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-145. - Medical examinations.

Applicants for positions in the city service may be required to undergo a medical examination to determine physical and mental fitness to perform work in the position to which appointment is to be made.

All employees of the city during their period of employment may be required by their department head with the approval of the Director of Human Resources to undergo periodic medical examinations to determine their physical and mental fitness to perform the work of the position in which they are employed. Such periodic medical examinations shall be at no expense to the employee.

Determination of physical or mental fitness will be by a physician or physicians designated by the director of human resources.

When an employee of the city is reported by the examining physician to be physically or mentally unfit to perform work in the position which he is employed, such employee may, within five (5) days from the date of his or her notification of such determination by the examining physician, indicate in writing to the director of human resources his or her intention to submit the question of physical or mental unfitness to a physician of his or her own choice. In the event there is a difference of opinion between the examining physician and the physician chosen by the employee, then a physician shall be mutually designated by the examining physician and the physician chosen by the employee whose decision shall be final and binding as to the physical or mental fitness of the employee to perform the work of the position in which he is employed. The city shall pay its physician; the employee shall pay his or her physician; and the non-prevailing party shall pay the third physician.

Applicants and eligible persons determined to be physically or mentally unfit for service shall not be considered for appointment unless reasonable accommodation can be made in accordance with the requirements of state and federal law. An employee finally determined to be physically or mentally unfit to continue in the position in which he or she is employed may be demoted in accordance with these rules or separated from the city service unless reasonable accommodation can be made in accordance with the requirements of state and federal law.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-146. - Appropriate list.

The director of human resources may certify to a vacancy, applicants from eligible lists of classes other than the class of vacancy, if, in his or her judgment, the lists are appropriate due to similar qualifications and/or examination and higher classification than the class of vacancy, and there is an insufficient list for the specific class vacancy.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-147—2-149. - Reserved.

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RULE X. - GENERAL PERSONNEL POLICIES AND PROVISIONS

Sec. 2-150. - Hours of work.

Sec. 2-151. - Holiday leave.

Sec. 2-152. - Paid time off.

Sec. 2-153. - Donation of PTO or sick leave reserve.

Sec. 2-154. - Payment for unused sick leave reserve.

Sec. 2-155. - Reserved.

Sec. 2-156. - Leave with pay.

Sec. 2-157. - Leave without pay.

Sec. 2-158. - Prohibitions.

Sec. 2-150. - Hours of work.

A workday is normally defined to be eight (8) hours. The city manager shall establish hours of work, which insofar as practicable shall be uniform within occupational groups, which shall be determined in accordance with applicable laws, the needs of the service, and the needs of the public who may be required to do business with various city departments. Non-Exempt -eEmployees who work over stipulated hours whenever necessity demands additional service of an occasional nature shall be compensated at the overtime rate in accordance with section 2-106 of these rules, or be given compensatory time at the discretion of the department head. The city

may decrease (flex) the number of hours an employee works in a work week to avoid incurring overtime payments.

(Ord. No. O-2006-006, § 2, 5-3-06; Ord. No. O-2009-012, § 2, 6-3-09)

Sec. 2-151. - Holiday leave.

The following holidays will be observed by the city's employees unless such employees are required to be on regular duty are: New Year's Day, Dr. Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day, and such other days as may be designated from time to time by the city commission. When a holiday falls on a Saturday, the preceding Friday shall automatically be designated a holiday for employees who do not normally work on Saturdays. When a holiday falls on a Sunday, the following Monday shall automatically be designated the holiday for those employees who do not normally work on Sundays.

Employees shall be paid eight (8) hours for holidays designated by the city at their regular rate of pay. Temporary employees and part-time employees with at least six (6) months' continuous service shall receive prorated be paid four (4) hours for holidays designated by the City pay. Employees must be in an active status and must work all hours scheduled before the holiday, the scheduled hours after the holiday, and the day of the holiday (if scheduled to work) or be on scheduled authorized leave to be eligible to receive holiday pay, unless a doctor's note is submitted indicating the employee was unable to work, or when bereavement leave is taken and appropriate documentation is provided.

Employees who are required to work on a designated holiday will receive the holiday pay described above and also be compensated at their regular rate for the hours actually worked on the holiday.

Employees are not eligible for holiday pay if they are in an unpaid status for more than 45 days or during any unpaid suspension.

(Ord. No. O-2006-006, § 2, 5-3-06; Ord. No. O-2008-004, § 2, 1-9-08; Ord. No. O-2010-11, § 2, 3-3-10)

Sec. 2-152. - Paid time off.

(a)

~~All nonprobationary employees will receive paid time off (PTO).~~ Paid time off (PTO) provides regular and part-time staff members ~~employees~~ with a bank of time away from work with pay. Paid time off (PTO) may be used for vacation, personal time, appointments, illness or time off to care for dependents. PTO must be scheduled in advance and approved by your supervisor in accordance with department policy. Employees will have individual responsibility to manage their paid time off.

(b)

PTO is earned each pay period based on regular hours worked or when the employee is in paid status during holiday leave, bereavement leave, and jury duty leave (maximum of forty (40) hours).

Employees must use any accrued PTO prior to being granted any unpaid leaves.

(c)

In cases of unforeseen illness or emergency, you must notify your supervisor/department at least one (1) hour prior to the start of your scheduled shift, or in accordance with department procedure.

(d)

The amount of PTO accrued each year is as follows:

(1)

Employees hired before October 1, 1987.

Years of Service	(40 Hrs/Week) Biweekly Accrual	2080 Hrs/year Annual Accrual	Maximum Accrual (Hours)
20+ yrs.	11.38 hrs	296.0 hrs	528 total hours

(2)

Employees hired between October 1, 1987 and Sept. 30, 1994.

Years of Service	(40 Hrs/Week) Biweekly Accrual	2080 Hrs/year Annual Accrual	Maximum Accrual (Hours)
14+ yrs.	9.85 hrs	256.0 hrs	448 total hours

(3)

Employees hired after September 30, 1994.

Years of Service	(40 Hrs/Week) Biweekly Accrual	2080 Hrs/year Annual Accrual	Maximum Accrual (Hours)
0—1 yrs.	5.54 hrs	144.0 hrs	288 total hours

2—7 yrs.	6.77hrs	176.0 hrs	288 total hours
8—14 yrs.	7.69 hrs	200.0 hrs	336 total hours
15—19 yrs.	8.31 hrs	216.0 hrs	368 total hours
20+ yrs.	8.92 hrs	232.0 hrs	400.0 total hours

- (e) PTO will not be earned for any scheduled time when the employee is absent from work in connection with excused or unexcused absences without pay, including unpaid leave of absences, short term disability, workers compensation leaves, or long-term disability.
- (f) PTO is not earned for supplemental straight time hours worked beyond an employees regular schedule or overtime hours.
- (g) After an employee has successfully completed six (6) months of continuous service PTO may be taken as earned and is retroactive to their start date.
- (h) On voluntary separation, layoff or retirement from employment, an employee will be paid the value of 100% for a maximum of forty (40) accrued PTO hours and the value of fifty (50) percent of a maximum two hundred forty (24160) accrued PTO hours. Employees who are terminated from employment for disciplinary reasons receive no payout of PTO.
- (i) Under no circumstances will an employee be paid out for more than one hundred twenty (120) hours.
- (j) ~~Current accrued vacation leave will be placed in a vacation reserve bank.~~ The value of the vacation leave reserve account for purposes of payout will be calculated at the employee's base rate of pay effective September 30, 2008. Vacation leave reserve time scheduled and used during the course of employment will be paid at the employee's current rate of pay.
- Upon leaving the city's service in good standing, employees shall be paid for unused vacation leave reserve leave.
- (k) The first full pay period in June, 2009, each employee's accrued sick leave balance will carry forward to hours in a sick leave reserve account (SLRA). Hours from the SLRA can be used only in the following events:

- (1) Continuous absence due to personal illness or injury lasting four (4) consecutive days or longer accompanied by a physician note indicating the employee was unable to work.
- (2) Absence due to personal illness or injury that qualifies under family medical leave.
- (3) Absence due to a family member's serious medical condition as qualified under family medical leave providing all PTO and vacation leave time has been exhausted.

Once the sick leave reserve hours are exhausted, they will not be replenished.

(Ord. No. O-2006-006, § 2, 5-3-06; Ord. No. O-2008-004, § 2, 1-9-08; Ord. No. O-2009-012, § 2, 6-3-09; Ord. No. O-2010-11, § 2, 3-3-10)

Sec. 2-153. - Donation of PTO, vacation or sick leave reserve.

Employees may donate PTO, vacation or sick leave reserve to other regular employees, not including temporary employees, in accordance with established city policy for such donations. Donated PTO, vacation or sick leave shall be deducted from the donor's accumulated leave.

(Ord. No. O-2006-006, § 2, 5-3-06; Ord. No. O-2009-012, § 2, 6-3-09)

Sec. 2-154. - Payment for unused sick leave reserve.

Resignation

- (a) An employee who resigns in good standing from the city service with a minimum of two (2) years, but less than twenty (20) years, of continuous service shall be paid the cash value or if eligible apply through payroll deduction to a health savings account one-quarter (L) of his or her accumulated unused sick leave.
- (b) Any employee who resigns from the city service in good standing with twenty (20) years or more of continuous service shall be paid the cash value or if eligible apply through payroll deduction to a health savings account, one-half (") of his or her accumulated unused sick leave.

Retires

- (c) An employee that retires in good standing from the city service with a minimum of ten (10) years of continuous service shall be

paid the cash value or if eligible apply through payroll deduction to a health savings account, one-half (½) of his or her accumulated unused sick leave.

(d)

An employee that retires in good standing with a minimum of two (2) years, but less than ten (10) years, of continuous service shall also be paid the cash value or if eligible apply through payroll deduction to a health savings account, one-quarter (¼) of his or her accumulated unused sick leave.

Laid Off

(e)

Any employee with a minimum of two (2) years of continuous service, who is laid off by the city due to elimination of a city function or phase-out of a city operation, shall be paid the cash value or if eligible apply through payroll deduction to a health savings account, one-half (½) of his or her accumulated unused sick leave. This subsection shall not apply in instances where a city activity is transferred to another governmental entity and the employee is transferred to such governmental entity with equal privileges concerning unused sick leave.

Annual HSA Funding

(f)

An employee in good standing with a minimum of two (2) years of service and less than twenty (20) years of service, who has an established health saving account and that has an accrued sick leave reserve balance of two hundred forty (240) hours may apply up to eighty (80) hours annually (calendar year) of accrued sick leave reserve to the health savings account through payroll deduction ~~in the first full pay period in January~~. The value of accrued sick leave for this purpose is one-quarter (¼) of the cash value.

(g)

An employee in good standing with twenty (20) or more years of service, who has an established health saving account ~~that~~ and has an accrued sick leave balance of two hundred forty (240) hours may apply up to eighty (80) hours annually (calendar year) of accrued sick leave to the health savings account through payroll deduction ~~in the first full pay period in January~~. The value of accrued sick leave reserve for this purpose is one-half (½) of the cash value.

(Ord. No. O-2006-006, § 2, 5-3-06; Ord. No. O-2008-004, § 2, 1-9-08; Ord. No. O-2009-012, § 2, 6-3-09)

Sec. 2-155. - Reserved.

Editor's note—

Ord. No. O-2009-012, § 2, adopted June 3, 2009, repealed former § 2-155 in its entirety which pertained to personal leave and derived from Ord. No. O-2006-006, § 2, 5-3-06; Ord. No. O-2009-012, § 2, 6-3-09.

Sec. 2-156. - Leave with pay.

(a)

Jury duty. Leave with pay shall be authorized in order that regular full-time employees may serve required jury duty provided that such leave is reported in advance to the department head. In order to receive pay for such leave the employee must deposit compensation received for jury duty, except for travel expenses, with the finance department.

~~Temporary or regular part-time employees shall receive prorated pay based on their normal work hours for the period in which they performed jury duty.~~

(b)

Military service leave. Military leave with pay of up to seventeen (17) working days in a calendar year shall be authorized for any regular full-time employee in the National Guard or federal military reserve for active duty or for required training. When an employee is on military leave with pay, the city shall pay the difference between the compensation received by the employee from the National Guard or federal military reserve and the amount of the employee's normal salary for the same period from the city. Regular part-time employees shall be eligible for military leave with their pay calculated in the same manner but on a prorated basis.

~~_____~~ The employee must provide documentation as required by the human resources department prior to leave being granted in _____ order to qualify for military leave.

(c)

Bereavement leave. Leave with pay not to exceed three (3) days may be authorized in case of death within the immediate family. Immediate family shall be defined as: Husband, wife, daughter, son, stepdaughter, stepson, mother, father, sister, brother, grandmother, grandfather, stepmother, stepfather, stepsister, stepbrother, mother-in-law, father-in-law, sister-in-law, brother-in-law, legal guardian, grandchildren, daughter-in-law, son-in-law and registered domestic partners. Regular part-time employees shall receive ~~prorated three (3) days leave with pay not to exceed twelve (12) hours~~. Temporary employees shall not be eligible for bereavement leave.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-157. - Leave without pay.

- (a) Prior to requesting leave without pay, an employee must first exhaust all accrued leave that is applicable to the situation and all accrued compensatory time.
- (b) A regular employee may be granted leave of absence without pay for a period not to exceed one (1) year for sickness, disability or other good and sufficient reasons that are considered to be in the best interests of the city. Such leave shall require the written approval of the department head, the director of human resources and the city manager.
Such leave of absence may subsequently be withdrawn with one (1) weeks' written notice and the employee recalled to service. All employees on leave of absence without pay are subject to applicable provisions of these rules.
- (c) Absence for military service in excess of seventeen (17) working days shall be treated as military leave without pay. The issue of benefits during such leave shall be addressed in city policy in accordance with the law. As provided in the definitions section of these rules, periods of military leave without pay shall be included as part of continuous service. The employee must provide documentation as required by the human resources department prior to leave being granted in order to qualify for military leave.
- (d) Except as provided in the Family Medical Leave Act, an employee returning from leave of absence without pay in excess of forty five (45) calendar days is not guaranteed employment, but will be placed in a position if a budgeted vacancy exists in the classification they held when the leave began, so long as the employee remains qualified for that classification.

(Ord. No. O-2006-006, § 2, 5-3-06)

Sec. 2-158. - Prohibitions.

- (a) No person shall be appointed or promoted or dismissed from any position in the classified service, or in any way favored or discriminated against with respect to employment in the classified service because of race, gender, sexual orientation, gender identity, gender expression, ethnic origin, political or religious opinions, or affiliations.
- (b) No person shall seek or attempt to use any political endorsement in connection with any appointment to a position in the city service.
- (c) No person shall use or promise to use, directly or indirectly, any official authority to influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment to a position in the city service, or an increase in or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person, or for any consideration.
- (d) No person elected to public office shall, during the term for which he or she was elected, be appointed to any position in the city service.
- (e) No person shall make any false statement, certificate, mark, rating or report with regard to any test, certification or appointment made under any provision of the charter and these rules, or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of the charter and these rules.
- (f) No person shall, directly or indirectly, give, render, pay, offer, solicit or accept any money, service or other valuable consideration for or on account of any appointment, proposed appointment, promotion or proposed promotion to, or any advantage in a position in the city service.
- (g) No employee, examiner, or other person shall defeat, deceive, or obstruct any person in his or her right to examine eligibility, certification or appointment under the charter and these rules, or furnish to any person any special or secret information for the purpose of affecting the rights or prospects of any person with respect to employment in the city service.
- (h) Any officer or employee who violates any of the provisions of this section shall forfeit his or her office or position.

(Ord. No. O-2006-006, § 2, 5-3-06; Ord. No. O-2007-028, § 3, 9-19-07)

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>> ARTICLE VI. - CIVIL SERVICE RULES AND REGULATIONS >> RULE XI. - GRIEVANCE AND APPEAL
PROCEDURES >>**

RULE XI. - GRIEVANCE AND APPEAL PROCEDURES

Sec. 2-159. - Presentation of employee grievances.

Sec. 2-160. - Appeal to the civil service board.