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CIVIL SERVICE BOARD
AGENDA
MARCH 8, 2011 AT 6:30PM

CALL TO ORDER

ROLL CALL

NEW BUSINESS:

1. Approval of Civil Service Board Minutes for meeting on January 11, 2011.
2. Approval of classification(s) below:
 - Recreation Leader
3. Civil Service Rule Amendments

Sec 2-144 – Probationary Period

- Eliminate 15 day notice to HR, nice but not necessary

Sec 2-159 Presentation of grievances.

- b) clean up to make sentence read better

Sec 2-160 Appeal to the civil service board

- Eliminate the director of human resources acting as the secretary, as recommended by city attorney
- Clarifies what happens in the event of a tie vote on appeal to the civil service board

Sec 2-161 Employee performance evaluation

- Clarifies “increases within range”
- Clarifies that a less than satisfactory rating in any category “serves as a verbal warning”

Sec 2-163 Layoff

- Clean up language to match current with practices, the city no longer issues counseling memos we use corrective action notices.

Sec2-164 Performance Improvement

- a)&b) Clean up language “reminders” changed to “notices” to match language on documents
- d) Clarifies administrative leave is not a suspension

Sec 2-165 Expectations of Conduct

- Added logo attire
- Clarifies “administrative leave” not “suspension” during an investigation
- Clarifies that off duty threatening behavior may result in disciplinary action
- Reworded offensive language, conduct and public criticism for better understanding of intent
- Reworded suspension by the city manager for better understanding

Sec2-169 Validity

- Clean up

Sec 2-170 Economic Distress

- Changes the expiration of this provision from September 30, 2012 to September 30 2014

OLD BUSINESS:

Selection of Board Chair & Vice Chair

- Board member Dennis Buchta to accept nomination of Chair

Approval of Civil Service Rule Revisions

- Section 2-144. Probationary Period

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: 3/3/11

By: Sara-Lou Annakie, Board Secretary