

Civil Service Board Rules

Revised August 2015

Article III, Selection

Section 4 – Classified Employee – Section 39-304 of the City’s Code of Ordinances

Article IV – Disciplinary Suspension, Involuntary Demotions, Terminations, and Appeals

Section 3 – Appeal

B. Discovery - Subpoena allows the Board to issue subpoena and order discovery in an investigation or hearing. Employee or legal representative may request subpoena for witnesses or documents within 10 days of hearing.

C. Submission of Docket Control – docket control submitted within 5 days of appeal and can be amended within 10 days of appeal. Director of Human Resources will notify all parties of available submissions. A party may object to witnesses or documents not submitted in compliance with the rule.

D. Prehearing – either party may request a prehearing before the Board to rule on relevance and admissibility of evidence or testimony.

E. Hearing – hearing scheduled within 30 calendar days of appeal.

G. Decision – delete vote, all members to be present for meeting to be conducted.

L. Failure to Appear – failure of an employee to appear for a hearing without providing notice, will be considered a waiver of appeal.

Section 4 – Conduct of Hearings

A. All members of the Board must be present to conduct hearing.

C. Order of Conducting Hearings – order of proceedings and presentations.

6. No rebuttal by City representative after closing statements from both parties.

D. General Procedure

2. Remove language “invoking the rule”

E. Evidence of Parties - #6 Time limits for presentation from both parties. Limited to 120 minutes for each party.

Section 4- Causes for Discipline – Rules edited or new –

5. additional language – no significant changes
6. additional language – no significant changes
7. consumes alcohol, an illegal drug, or a legal drug used improperly – more specific language pertaining to being under the influence of drug or alcohol.
8. sells, purchases, transfers, or possess an illegal drug or a legal drug improperly while on City property; while in a City facility, while in or operating a City vehicle or equipment or while on duty – more specific language to include city property
10. has committed any acts of dishonesty, which may include but is not limited to altering or falsifying official records or examinations; accepting, soliciting or making a bribe; lying to superiors or falsifying records with respect to official duties, including work duties, disciplinary actions, or false reporting of work hours – more specific language pertaining to making a false statement.
11. additional language – no significant changes.
15. fails to maintain satisfactory working relationships with co-workers, other City employees or the public – new
19. engages in a strike, sabotage or work slowdown – new
23. has divulged confidential information to unauthorized individuals – new
27. additional language – no significant changes
28. fails to maintain licenses and certification required by the position or fails to meet eligibility standards in order to perform the essential functions of the position – new
30. has a permanent injury, illness or disability such that they are no longer able to perform the essential functions of their position with a reasonable accommodation – new
36. any other just cause including the good of the service - new

Article VI – Promotions, Voluntary Reassignments, Leaves of Absence, Resignations and Grievances

Section 1 – Promotion – No promotion from one position to a higher position will be considered final until the employee has satisfactorily completed a 6 month probationary period in the new position.

Article VI – Promotions, Voluntary Reassignments, Leaves of Absence, Resignations and Grievances

Reference establish City Policy only and eliminating procedures. Procedures are subject to changes as we are continuing to improve and automate this process.