



AGENDA MEMORANDUM

First Reading Ordinance for the City Council Meeting of October 27, 2015
Second Reading Ordinance for the City Council Meeting of November 10, 2015

DATE: October 1, 2015
TO: Ronald L. Olson, City Manager
FROM: Yasmine Chapman, Director of Human Resources
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An ordinance amending the Civil Service Board Rules and Regulations

CAPTION:

Ordinance amending the Civil Service Board Rules and Regulations in its entirety as recommended by the Civil Service Board; providing for severance; and providing an effective date

PURPOSE:

Update the Civil Service Board Rules and Regulations to comply with current employment practices and standards, and to amend and clarify provisions.

BACKGROUND AND FINDINGS:

The last revision to the Civil Service Board Rules and Regulations was effective July 1999; more than sixteen years ago. Review started a few years ago and has been reviewed by Human Resources and the Legal Department. Revisions were recommended to comply with current employment practices and standards; to amend and clarify certain provisions related to subpoena power; to update language; and, reduce ambiguity. Proposed changes were reviewed by the Civil Service Board on August 20, 2015. Subsequent revisions were made at the Board's direction. Final revisions were approved by the Civil Service Board on August 24 and revisions are recommended for adoption by City Council.

ALTERNATIVES:

No alternative; rules and regulations must be periodically reviewed and kept up to date.

OTHER CONSIDERATIONS:

"Not applicable"

CONFORMITY TO CITY POLICY:

This is consistent with the City's Human Resources Mission to support City departments in meeting their workforce requirements.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

Human Resources

FINANCIAL IMPACT: No Financial Impact

Operating Revenue Capital X Not applicable

Fiscal Year: 2015-2016	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget				
Encumbered / Expended Amount				
This item				
BALANCE				

Fund(s):

Comments: None

RECOMMENDATION:

Human Resources recommends the ordinance be passed.

LIST OF SUPPORTING DOCUMENTS:

Ordinance – Amending the Civil Service Board Rules & Regulations
HR – Civil Service Rules – as approved by the Board 8.20.15 – Redlined
Revision 8.15 – Civil Board Rules revision august2015 highlights