

MEETING DATE: 8/08/11

AGENDA ITEM: Adoption of a Resolution Approving Amendments to the Civil Service Rules as Recommended by the Civil Service Commission

ATTACHMENTS

	<u>Pages</u>
1. Resolution	1 – 2
2. Revised Civil Service Rules	3 – 5

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0

3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6

8
9
0
1
2

3
4
5
6

80

0
1
2
3
4
5
6

2. This Resolution is effective immediately upon its adoption.

APPROVED and ADOPTED this ____ day of _____ 2011.

MICHEÁL O'LEARY, MAYOR
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

MARTIN R. COLE, City Clerk

CAROL A. SCHWAB, City Attorney

A11-00422

RULE 2

CIVIL SERVICE COMMISSION

2.1 Definition and Function: The Civil Service Commission shall be a body of five (5) lay citizens, none of whom shall hold any paid office or employment in the City Government, or hold any contract for services to the City which could create a significant conflict with their duties as Commissioners and shall be appointed by the City Council to serve for specified terms or at the discretion of the City Council. Their principal function shall be to advise the City Council on all matters pertaining to ~~personnel administration~~ the civil service system, recommend adoption of amendments to the Civil Service Rules, ~~make any appropriate investigation regarding personnel administration,~~ and provide an appeals procedure for classified employees.

2.8 Powers and Duties: The Commission shall have the power and duty to:

- a. Act in an advisory capacity and ~~formulate policy recommendations to the City Council on matters pertaining to personnel administration~~ the civil service system;
- b. After a public hearing thereon, recommend to the City Council the adoption of amendments to or repeal of the Civil Service Rules;
- c. ~~Make any investigation which it may consider desirable concerning the administration of personnel in the Classified Service and report its findings to the City Council;~~
- d. Hear appeals of any employee under the Classified Service who has received a reduction in step within a salary range, suspension, demotion, or dismissal, or who is appealing the denial of a grievance, and report in writing to the appointing authority, City Manager, employee and/or City Council its findings and conclusions and recommendation;
- e. Review city-wide salary studies for classified positions, conducted every five years among other public agencies, to ascertain whether the salaries being paid City employees for similar work are comparable, fair and reasonable, and make recommendations with respect thereto to the City Council;
- f. Exercise such functions with respect to the Civil Service System not inconsistent herewith, as may be prescribed by the City Council.

RULE 3

CLASSIFICATION

3.3 Procedure:

- a. **Processing:** The establishment of a new classification or a reclassification may be requested by any member of the City Council, Commission, appointing authority or any employee of the City. The request shall be prepared and submitted to the Personnel & Employee Relations Director and the affected department head, and attached thereto shall be a description of the duties to be performed, and such information or attachments as may be necessary to consider the case. The Personnel & Employee Relations Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Personnel & Employee Relations Director deems appropriate.

The Personnel & Employee Relations Director's recommendations shall be communicated to the originator, the affected appointing authority and employee organization. If any party disagrees with the Personnel & Employee Relations Director's recommendations, such objection may be presented in writing or verbally to the Commission at the time for consideration of the recommendation. ~~The Commission shall make the final decision on the establishment of a new classification or revisions to an existing classification~~

- c. **Appeal:** Any employee subject to these Rules, except as otherwise provided herein, may appeal by filing written objections to the Commission regarding the proposed classification action. Such objections shall be considered at the same time as the Commission considers the recommendations of the Personnel & Employee Relations Director. ~~Commission recommendations for modification of the classification shall be forwarded through the Personnel & Employee Relations Director to the City Council for final approval.~~ This shall constitute the appeal process for classification actions except as provided in the grievance procedures in these Rules.

RULE 7

ELIGIBLE LISTS

- 7.4 **Certification:** Upon review and approval of the eligible list, the Personnel and Employee Relations Director shall certify it for use in the selection of an appointee ~~and provide it to the Commission at their next regular meeting~~. When an examination process does not produce a valid eligible list of at least five (5) qualified candidates, the Personnel & Employee Relations Director may approve the use of a valid eligible list created for a higher classification when the Director determines that candidates on that list are qualified and interested in appointment to a related lower classification.

RULE 12

GRIEVANCES

12.16 Deliberations: The Commission shall deliberate in closed session and make a decision on the grievance.

The Commission may only ~~recommend modification or rejection of~~ **modify or reject** a decision pertaining to a grievance on one or more of the following basis:

- a. The decision itself resulted in a violation of the Civil Service Rules.
- b. The decision resulted from discrimination on the basis of political affiliation, religion, age, gender, color, national origin, disability, marital status, race or sexual orientation/identification.
- c. The decision reached was arbitrary, unreasonable, or excessive.

12.17 Findings and Recommendations: Written findings and ~~recommendations~~ of the Commission shall be rendered within fifteen (15) working days after the conclusion of deliberations unless extended by mutual consent by both parties.

12.18 Execution of Commission Findings Recommendations: The findings and ~~recommendations~~ of the Commission, pursuant to a grievance, shall not be final. ~~binding unless or until they are adopted by a majority vote of the City Council. The grievant shall be provided an opportunity to address the City Council regarding the grievance prior to the City Council's decision but may not present new evidence.~~

RULE 15

EMPLOYEE RECOGNITION AND INCENTIVE PROGRAM **FOR OUTSTANDING JOB PERFORMANCE**

15.4 Procedures: The appointing authority may recommend an employee for an outstanding job performance award which meets the criteria of the program. The appointing authority shall prepare written recommendations and shall forward them to the City Manager for approval, disapproval or modification. **The recognition award and/or commendation (excluding oral and written recognition by the appointing authority) shall be forwarded to the Commission for public acknowledgment.**

~~In the case of recognition awards and commendations (excluding oral and written recognition by the appointing authority), the City Manager shall forward the recommendation to the Commission for review and approval. If the Commission approves the City Manager's recommendations for recognition award or commendation, the action may be immediately implemented.~~

~~If the Commission modifies the City Manager's recommendations, the action may be implemented as modified, or, at the discretion of the appointing authority, may be taken to the City Council for a final decision.~~