



**CIVIL SERVICE BOARD
(305) 809-3773**

EXECUTIVE SUMMARY

TO: Mayor & Members of the City Commission

FROM: Claire Hurd
Clerk, Civil Service Board

DATE: September 1, 2018

RE: Civil Service Board (CSB) Rules & Regulations Amendment

ACTION STATEMENT:

Request approval of the attached amended CSB Rules and Regulations.

HISTORY:

The proposed amendments to the CSB Rules and Regulations will allow candidates and the Clerk to provide certain forms and notices through email, with confirmed receipt requested.

There is also a proposed amendment to allow the storage of testing materials and other records in the CSB Clerk's office. (There is suitable secured storage area in the CSB office in new City Hall – which was not the case in older City Hall facilities.)

Language from the PBA contract, requiring officers to serve “three continuous years” of time-in-grade for promotion eligibility, has been incorporated into CSB Rules Section V.3.(a) and (b), which previously specified only “three years.”

Assistant City Attorney George Wallace approved the proposed amendments as to form. The proposed rules amendments were also submitted to PBA and IAFF union representatives for comments.

The CSB approved most amendments at its regular meeting of June 20, 2018. It is anticipated that the CSB will approve the amendments to Section V.3 (a) and (b), at its regular meeting of September 19, 2018. (The PBA contract supersedes CSB Rules, so those proposed changes are effective, regardless of their presence in CSB Rules.)

Pursuant to Code section 50-91(a), the City Commission is asked to approve these amendments.

FISCAL IMPACT: There is no fiscal impact to amending the CSB Rules and Regulations. Board members serve without compensation. Promotional exams are mandated by union contract.