

RULE 3

ADMINISTRATION

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RULE 3 - ADMINISTRATION

3.1 Civil Service Board Composition and Appointment:

In accordance with Sections 24-5 and 24-6 of Sarasota City Code, the Civil Service Board shall be appointed by the City Commission and shall consist of five (5) members, each of whom shall be a resident of the City or shall own property located within the City, unless business qualifications or a special expertise warrants an exception; however, such person shall not be a City employee. All members shall serve without compensation.

3.2 Board Duties:

A. Civil Service Board. The Civil Service Board shall:

- (1) Conduct meetings as required.
- (2) Hear Civil Service employees' appeals as prescribed in these Rules and Regulations.
- (3) Perform other Civil Service duties as may be required in the Charter and Ordinances of the City.

B. Condition of Appointment: Any member of the above Boards who is absent from three (3) consecutive regular meetings, or misses four (4) regular meetings within a period of one (1) year without Board approval, or who is or has been convicted of an immoral/criminal act, shall forfeit his or her position/appointment on the Board.

3.3 Board Meetings:

A. Regular: Upon public notice, the Civil Service Board shall meet at such times and places as it may designate.

B. Special: Upon public notice, special meetings of the Boards may be called by the Chairman, the Vice Chairman in the absence of the Chairman, by a majority of the Board or by the Director of the Department of Human Resources or his or her designee. Reasonable notice shall be given to each Board Member and the Department of Human Resources.

3.4 Rules of Order:

The members of the Board shall establish their internal rules for conducting their meetings. "Robert's Rules of Order" shall guide the Boards in its proceedings.

3.5 Minutes and Records:

A representative of the City shall attend all regular and special meetings of the Board and shall administratively support the Board in its responsibility for recording of all official actions in the minutes. The time and place of each meeting of the Board, the votes of each Board member, except

when the acts are unanimous and, when requested, a Board member's dissent, with his or her reasons, shall be recorded in the minutes. The Director of the Department of Human Resources shall cause the minutes to be transcribed and signed by the Chairman. Such minutes shall be retained as a matter of public record in the office of the City Auditor and Clerk or the Department of Human Resources.

3.6 Duties of the Director of Human Resources:

The City Manager, upon recommendation of the Director of Human Resources, shall appoint a qualified person who shall, subject to the provisions Chapter 24, of the Sarasota City Code, as amended, and these Rules and Regulations, as amended, be responsible for the internal personnel administration of the Civil Service System and the General Personnel System.

3.7 Personnel Records:

The Department of Human Resources shall keep records of each employee's service by department and class for such periods required by Federal, State and Local Laws. The records, except those deemed by law to be personal and confidential, shall be public and open to inspection in the Department of Human Resources Department subject to appointment with the Department of Human Resources. Access to such records shall be subject to Federal, State and City Laws.

3.8 Personnel Transactions:

In order to keep proper personnel records, each Department Head shall immediately report to the Department of Human Resources on prescribed forms every action or occurrence as follows:

- A. Positions created or abolished.
- B. Declinations of appointment or failures to report on the part of eligible candidates.
- C. Appointments made.
- D. Proposed changes in the compensation for any position.
- E. Proposed suspension of employees.
- F. Leaves of absence granted employees.
- G. The return of an employee to duty on the expiration of a leave of absence or disciplinary suspension.
- H. Proposed layoff of employees.
- I. Proposed termination of employees.
- J. All personnel activities or transactions required by these Rules and Regulations.

- K. Public commendations of employees.
- L. Proven complaints against employees, the investigation and disposition thereof.
- M. Grievances.
- N. Labor union requests, actions, activities and/or interpretation or application of articles in question.

3.9 Risk Management:

All personnel must inform their immediate supervisor of all on-the-job injuries and damage to any city property. Each Department Head shall immediately report to Risk Management, on prescribed forms, the occurrence.

3.10 Class Specifications:

When a new position is created, the Department Head shall send a written statement to the Director of Human Resources, outlining the duties, responsibilities and qualifications for the new position. If the duties and responsibilities of an existing position have significantly changed and the Department Head believes a reclassification is warranted, he or she will have the individual affected, his or her supervisor and the Department Head, fill out a Job Content Questionnaire. The questionnaire submitted with written justification for reclassification, signed by the Department Head, shall be sent to the Director of Human Resources.

3.11 Equal Employment Opportunity:

- A. Responsibility: The success of the Equal Employment Opportunity Program of the City of Sarasota rests with the people involved, appointed officers, Department Heads, the first-line supervisors and all the employees of the City.

The Director of the Department of Human Resources shall be the Equal Employment Opportunity Coordinator, for the City of Sarasota, and shall ensure that the personnel administrative policies and practices of these Rules and Regulations, the Equal Employment Opportunity Program and the principles and intent of the Federal Equal Employment Opportunity Act provide all segments of our society an opportunity to enter public (City) service on the basis of merit, open competition and advancement according to their relative job-related abilities.

- B. Administration: Documentation of all recruitment, selection and placement activities shall be maintained and documented in accordance with the City Rules and Regulations, policy letters and Federal requirements as applicable by the office of the Department of Human Resources.