

## **CIVIL SERVICE MEETING MINUTES FOR AUGUST 25, 2014**

**Present: Mr. Tom Majeski, Mr. Tom Kicher, Mrs. Carolyn Patton**

**The meeting was called to order at 2:57 p.m.**

### **OLD BUSINESS**

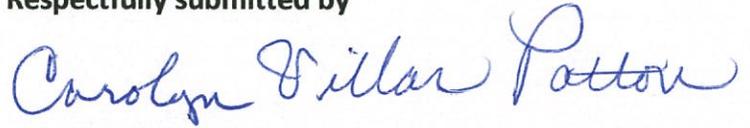
- **Discussed and approved the Police Officer Exam information: public notice, application procedure and the exam process.**
- **Discussed the draft of Appendix #1: Civil Service forms and information sheets for hiring and promotions within classified positions.**
- **Appendix #2 was reviewed as to the Civil Service Commission procedures for preparing eligibility lists for hiring classified positions. These Appendices will be placed in the Civil Service Manual after the Regulation section and will be designated as Section 14.**
- **Section 4 , noted as "Competitive and Non-Competitive" in the CSC manual was approved with the insertion "for emergency call- back situations".**
- **Tom Kicher presented the revisions to the Civil Service Code adopted by the CSC on August 1, 2014, Section 1.4, D. E. (see attached copy) that deals with potential Conflict of Interest issues.**
- **It was noted that Section 4.1 "Competitive and Non-Competitive Class Applications", p. 30, was accepted and will be posted for 30 days.**
- **On Thursday, August 7, 2014 there was a work session with Tom Majeski and Tom Kicher, to review the forms for the Police Exam.**
- **Tom Majeski presented an update on the Charter Review Board's action on recommendations made by the Civil Service Commission members; no action will be taken until after the November election, if then. The reason offered for this non-action was that members of the Charter Review Board could not agree on the language used in the suggestions.**

### **NEW BUSINESS**

- **The next meeting was planned for Thursday, October 9, 2014 for 1:00 p.m.**
- **The meeting agenda will be to review the Police applications turned in by October 3, 2014.**
- **Old and new business will be discussed, as will job descriptions for varied Police and Fire Department positions.**

- Tom Kicher also suggested that CSC review the procedure for grievance and arbitration issues. This is imperative as the State Personnel Board of Review (SPBR) suggested that these issues be resolved by home rule, if possible.
- The meeting was adjourned at 4:25 p.m.

Respectfully submitted by



Carolyn Villar Patton

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Mr. Tom Majeski

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Mr. Tom Kicher

Minutes were approved for posting on \_\_\_\_\_