



MEMORANDUM

TO: Kimberlee Kovach, Municipal Civil Service Commission Chair
Pamela Lancaster, Municipal Civil Service Commissioner
Lynn Rubinett, Municipal Civil Service Commissioner
Kevin Russell, Municipal Civil Service Commissioner
Teresa Perez-Wiseley, Municipal Civil Service Commissioner

FROM: Mark Washington, Human Resources and Civil Service Director

DATE: November 12, 2013

SUBJECT: Municipal Civil Service Rule Review

Please find the recommended Municipal Civil Service rules attached to this memo. As established by Article IX of the City Code, the Municipal Civil Service rules are to be recommended by the Human Resources Director to the Municipal Civil Service Commission within 12-months of adoption of the Code amendment.

The recommended rules are in part based on our current process, the best practice benchmarking from other Cities governed by Municipal Civil Service, legal review, and focused staff work from the past 12-months. Since the rules cover multiple areas of Human Resources Administration, I recommend the Municipal Civil Service Commission allow time for Human Resources staff to brief the commission in detail on the recommended rules. A suggested timeline below is based on previous commission discussion of the use of regularly scheduled and special called meetings to examine the recommended rules.

November 19, 2013 Regular Meeting	Recommended review of: <ul style="list-style-type: none">• Rule 4 – Hiring, Promotion, and Lateral Transfers• Rule 5 – Reductions-in-Force
December 3, 2013 Special Called Meeting	Recommended review of : <ul style="list-style-type: none">• Rule 6 – Disciplinary Actions• Rule 7 – Appeals to the Commission
December 17, 2013 Regular Meeting	Recommended review of: <ul style="list-style-type: none">• Rule 1 – Definitions• Rule 2 – General Provisions• Rule 3 – Organization of the Commission

After the staff briefing, the commission may conduct the required public hearing before finalizing their recommendations to the council.

Should you have any questions, please do not hesitate to contact me at 512-974-3202.

Attachment

CC: Karen Sharp, Assistant Human Resources Director
Rebecca Kennedy, MCS Administrator