



MEMORANDUM

TO: Civil Service Commission

FROM: Clara VanBlargan, City Clerk/ Secretary Ex-Officio for the Civil Service Commission

DATE: September 7, 2023

RE: **Madeira Beach Personnel Policy “Draft”**

Background

Per City Charter, Section 5.7 Personnel Systems; Civil Service Commission, C. Personnel Rules, the Civil Service Commission is required to prepare personnel rules, provide them to the City Manager for review and concurrence, and then forward them to the Board of Commissioners to adopt with or without amendments.

At the July 11, 2023 Civil Service Commission meeting, the Commission voted 3-0 to discontinue the 2019 version and continue with the 2020 Eschenfelder version that was 60% completed. Chair Embler said they needed to spend time updating the attorney's version with what they agreed to put in the policy so far to ensure it is there. She asked the City Clerk to send the 2020 version they had been working on within the next few days that is 60% completed. Attorney Eschenfelder said he would send the Word version to the City Clerk to send to them. The City Clerk did not receive the 2020 document in Word version from Attorney Eschenfelder.

At the August 8, 2023 Civil Service Commission meeting, the Commission discussed the 2020 personnel policy and made changes, starting with XXIV. Uniforms on Page XXIV-1 of the document through XXV, J. Loss of or Failure to Obtain Professional Certification or License on Page XXV-4 of the document. The Commission agreed to continue from there at the next meeting and then circle back around to the beginning and work their way through the document at each meeting until completion. At this meeting, the Civil Service Commission voted to use the newest version of the policy from Attorney Eschenfelder. He said he would make the changes made at the meeting to the new version and forward it to the City Clerk to send to the Commission. The City Clerk did not receive the newest version of the personnel policy from Attorney Eschenfelder.

Because the City Clerk did not receive the newest version of the policy from Attorney Eschenfelder, the City Clerk incorporated the changes made at the August 8th meeting into the 2020 version. If there are any corrections to be made they can be made at the meeting. The City Clerk can continue making the changes or Commissioner Ponte can make the changes at the

meeting as she suggested. When the document has been completed it will contain all changes made by the Civil Service Commission.

Attachments:

Madeira Beach Personnel Policy 2020