



MEMORANDUM

TO: Civil Service Commission

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

DATE: July 26, 2023

RE: **Madeira Beach Personnel Policy 2020**

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.

In August 2020, at a joint meeting with the Board of Commissioners and Civil Service Commission, the Board of Commissioners asked Attorney Eschenfelder to draft a new personnel policy. The Civil Service Commission used this document, and changes were made. At the March 3, 2021 meeting, the Civil Service Commission was instructed by the then city manager, Robert Daniels, to no longer use the 2020 document and make tweaks to the City's current personnel policy adopted in 2019 instead because the 2020 document was too complex. They needed flexibility and not be locked in. Attorney Eschenfelder explained they were 60% through the process using the 2020 document and would have to tweak the current policy, which he did not recommend, and it was not what the Board of Commissioners voted on. The Civil Service Commission began using the 2019 personnel document.

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 and was instructed to send a newer version provided in PDF format from Attorney Eschenfelder instead, which she did. Because the Civil Service Commission voted to use the Attorney's 2020 version, that document is provided in the agenda packet for the August 8, 2023 Civil Service Commission meeting. If Attorney Eschenfelder is wanting the Civil Service Commission to use a

newer version instead, it will need to be explained at the meeting for the record how the newer document is different from the 2020 version. The Civil Service Commission can vote to accept the newer version of the document or not to accept it.

Attachments:

Madeira Beach Personnel Policy 2020