

CIVIL SERVICE COMMISSION 2025 - 2026 PROGRESS REPORT

ITEMS TO BE SCHEDULED FOR DISCUSSION

- A. **Employee Satisfaction Surveys** *(A structured questionnaire to measure how content and fulfilled employees feel at work regarding aspects of their role, compensation, work environment, and management)*
- B. **Offer Letter** *(An official document from an employer to a candidate that extends a job offer and includes key details like job title, start date, salary, reporting manager or supervisor, brief description of duties and responsibilities, and employment status (full-time, part-time, temporary))*
- C. **Employee Appeal Form** *(An appeal form for a termination hearing officer is a formal, written request submitted by an employee (or their representative) to challenge an employer's decision to terminate their employment. This document initiates a quasi-judicial process in which an independent, neutral adjudicator (the hearing officer) reviews the evidence to determine whether the termination was justified.)*
- D. **Madeira Beach Safety Manual** *(A document that outlines company policies, procedures, and instructions to prevent injuries and ensure a safe working environment. It serves as a single source of truth for safety information, covering topics like hazard communication, emergency procedures, and required personal protective equipment (PPE). Following the manual helps the organization comply with regulations, educate employees, and foster a culture of safety.)*
- E. **Madeira Beach Drug-Free Workplace Policy and Substance Abuse Prevention Program** *(revised 02-07-2007 through Resolution 07.06)*
- F. **Civil Service Commission Continued Duties** *(City Charter, Section 5.7, Personnel Systems; Civil Service Commission): Continue monitoring the personnel policy implementation process to make sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone; ensure compliance; and recommend changes as needed.)*

08/05/2025, Civil Service Commission Meeting

City of Madeira Beach Safety and Accident Prevention Manual – Chair Cantrell said the document presented in the packet was not the safety manual emailed to them for review for the meeting. Department Operating Procedures were presented instead. The Commission requested that the safety and accident prevention manual they were emailed be brought to them for discussion. This item was added to the April 2026 meeting agenda.

Department Procedures - The Commission reviewed the department procedures and made the following recommendations to all the department procedures:

- Create consistent section numbering across all departments
- Establish uniform formatting and organization
- Include effective dates and revision information
- Remove specific employee names and use position titles
- Ensure procedures are regularly reviewed and updated
- Organize related information together
- Make information about reporting deadlines and submission requirements clearer
- Use sections rather than page numbers for cross-references

The Commission asked that the department policies be brought back to them with the recommended changes for review.

12/02/2025, Civil Service Commission Meeting

A. [Exit Interview for Voluntary Resignations](#)

The commission agreed to revisit this topic at the March meeting, potentially involving the new HR Director in developing a standardized approach.

B. [New Job Descriptions Format by Gehring Group](#)

The Commission said the format looked similar to the old one and then made the following recommendations:

- Include FLSA status (exempt/non-exempt) on all job descriptions
- Keep salary ranges on descriptions, ensuring they are updated when posted
- Consider adding language to application forms confirming applicants have reviewed job descriptions
- Print job descriptions for personnel files with revision dates clearly marked

C. [Legal advice for employees moving to exempt status](#)

Regarding the third item, Acting City Manager Belk explained that before the FY 2026 budget approval, the Gehring Group had recommended moving several employees from non-exempt to exempt status. After review with the City Attorney, only three positions: Marina Manager, Parking Supervisor, and Fire Marshal were moved to exempt status as they met all the required criteria under the Fair Labor Standards Act. The remaining positions would be reviewed before the end of the fiscal year for consideration in next year's budget.

D. [Department Procedures](#)

The Commission requested that the department procedures discussed at the August 2025 Civil Service Commission meeting be brought back to them with the recommended changes for review at the March 2025 Civil Service Commission meeting.

This item will be scheduled for review after the recommended changes have been made.

E. [Monitor the Implementation and Compliance with the Personnel Policy](#)

The Commission agreed to add a discussion item to the March meeting agenda on how to fulfill their charter-mandated duty to monitor the implementation and compliance with personnel policy.

COMPLETED ITEMS

A. [Ordinance 2025-01, New Employee Personnel Handbook](#) (BOC adopted 04/02/2025)

- B. Ordinance 2025-02, Civil Service Commission Rules (*BOC adopted 04/02/2025*)
- C. Ordinance 2025-03, Special Magistrate Ordinance regarding Grievance Hearings (*BOC adopted 04/02/2025*)
- D. New Job Descriptions Format by Gehring Group – the Commission made recommendations for changes.