

CIVIL SERVICE COMMISSION
FUTURE DISCUSSION ITEMS & PROGRESS REPORT

FUTURE DISCUSSION ITEMS

- A. Employee Satisfaction Surveys
- B. Separation Survey
- C. HR Director Position
- D. New Job Descriptions Format
- E. Offer Letter
- F. City's Appeal Form
- G. Safety Manual
 - Pg. XIX-1 of New Personnel Policy, XIX. Safety (2):
The City Manager is authorized to develop and publish a Madeira Beach Safety Manual to provide safety policies and procedures to be used by all departments for the safety of City employees and protection of City property.
- H. 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; recommend changes as needed:
 - City Charter, Section 5.7, Personnel Systems; Civil Service Commission
In connection with the aforementioned personnel rules, the Civil Service Commission shall inquire into the implementation of such personnel rules as considered necessary to ensure compliance therewith.

PROGRESS REPORT - 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. Department-Specific Rules (*Reviews 8/5/2025*)