

CIVIL SERVICE COMMISSION 2025 PROGRESS REPORT

PROGRESS REPORT - FUTURE 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**
- 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). Creating and following one helps companies comply with regulations, educate employees, and foster a culture of safety.)*
 - **2025 Madeira Beach Personnel Policy - Pg. XIX-1, Section 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.
- E. **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.)*

PROGRESS REPORT – 12/02/2025, Civil Service Commission Meeting Agenda

- A. **Exit Interview for Voluntary Resignations** *(A conversation with a departing employee, often conducted by HR, to gather honest feedback on their experience, the reasons for leaving, and how the company can improve. This information can be written or verbal.)*
- B. **New Job Descriptions Format (format looks similar to the old one)**

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 Policies** *(Principles or rules for internal management and operation, often specific to a particular department. Common examples include policies on the code of conduct, health and safety, internet and email use, and texting policy.) - (Reviewed by Civil Service Commission 8/5/2025)*