

RULES AND REGULATIONS
GENERAL EMPLOYEE CIVIL SERVICE BOARD
RIVIERA BEACH, FLORIDA

RULE 1: DEFINITIONS

As used in these Rules and Regulations, the following terms shall have the following meanings unless the context clearly indicate otherwise;

- A. "City" shall mean the city of Riviera Beach, Florida.
- B. "Board" shall mean the General Employee Civil Service Board.
- C. "Examination" shall mean the Civil Service Examination held to qualify applicants for employment.

RULE 2: SCOPE OF AUTHORITY

Section 2.01 COMPOSITION: The Civil Service Board hereafter referred as the "Board" shall be comprised pursuant to Ordinance No. 2660 of the City, as codified in the Code of the City of Riviera Beach.

Section 2.02 MEETINGS: The Board shall conduct regular meetings on the Second Tuesday of every month.

Section 2.03 ELIGIBILITY LISTS: The Human Resources Department shall provide eligibility list for open and promotional positions.

Sections 2.04 APPEALS JURISDICTION: The Board shall have jurisdiction to hear all appeal of employees, within the classified service, who seek relief from Demotions, Suspensions and Dismissals before the Board.

Section 2.05 POWER TO ALTER RULES: The Rules and Regulations of the Board shall be subject to alterations, amendment, or repeal by a majority vote of the Board at any regular or special meeting of the Board, provided that notice of such alteration, amendment, or repeal shall be given at least fifteen (15) days prior to the next regular meeting of the Board or Without such notice by a unanimous vote at such meeting

when there is a quorum present. Such changes are subject to the approval of the City Council.

RULE 3 MEETINGS, QUORUM AND ATTENDANCE AT MEETINGS

Section 3.01 REGULAR MEETINGS: The Board shall meet on the specified Tuesday of each month at 6:00 p.m., or at a time set by the Board, in the City Council Chambers or any other location designated by the Chairperson or Director of Human Resources.

Section 3.02 SPECIAL MEETINGS: The Chairperson, or three (3) members, upon written notice at least twenty-four (24) hours in advance, may call a special meeting of the Board.

Section 3.03 QUORUM:

- A. A quorum is required to conduct business, including voting and appeal hearings by the Board. A quorum shall consist of at least four (4) members of the seven (7) member Board. A quorum must be present at the time the Chairperson calls the meeting to order. The Chairperson shall wait at least fifteen (15) minutes after the designated meeting time to declare there is no quorum and cancel the meeting.
- B. In the event that four (4) members present consist of Two (2) employee representatives, one (1) civilian member and the alternate employee representative, it shall be deemed that a quorum does not exist for the purpose of transacting any Board business.
- C. The vote of an Alternate Member serving in the absence of a Regular member is not subject to challenge and/or modification by such Regular member upon their return or arrival. When the Regular Member arrives and thereby making a full board, the Alternate Member shall resume service as a non-voting member of the

board. When all Regular members are present at the meeting, the Alternate Members may participate fully in the discussion, but may not vote.

Section 3.04 ATTENDANCE AT MEETINGS

- A. Each member shall attend each regularly scheduled meeting. Members who are unable to attend the meeting shall contact the Department of Human Resources prior to the commencement of the meeting to advise them of the need for an excused absence. The Board shall be advised of all request for excused absences and a vote shall be taken approving the absence.
- B. A member having two (2) consecutive unexcused absences from either regularly scheduled meetings, special meeting, workshops and/or appeal hearings shall be subject to removal from the Board in compliance with Section 2-127 of the City's Code. If the Department of Human Resources is not contacted then this shall count as an unexcused absence unless the Board Member presents proof of absence due to an emergency.

RULE 4 ORGANIZATION, OFFICERS AND ELECTIONS

Section 4.01 The Board shall organize annually at the regular May meeting. The Human Resources Director, or designee, shall preside over the elections of officers.

Section 4.02 Officers: The Board shall elect from their membership the following officers who shall serve at the pleasure

of the Board: Chairperson, Chairperson Pro-Temp and Secretary of Records.

Section 4.03 Chairperson: The Chairperson shall preside over all meetings and shall act Parliamentarian.

Section 4.04 Chairperson Pro-Temp: The Chairperson Pro-Temp shall serve as the chairperson in the absence or disability of the chairperson.

Section 4.05 Secretary of Records: The Secretary of Records shall coordinate with the Human Resources Department to ensure that a recording secretary is provided to prepare the agenda packages and to record all Board meetings and workshops.

Section 4.06 Recording Secretary: The Recording Secretary shall be provided by the Human Resources Department and shall be responsible for preparing the agenda packages, recording and transcribing the original minutes of each and every Board meeting and/or workshop.

Section 4.07 Election of Employee Representatives: Per Ordinance 2660, Section 2-127 of the City Code, the classified general employees shall elect two (2) employees to serve as regular members of the Board and one (1) employee to serve as an alternate. The terms of office of each employee representative shall be two (2) years and the alternate shall be one (1) year.

RULE 5 ELIGIBILITY LISTS

Section 5.01 In accordance with City Code, after each examination has been scored, an eligibility list shall be compiled by the Human Resources Director's office and be presented to the Chairperson for certification along with certification by the Human Resources Director.

Section 5.02 An individual who has been selected for employment from an eligibility list and who indicates that they are no longer

interest in employment with the city, shall have their name removed from the list

RULE 6 APPEAL OF DISCHARGE OR DISCIPLINARY ACTION

Section 6.01 Right of Appeal: Hearing Notice

- A. A regular employee may only appeal to the Board a discharge, demotion and/or suspension. Within ten (10) days after final notice of discharge from the City Manager, the employee must file a written request for a hearing with the Board. Written request for a hearing involving a demotion and/or suspension must be filed within ten days after the conclusion of the grievance process.
- B. A quorum of the Board is required to make a decision on the findings of facts from the hearing officer.

Section 6.02 Pre-Hearing Procedures: The Board shall have jurisdiction in all areas upon appeals involving demotions, suspensions or dismissals, no material amendment of or addition to said charges or specification will be considered by the Board.

Section 6.03 Failure of Parties to Appear: If the person appealing shall fail to appear before the Hearing Officer, the Board shall either dismiss the appeal or render a decision based on the Hearing Officer's recommendation. If the City shall fail to appear before the Hearing Officer the Board shall either enter a decision by default or render a decision based on the Hearing Officer's recommendation.

Section 6.04 Resignation Before Hearing: The resignation of an appealing party at any time prior to final action by the Board shall result in the appeal being dismissed without judgment. Any person resigning under such circumstances shall forfeit all their Civil Service rights.

Section 6.04 Compensation When Appeal Sustained: When an appeal from disciplinary action results in a reversal or setting aside of the disciplinary action, by the Board, or a competent court, the employee may be entitled to recover all wages and benefits lost by reason of such disciplinary action. The employee shall have no right to recover court cost or attorney fees.

RULE 7 ANNUAL REPORTS BY BOARD

Section 7.01 The Board shall prepare and deliver to the City Council an annual report which shall be prepared by the chairperson pro-temp or another Board member designated by the Board. The Report shall be presented to the Board for approval at its February meeting and upon approval sent to the City Council. A copy of the report shall be maintained in the Human Resources Department.

Section 7.02 The Annual Report shall contain the following:

- a. Recommendations, if any, of measures to improve the operation of the personnel program in the City.
- b. Dates and positions for which examinations were held for the previous year and the number of applicants examined.
- c. Dates and results of elections of officers
- d. Number of scheduled meetings held by the Board.
- e. A brief summary of all grievance hearings and the adjudications during the year, including the Board's decisions and/or directives in each case.
- f. Any other information which the Board deems necessary and/or appropriate for the City Council to know.

RULES NEW MEMBERS

Section 8.01. Requirements:

- a. Each newly elected or appointed member must take an Oath of Office in the City Clerk's office prior to serving on the Board.

- b. Each newly elected and appointed Board member must file a Financial Disclosure form.

Section 8.02 Familiarity of Rules and Regulations:

- a. It shall be the responsibility of each new member of the Board to familiarize themselves with the rules and regulations which govern the Board.
- b. When a new member is appointed and/or elected to the Board the Human Resources Department shall provide them with a copy of the relevant ordinance, a copy of the Rules and Regulations, Chapter 2, Article III Division 7 of the Code of Ordinances and a list of the Board members, the Florida Sunshine Law, and Roberts Rules of Order.
- c. All new members are bound by the Rules and Regulations and should uphold, abide by and adhere to them in carrying out their duties on the Board.

RULE 9 VALIDITY OF PROVISIONS

Section 9.01 If any rule or part of these rules and regulations shall be declared unconstitutional or of no force or effect in any competent Court, the same shall not affect the remaining rules, which shall be in full-force and effect.

GENERAL EMPLOYEE CIVIL SERVICE BOARD

DR. LYDIA SMITH, CHAIRPERSON

JAMES SHAW, CHAIR PRO-TEM, Employee Representative

Dr. GLORIA KOON, Secretary of Records

WILLIS WILLIAMS, MEMBER

DOROTHY BULLARD, MEMBER

JOE NUBIN, II, MEMBER

DEBORAH HALL-McCULLON Employee Representative,

GLENDORA WILLIAMS, Alt Employee Representative DR

Approved by the General Employee Civil Service Board this

_____ day of _____, 2020.

Approved by the City Council of Riviera Beach, Florida this

_____ day of _____, 2020

Ronnie L. Felder, Mayor KaShamba Miller-Anderson, Chairperson

Dr. Julia A. Botel Chair Pro Tem Tradrick McCoy

Shirley D. Lanier Douglas Lawson

Motioned By: _____

Seconded By: _____

S. Lanier _____

K. Miller-Anderson _____

Tradrick McCoy _____

J. Botel _____

D. Lawson _____

Claudene L. Anthony, City Clerk