

CITY OF COCONUT CREEK BOARD GUIDELINES

BOARD: **CIVIL SERVICE BOARD**

MISSION: To make fair and impartial decisions at hearings involving employee disciplinary actions and employment terminations

RESPONSIBILITIES:

1. Hear appeals by any Civil Service employee who has completed his or her initial probationary period; has been either suspended without pay for more than three (3) work shifts, demoted, or terminated; and has requested an appeal as provided in Section 14 of the Civil Service Code.
2. Hear appeals by any Civil Service employee who has completed his or her initial probationary period and has a grievance as provided in Section 15 of the Civil Service Code.
3. Report findings to the City Manager.
4. Establish its own rules for the conduct of Civil Service Board meetings.
5. Establish requirements for attendance by members of the Civil Service Board.

EXPECTATIONS:

1. Hear appeals and make decisions in a fair and impartial manner, considering the unique facts of each case.
2. Avoid voting on any matter presenting a conflict of interest, including, but not limited to, an appeal by a family member or someone with whom the board member has a close working or personal relationship.
3. Adhere to the procedures and timelines outlined in Sections 14 and 15 of the Civil Service Code.
4. Adhere to the Florida Sunshine Law, Ethics Rules, and Parliamentary Procedures.
5. Maintain confidentiality, to the extent allowed or required by State and Federal law, in matters involving personal health conditions or other private matters.

MEETING SCHEDULE:

1. The Civil Service Board meets on an as-needed basis, as requested by the City Manager.
2. The Board, at its discretion, may meet prior to being called upon by the City Manager in order to establish rules of conduct.

RESOURCES:

1. City of Coconut Creek's Code of Ordinances, Chapter 21 (*Personnel Administration*), Article 1 (*Civil Service Code*), Section 21-2 (*Organization for Administration*), Sub-section 1 (*The Civil Service Board*)
2. City of Coconut Creek's Code of Ordinances, Chapter 21 (*Personnel Administration*), Article 1 (*Civil Service Code*), Section 14 (*Disciplinary Appeal Process*)
3. City of Coconut Creek's Code of Ordinances, Chapter 21 (*Personnel Administration*), Article 1 (*Civil Service Code*), Section 15 (*Grievances*)