



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

January 13, 2015

8:30 a.m.

Howard Office Building
Sonny West Room

700 2nd Avenue South and
Lindsley Avenue
Nashville, Tennessee 37210

MEMBERS PRESENT: Chairman William H. Farmer; Vice-Chairman Corbitt, C. Michael Allen; and Jo Ann North.

MEMBERS ABSENT: D. Billye Sanders

OTHER MEMBERS PRESENT: Veronica T. Frazier, Director; Nicki Eke, Metro Legal Department Attorney

Chairman Farmer called the meeting to order and said the first order of business was to determine if there were any amendments, corrections or questions from the minutes of the last **Regular Meeting** of **December 9, 2014**. With no changes or modifications, Commissioner Allen moved to accept the minutes as submitted. Seconded by Commissioner North. Chairman farmer said the **Public Hearing Minutes of December 9, 2014** were also in the packet and asked if there were any changes or modifications. Vice-Chairman Corbitt moved for approval and was seconded by Commissioner North.

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HUMAN RESOURCES ITEMS

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APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|---|---------------------------|----------------------|-------------|
| <u>CODES ADMINISTRATION</u> | | | |
| *Hubbell Jr, Joe A. | Property Stan Inspector 1 | Class Change/Lateral | 12/09/14 |
| *Class Change from Building Inspector 1 (SR9) to Property Standards Inspector 1 (SR9) | | | |

FINANCE

| | | | |
|---------------------|-------------------------------|-----------|----------|
| Brooks, Tammara B. | Application Tech 3 | Promotion | 12/22/14 |
| Colter, Ronald C. | Finance Admin | New Hire | 12/15/14 |
| Sullivan, Andrew C. | Finance Officer 2 | New Hire | 12/08/14 |
| Pitman, Stephen R. | Finance Officer 3 | Promotion | 12/08/14 |
| Cathey, Laura L. | Information Systems Advisor 1 | Promotion | 11/24/14 |

GENERAL SERVICES

| | | | |
|---|-----------------------------------|---------------------------------------|----------|
| Hall, Russell J. | Administrative Services Manager | Promotion | 12/08/14 |
| *Lansky, Jay D. | Administrative Services Officer 4 | Class Change / Department Transfer | 12/08/14 |
| *Department Transfer from Finance (Finance Officer 3, SR12) to General Services (ASO 4, SR12) | | | |

HUMAN RESOURCES

| | | | |
|------------------|-------------------------|-----------|----------|
| Cain, Stephen B. | Human Resources Manager | Promotion | 12/08/14 |
| Stack, Justin M. | Human Resources Manager | Promotion | 12/08/14 |

INFORMATION TECHNOLOGY SERVICE

| | | | |
|------------------------|-------------------------------|----------|----------|
| Sanner, Christopher L. | Information Systems Advisor 1 | New Hire | 11/24/14 |
|------------------------|-------------------------------|----------|----------|

INTERNAL AUDIT

| | | | |
|--------------------|--------------------|-----------|----------|
| Hatfield, Seth A. | Internal Auditor 2 | Promotion | 11/29/14 |
| Smith, Kimberly L. | Internal Auditor 2 | Promotion | 11/29/14 |

APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|-----------------------|--------------------------|---|-------------|
| <u>JUVENILE COURT</u> | | | |
| *Bradley, Thomas D. | Special Projects Manager | Transition - Civil Service / Department Transfer | 12/22/14 |

*Department Transfer from Criminal Court Clerk to Juvenile Court (Special Projects Manager, SR15)

LAW

| | | | |
|-------------------|---------------------------|-------------------|----------|
| *Carver, Karen R. | Administrative Specialist | Re-Classification | 12/08/14 |
|-------------------|---------------------------|-------------------|----------|

*Re-Classification due to a position audit

MUNICIPAL AUDITORIUM

| | | | |
|-----------------------|-------------------------------|-----------|----------|
| Williams, Jonathan T. | Building Maintenance Mechanic | Promotion | 12/15/14 |
|-----------------------|-------------------------------|-----------|----------|

PARKS

| | | | |
|-------------------------|-------------------------------|----------------------------|----------|
| *Stewart, Danielle A. | Concessions Clerk 2 | Transition - Civil Service | 11/21/14 |
| Brown, Ann N. | Maintenance & Repair Worker 2 | New Hire | 11/24/14 |
| *Merritt, Jamison Q. | Maintenance & Repair Worker 2 | Transition - Civil Service | 11/21/14 |
| Medley, Mark E. | Museum Specialist 2 | New Hire | 12/09/14 |
| *Dombrowski, Kristin M. | Office Support Rep 2 | Transition - Civil Service | 11/21/14 |

*Transition to Civil Service from Part Time status

PLANNING COMMISSION

| | | | |
|----------------|-----------------|----------|----------|
| Rust, Jason R. | Planning Tech 1 | New Hire | 12/15/14 |
|----------------|-----------------|----------|----------|

POLICE

| | | | |
|---------------------|---------------------------------|----------------------------|----------|
| Kirkham, Mary K. | Administrative Services Manager | Promotion | 12/16/14 |
| Blair, Gregory A. | Police Captain | Promotion | 12/01/14 |
| *Ramos, Lani K. | Police Crisis Counselor 2 | Transition - Civil Service | 12/16/14 |
| Shea, Patrick M. | Police Lieutenant | Promotion | 12/01/14 |
| ^Abbady Jr., Khalid | Police Officer 1 | Class Change | 12/19/14 |
| ^Bagwell, Landon R. | Police Officer 1 | Class Change | 12/19/14 |
| ^Baney, Joshua L. | Police Officer 1 | Class Change | 12/19/14 |

APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|-----------------------------|---------------------------------|--------------|-------------|
| <u>POLICE</u> | | | |
| ^Burns, Thomas G. | Police Officer 1 | Class Change | 12/19/14 |
| ^Burton, Jessica L. | Police Officer 1 | Class Change | 12/19/14 |
| ^Byrnes, Bryan W. | Police Officer 1 | Class Change | 12/19/14 |
| ^Corman, Rickie V. | Police Officer 1 | Class Change | 12/19/14 |
| ^Dabbs, Erik M. | Police Officer 1 | Class Change | 12/19/14 |
| ^Daugherty, John W. | Police Officer 1 | Class Change | 12/19/14 |
| ^Froehlich, Benjamin | Police Officer 1 | Class Change | 12/19/14 |
| ^Halouska, Jacob L. | Police Officer 1 | Class Change | 12/19/14 |
| ^Harrison, Mark E. | Police Officer 1 | Class Change | 12/19/14 |
| ^Hedgcoth, Brent L. | Police Officer 1 | Class Change | 12/19/14 |
| ^Henning, Nicholas T. | Police Officer 1 | Class Change | 12/19/14 |
| ^Hewit, Reuben M. | Police Officer 1 | Class Change | 12/19/14 |
| ^Holmes, Charles G. | Police Officer 1 | Class Change | 12/19/14 |
| ^Joyce III, John M. | Police Officer 1 | Class Change | 12/19/14 |
| ^Krukowski, George J. | Police Officer 1 | Class Change | 12/19/14 |
| ^Livingston Jr., Jeffrey M. | Police Officer 1 | Class Change | 12/19/14 |
| ^Lynch, Ian P. | Police Officer 1 | Class Change | 12/19/14 |
| ^Mathis, Colby A. | Police Officer 1 | Class Change | 12/19/14 |
| ^McDaniel, Tyler T. | Police Officer 1 | Class Change | 12/19/14 |
| ^McIntyre, Bradley R. | Police Officer 1 | Class Change | 12/19/14 |
| ^McLester, Royce M. | Police Officer 1 | Class Change | 12/19/14 |
| ^Melton, Noah S. | Police Officer 1 | Class Change | 12/19/14 |
| ^Mitchell, Marcus | Police Officer 1 | Class Change | 12/19/14 |
| ^Moore, Mikala C. | Police Officer 1 | Class Change | 12/19/14 |
| ^Mullins, Codey J. | Police Officer 1 | Class Change | 12/19/14 |
| ^Olive, Richard C. | Police Officer 1 | Class Change | 12/19/14 |
| ^Perez, Sharissa | Police Officer 1 | Class Change | 12/19/14 |
| ^Preuett III, Larry F. | Police Officer 1 | Class Change | 12/19/14 |
| ^Reynolds, Kevin P. | Police Officer 1 | Class Change | 12/19/14 |
| ^Ruhlman, Jarred A. | Police Officer 1 | Class Change | 12/19/14 |
| ^Russell, Michael D. | Police Officer 1 | Class Change | 12/19/14 |
| ^Smith, Brian J. | Police Officer 1 | Class Change | 12/19/14 |
| ^Sonnenberg, Jarret | Police Officer 1 | Class Change | 12/19/14 |
| ^Sykes, Douglas C. | Police Officer 1 | Class Change | 12/19/14 |
| ^Taylor Jr, Patrick J. | Police Officer 1 | Class Change | 12/19/14 |
| ^Tolbert, Trevin J. | Police Officer 1 | Class Change | 12/19/14 |
| ^Zurawski, Tamara | Police Officer 1 | Class Change | 12/19/14 |
| Abdirahman, Marian H. | Police Operations Assistant 1 | New Hire | 12/01/14 |
| Bolten, Timothy A. | Police Operations Assistant 1 | New Hire | 12/16/14 |
| Jones, Shelby M. | Police Operations Assistant 1 | New Hire | 12/01/14 |
| Rodriguez, Jeanette | Police Operations Assistant 1 | New Hire | 12/01/14 |
| **Jackson, William J. | Police Operations Assistant 2 | Class Change | 11/16/14 |
| Simpson, Christie L. | Police Operations Coordinator 1 | Promotion | 12/16/14 |

APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|----------------------|-------------------------|-------------|-------------|
| <u>POLICE</u> | | | |
| Moorman, Norris | Police Security Guard 1 | New Hire | 12/16/14 |
| Plowman, Randall S. | Police Security Guard 1 | Promotion | 12/01/14 |
| Barnes Jr, Donald A. | Police Sergeant | Promotion | 12/01/14 |
| Capps, James C. | Police Sergeant | Promotion | 12/01/14 |
| Holman, Benjamin S. | Police Sergeant | Promotion | 12/01/14 |
| Hunt, Emmett M. | Police Sergeant | Promotion | 12/01/14 |
| Jones, Michelle S. | Police Sergeant | Promotion | 12/01/14 |
| Mason, Kristopher S. | Police Sergeant | Promotion | 12/01/14 |
| Mehaffey, Matthew R. | Police Sergeant | Promotion | 12/01/14 |
| Parker, Adam | Police Sergeant | Promotion | 12/01/14 |
| Taylor, Charles K. | Police Sergeant | Promotion | 12/01/14 |
| Weir, Stephen J. | Police Sergeant | Promotion | 12/01/14 |
| Wilkerson, Jason Lee | Police Sergeant | Promotion | 12/01/14 |
| Williams, James T. | Police Sergeant | Promotion | 12/01/14 |

*Transition to Civil Service from Temporary Status

^Class Change from Police Officer Trainee to Police Officer 1

**Class Change from Police Officer 2 to Police Operations Assistant 2, Supplemented Classification

PUBLIC LIBRARY

| | | | |
|--------------------------|-------------------------|---------------------------------------|----------|
| *Arutunyan, Margarita R. | Circulation Assistant 1 | Transition - Civil Service | 12/22/14 |
| Coakley, Aretha N. | Circulation Assistant 1 | Re-Hire | 12/08/14 |
| Garrison, Laynette E. | Circulation Assistant 1 | Re-Hire | 12/08/14 |
| Vaughan, Kendra N. | Circulation Assistant 1 | New Hire | 12/08/14 |
| ^Jackson, James C. | Equipment Operator 1 | Class Change / Department Transfer | 12/08/14 |
| Layton, Jennifer L. | Librarian 1 | Promotion | 12/22/14 |

*Transition to Civil Service from Part Time status

^Department Transfer from General Services (Equipment Servicer, TG5) to Public Library (Equipment Operator 1, TG5)

PUBLIC WORKS

| | | | |
|---------------------|-------------------------------|----------|----------|
| Jumper, Nathaniel | Equipment Operator 1 | New Hire | 11/24/14 |
| Lawrence, Robert O. | Equipment Operator 2 | New Hire | 11/24/14 |
| Gallina, Barbara A. | Finance Officer 1 | New Hire | 12/08/14 |
| Higgins, Lucuba C. | Maintenance & Repair Worker 1 | New Hire | 11/24/14 |
| Minerd, Timothy A. | Maintenance & Repair Worker 1 | New Hire | 11/24/14 |
| Vertiz, Jose L. | Maintenance & Repair Worker 1 | New Hire | 11/24/14 |
| Johnson, Aisha | Office Support Specialist 1 | New Hire | 12/08/14 |

APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|------------------------------|-------------------------------|---------------------------------------|-------------|
| <u>SHERIFF</u> | | | |
| Hodges, David B. | Correctional Officer Lt. | Promotion | 12/01/14 |
| Beachboard, James L. | Correctional Officer Sergeant | Promotion | 12/01/14 |
| <u>WATER SERVICES</u> | | | |
| Christain, Clay T. | Engineer In Training | New Hire | 11/22/14 |
| Marotta, Paisley M. | Engineer In Training | New Hire | 12/06/14 |
| Southern, Mark A. | Engineer In Training | Re-Hire | 11/22/14 |
| Mumphrey, Kenneth M. | Equip Operator 2 | Re-Hire | 12/20/14 |
| Shelton, Kenneth G. | Equip Operator 2 | New Hire | 11/22/14 |
| Lyons-Oten, Teresa | Office Support Spec 2 | Re-Hire | 11/22/14 |
| Canfield, Kellie Ann | Service Rep 2 | Re-Hire | 12/20/14 |
| Harris, Shawanda L. | Service Rep 2 | Class Change / Department Transfer | 12/20/14 |
| Hector, Nawya L. | Service Rep 2 | Re-Hire | 12/20/14 |
| Hanser Sr., Gregory A. | Treatment Plant Tech 1 | Promotion | 11/22/14 |

*Department Transfer from ECC (Emergency Tel Officer 2, ET2) to Water Services (Service Rep 2, SR7)

MOTION: After some discussion, Commissioner Allen moved for approval of the appointments as listed. Commissioner North seconded and the Commission approved without objection.

TERMINATIONS/ PENSIONS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DEPARTMENT</u> | <u>DATE</u> |
|-----------------------|-----------------------------------|-------------|----------------------|-------------|
| Story, Greg E. | Combination Codes Inspector | Resignation | Codes Administration | 12/05/14 |
| Sparkman, Lajohnda F. | Emer Telecommunications Off 1 | Dismissal | ECC | 12/08/14 |
| Brown, Barry C. | Emer Telecommunications Off 4 | Resignation | ECC | 12/04/14 |
| Young, Johanna B. | Application Tech 2 | Resignation | Finance | 12/19/14 |
| Moore, Remick F. | Administrative Services Officer 4 | Resignation | General Services | 12/05/14 |
| Fults, Donnie C. | Master Tech | Resignation | General Services | 12/16/14 |
| Shein, Betty | Info Systems Assistant Director | Resignation | ITS | 12/15/14 |
| Smiley, Lori A. | Information Systems Advisor 2 | Resignation | ITS | 11/19/14 |
| McKibbens, Darrius L. | Recreation Leader | Dismissal | Parks | 12/18/14 |
| Rogers, Travis C. | Recreation Leader | Resignation | Parks | 12/18/14 |
| Sawyers, Deangelo D. | Recreation Leader | Dismissal | Parks | 12/11/14 |
| Upton, Marcus D. | Recreation Leader | Dismissal | Parks | 11/18/14 |
| Brundage, David J. | Crime Lab Forensic Scientist 3 | Resignation | Police | 12/15/14 |
| Huffstutler, Chad S. | Police Officer 2 | Resignation | Police | 11/17/14 |
| Koerner, Jason M. | Police Officer 2 | Resignation | Police | 11/25/14 |
| Petlewski, Eric R. | Police Officer 2 | Resignation | Police | 12/05/14 |

TERMINATIONS/ PENSIONS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DEPT</u> | <u>DATE</u> |
|------------------------|-----------------------------------|-------------|-----------------|-------------|
| Schmidt, Jonathan | Police Officer 2 | Resignation | Police | 12/14/14 |
| Struder, Guy R. | Police Officer 2 | Pension | Police | 12/15/14 |
| Donaldson, Michael L. | Police Officer 2-Fld Trng Officer | Pension | Police | 11/27/14 |
| Taylor, Christopher M | Police Operations Assistant 1 | Resignation | Police | 12/12/14 |
| Hunsicker, Jennifer L. | Library Manager 2 | Pension | Public Library | 12/02/14 |
| Perry, Ronny D. | Library Manager 3 | Pension | Public Library | 11/30/14 |
| Squires, Sarah | Special Assistant to the Director | Resignation | Public Library | 12/12/14 |
| Davis, Rodney E. | Technical Specialist 1 | Deceased | Public Works | 12/12/14 |
| Littlejohn, Sheena M. | Correctional Officer 1 | Resignation | Sheriff | 12/06/14 |
| Boswell, Laura R. | Homemaker | Resignation | Social Services | 12/12/14 |
| McKee, Albert T. | Engineering Tech 3 | Pension | Water Services | 12/01/14 |
| Crenshaw, Timothy L. | Industrial Mechanic 1 | Pension | Water Services | 12/16/14 |
| Valentine, Robert C. | Treatment Plant Shift Operator | Pension | Water Services | 12/16/14 |

MOTION: *After some discussion, Commissioner Allen moved to accept the Termination/Pension report for dates and reasons stated. Seconded by Commissioner North and the Commission approved without objection.*

ELIGIBILITY REGISTER REPORT

| <u>CLASSIFICATION</u> | <u>DEPT</u> | <u>ON LIST</u> | <u>TYPE</u> | <u>DATE</u> | <u>ESTABLISH/ABOLISH</u> |
|---|------------------|----------------|-------------|-------------|--------------------------|
| Museum Specialist 2 | Parks | 115 | Open | 12/02/14 | E |
| Administrative Services Manager | General Services | 1 | Dept | 12/02/14 | E |
| Human Resources Manager | Human Resources | 5 | Dept | 12/05/14 | E |
| Internal Auditor 1 | Internal Audit | 148 | Open | 12/05/14 | A |
| Library Manager 3 | Library | 28 | Open | 12/08/14 | A |
| Finance Officer 2 | Finance | 50 | Open | 12/09/14 | A |
| Administrative Services Manager | Police | 2 | Dept | 12/09/14 | E |
| Building Maintenance Mechanic | Municipal Aud | 1 | Dept | 12/09/14 | E |
| Finance Officer 2 | Finance | 144 | Dept | 12/10/14 | E |
| Police Crisis Counselor 2 | Police | 18 | Open | 12/12/14 | E |
| Engineer In Training | Public Works | 43 | Open | 12/16/14 | E |
| Planning Technician 1 | Planning Comm. | 82 | Open | 12/16/14 | E |
| Application Tech 3 - Treasury/ Collections | Finance | 1 | Dept | 12/19/14 | E |
| Special Projects Manager | Juvenile Court | 42 | Open | 12/19/14 | E |
| Administrative Services Officer 4 | Police | 1 | Dept | 12/23/14 | E |
| Maintenance & Repair Worker 2 | Parks | 3 | Open | 12/26/14 | E |
| Info Systems Applications Tech 1 | Library | 58 | Open | 12/26/14 | E |
| Administrative Services Manager | Library | 61 | Open | 12/26/14 | E |
| Correctional Officer 1 | Sheriff's Office | 35 | Open | 12/10/14 | E |
| Administrative Services Officer 2 | Juvenile Court | 63 | Open | 12/30/14 | E |

MOTION: *After some discussion, Commissioner Allen moved to approve the register report. Seconded by Commissioner North and the Commission approved without objection.*

DEPARTMENTAL ITEMS**MUNICIPAL AUDITORIUM**

- (1: General Manager, Robert Skoney, requested approval of an Advance Increment for Ms. Sharon Hill, Administrative Services Officer 3, from Step 9 to Step 10 (SR10).

Mr. Skoney said Ms. Hill recently accepted some additional responsibilities to serve as Acting Manager on Duty at night for various events; assist in billing invoices out to event settlements and help with ticket sales in the box office. This is due in part to a former employee who vacated the position of Facility Coordinator/Building Operations Manager. Since the position would not be replaced, there was a need to shift duties to other individuals within the department that could assume additional work.

MOTION: *After some discussion, Commissioner North moved to approve the above as submitted. Seconded by Commissioner Allen and the Commission approved without objection.*

PUBLIC WORKS

- (2: Director Randy Lovett, represented by Michael Taylor, requested approval to Hire Above Base Ms. Meri Howard, Engineering Technician 2 (SR08 – Step 4).

Mr. Taylor said Ms. Howard has worked as a contract employee with the Public Works department in performing technical duties in support of the Bridge Program. Her duties were updating bridge folder with all construction work done on bridges, spans and piers in the Davidson County area. Ms. Howard has the experience and knowledge in the area of permits and policies process that exceeds other applicants. She is the best qualified individual for the position.

MOTION: *After some discussion, Commissioner Allen moved to approve the above as submitted. Seconded by North and the Commission approved without objection.*

HUMAN RESOURCES

Human Resources Director Veronica T. Frazier, submits the following for the Commission's consideration and appropriate action:

- (3: Leave from Civil Service Status for Ms. Kasey Parker – Sheriff's Office

HR Director Byran Grizzel said Ms. Parker's request is due to medical restrictions and she is taking Leave from Civil Service status to work in a non-Civil Service position as Office Support Rep. 2. It was asked that the leave be considered retro from November 26, 2014 and noted that it would last until November 25, 2015.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve Leave from Civil Service status for Ms. Parker and make it retro from November 26, 2014 for one year. Seconded by North and the Commission approved without objection.*

No medical treatments are available. Letter from Ortho Spagnola state there would not be any difficulty performing demanding duties. The exam is normal and last treated 7/2014. Dr. Warner stated the condition would limit safe performance of the duties of a Police Officer Trainee or Police Officer. Applicant - SR was an applicant from out of town and was not present to discuss the case. Dr. Warner explained her concerns regarding SR's condition.

MOTION: *After some discussion of Applicant SR's medical situation from Dr. Warner, Vice-Chairman Corbitt moved for denial of the applicant's request for a medical waiver. Commissioner North seconded and the Commission approved without objection.*

(5: Approval of changes to Civil Service Rules and associated policies from the Public Hearing held on December 9, 2014

Rules

I. Section 4.8 IOD (D) Period of Compensation; (E) Compensation Received

Mr. Stephen Cain stated that as discussed at the Public Hearing, the proposed Rules and Policy recommendations regarding IOD leave and pay would continue to pay an injured employee 100% of pay for two weeks. After exhausting two weeks of IOD pay, the employee would receive 90%. Also, this change would remove the entire concept of Catastrophic injury and pay. He also noted that he had worked with the Unions and added language that states, "An employee, who requires additional IOD leave, may request a waiver from the Civil Service Commission. The employee shall present medical information confirming that he will be capable of returning to full, unrestricted duty within a specified and reasonable amount of time. The Civil Service Commission may consider if this additional time places an undue hardship on the department. The Metro IOD Clinic physician and/or the Civil Service Medical Examiner may be consulted if necessary. The employee must submit their request prior to exhausting their six months of compensation."

Chairman Farmer asked if a person is out and are drawing one hundred percent IOD pay, would that be considered tax free. Mr. Cain said that no federal income tax is withheld. He also asked if a person goes back to one hundred percent pay and takes light duty, does that become taxable? Mr. Cain said yes, it is taxable.

MOTION: *After some discussion, Commissioner Allen moved to approve Section 4.8 IOD (D) Period of Compensation and (E) Compensation Received. Seconded by Commissioner North and the Commission approved without objection.*

II. Section 4.10 – Administrative Leave with Pay

Ms. Jamie Summers reiterated the proposed policy and stated It was felt that ten (10) days may not be sufficient enough to investigation and conduct a disciplinary hearing. Since the Commission meets once a month, the change from ten (10) days to twenty (20) days would provide the time frame needed for employees who are under investigation and allow departments to properly investigate any disciplinary action(s) that require an employee to be out while on Administrative Leave with Pay. Anything over twenty (20) days would need to go to the Human Resources Director for approval for up to twenty-five (25) days to complete the process. Any additional time needed past forty-five (45) days must seek approval from the Civil Service Commission.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve Section 4.10. – Administrative Leave with Pay. Seconded by Commissioner North and the Commission approved without objection.*

III. Section 5.7 – Special Pay Revisions (D) Work Hours and Overtime and/or Compensatory Time**IV. Section 7.9 and Section 8.10 – Work Schedule (4.1)**

Ms. Summers said that 5.7, 7.9, 8.10 and 9.6 was for clarification that pertains to overtime concerning the Fair Standards Labor Act and how overtime is calculated.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve for Section 5.7 (4.1) – Special Pay Revisions (D) Work Hours and Overtime and/or Compensatory Time; Section 7.9; Section 8.10 – Work Schedule (4.1) and Section 9.6. Seconded by Commissioner North and the Commission approved without objection.*

Policy**V. Section 4.8 Catastrophic Leave**

Mr. Cain said the policy changes are reflective of the rule changes so in 4.8 Catastrophic leave would be removed. In its place, Human Resources would have a committee to review and ensure departments comply with the IOD policies / procedures. Therefore, the recommendation is to continue with a committee to review every other month and give assistance and advice to those departments regarding IOD.

MOTION: *After some discussion, North moved to approve for the removal of Section 4.8 – Catastrophic Leave from rules / policies. Seconded by Commissioner Allen and the Commission approved without objection.*

VI. Section 4.8 (D-1) Reassignment to Light Duty

Mr. Cain said the second change in the policy regarding any employee with an Injury on Duty (IOD) who is offered light duty and refuses will not be granted IOD pay. This is also in the rules as well. Mr. Cain said all changes in this would take effect February 1, 2015.

MOTION: *After some discussion, Commissioner Allen moved to approve changes to Section 4.8 (D-1) Reassignment to Light Duty. Seconded by Commissioner North and the Commission approved without objection.*

(6: Pay Plan – Update

Mr. Kennedy said the Human Resources Department continues to work with departments on positions that need to be adjusted, deleted, added or combined. Departments have requested adjustments in pay grades in certain positions.

While Human Resources continues to work with Deloitte on benchmarking and collecting data, they have received additional data and are at work on updating the information that was collected last year. Human Resources is also working with departments on update requirements, targeting and other aspects of job descriptions; looking at potential pay plan adjustments that might be necessary to better reflect market conditions with different jobs and looking at classifications that will need to be adjusted based on the benchmark data. There will be updates on policies that need to be adjusted.

Also, there are a few new concepts that may be presented. For example, some departments have requested bilingual pay supplements for employees that are required to use a second language in their job. Finally, Human Resources has worked to implement changes that was approved by the Commission last year. Of those was one (1) percent across the board increment raises, open range adjustments, market adjustments for identified positions and process increment raises as scheduled.

It was noted there will be a comprehensive pay plan presented in May to the Commission to review for the budget for FY 2015-16.

ACTION: This was for a report only.

(7: HR Director Search – Update

Sonny Lyons, HR Asst. Director, said the process for an HR Director search is moving along and has been posted according to the Civil Service rules. The applications have been reviewed and a panel would be selected to conduct the interview process. Results of the interview process will be given to the Commission in February 2015.

The Commission asked how many applications were taken. Mr. Lyons said from the thirty-one (31) applicants who had applied for the position, there was a good pool with some applications being received from San Diego California, Ohio, and Florida. It was also noted that Commissioner North would be present to ensure the interview process go smoothly between both the panel and applicants.

ACTION: This was for a report only.

(8: Review Updated ALJ Hearing Calendar

Chairman Farmer thanked Ms. Sorrow for updating the Administrative Hearing Calendar each month. The calendar shows events that have been or will take place. He also asked that Metro Legal Department continue to work with Administrative Law Judges in the effort to move each case along and to complete as quickly as possible.

ACTION: This was for a report only.

(9: Human Resources Updates

HR Director Veronica Frazier said Human Resources had been involved with two fund raisers this year which was Second Harvest and the United Way campaign. She said the department had one hundred percent participation with both campaigns and had raised \$5000 dollars. During the Christmas holiday, Autumn Hills Assisted Living had several individuals listed on their angel list needing items to improve their life style. Human Resources helped several from this facility during the holiday season.

Also, an Ordinance regarding the Domestic Partnership benefits was passed out to the Commission. The Benefit Board has worked to make sure these individuals were documented as partners and received both pension and insurance benefits. The Human Resources staff is working with departments regarding FMLA, leave requests and bereavement leave related to domestic partnerships. An email was sent to all department heads and coordinators to uphold the spirit of the resolution.

Finally, changes to the Civil Service rules will be brought to the Commission in the near future for review and updating.

ACTION: This was for a report only.

(10: Communiqués from the public on pending hearings

There were none.

ACTION: This was for a report only.

With nothing further, the regular meeting adjourned at 9:10 a.m.

ATTEST:

APPROVED:

**Veronica T. Frazier, Director
Secretary to the Commission**

**William H. Farmer, Chairman
Civil Service Commission**