



**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
MINUTES – AUGUST 16, 2022**

**1. CALL TO ORDER/ROLL CALL**

Meeting called to order at 1:30 P.M.

Commissioner Palmerton, excused absence / Hult not present

**2. APPROVAL OF MINUTES**

- a. July 19, 2022, Minutes

*MOTION:* To approve the minutes

Stephens/Gilmore: Motion passes

**3. CHIEF EXAMINER UPDATE**

Chief examiner Pearson provided updates regarding Civil Service department operations.

- a. Supported employment Open House Thursday, September 27, 2022, 10:00-12:00 pm  
Commissioners are invited as well as public and area businesses
- b. Rule review – Completed four rules at this time  
Moving on to promotions at the next meeting
- c. Completed 90 recruitments this year at the 7 months mark -normal year we do 60 recruitments.  
Currently 18 recruitments active now.

**4. NEW BUSINESS**

- a. Commission Meetings- Approval of Change to Regular Commission Meetings  
*MOTION:* Move that we return to our well-established meeting time, same date same place but different time 9:30 in the morning third Tuesday of the month  
Stephens/Gilmore: Motion passes
- b. Administrative Complaint Investigation
- a. Oral report by Chief Examiner Pearson
- b. Complaint filed by Local 270 President Joe Cavanaugh regarding Parking Enforcement Specialist employee – Daniel Hall
- c. Investigation included interviews with two direct supervisors of Mr. Hall, the Interim Director of Parking, the Human Resources Analyst involved, and the former employee, Mr. Hall
- d. Findings: Mr. Hall failed probation in June of 2022- documented Record of Counseling to support this probation failure.
- e. Mr. Hall did not receive any PAR's during this time
- City policy requires 3 PARs during probationary year and one annual review for all full-time employees-this did not happen
- f. Two PARs were completed by the direct supervisor and sent to department head for review and sign off- which did not occur.

- Supervisor brought this to management's attention in which they told him they were too busy and would get to it later.
  - Neither the department head or manager are with the City any longer and were unable to be interviewed.
- g. Currently 3 individuals in this department still have never had a PAR and 2 have not had a PAR in over a year.
- h. No remedy found within the Civil Service Rules – Probationary employees do not have right of appeal.
  - Rule 5 Section 10b: At any time during the probationary period the appointing officer shall remove a probationer found to be unsatisfactory.
- i. No way to fix this: Mr. Hall failed probation
- j. Findings: PAR process:
  - Communication between HR, Department Management, and line level supervisors with regards to PARs is abysmal:
  - No training provided, process needs to be addressed by HR and management, failure all around by HR, Department Management, and line level supervisors.
- k. Commissioner Gilmore stated that the PAR process makes her crazy and Joe Cavanaugh concurred.
- l. Joe Cavanaugh stated that the process is abysmal and the City should be ashamed. In the past, the failure of probation was handled appropriately.
  - Does not agree with letter of counseling- (which has recently been resolved in the new contract)
- m. Correction for the future.
  - Requested language in the Civil Service Rules or with the Interim Human Resources director requiring appropriate paperwork regarding performance.
  - Discuss in Rule Review and with Labor and Management.
  - If management fails, they do not get to take action.
- n. Commissioner Lindsey Asked how often PARs are required under the current process.
- o. Joe Cavanaugh responded that within the first year, 4 8 and 11 months and Chief Examiner Pearson agreed
- p. Commissioner Lindsey asked if the language being requested state that before any disciplinary action is taken there should be compliance with the rules.
- q. Joe Cavanaugh did not like the term disciplinary and wants failure to meet the minimum requirements for the job as the language
- r. Commissioner Lindsey asked if the current rules are clear: if somebody suffers a disciplinary action without PAR's, what will happen?
  - Wants to know if the rules should state this.
- s. Joe Cavanaugh says it is in the City rules. Chief Examiner Pearson states that the rule is broad in the City.
- t. Commissioner Lindsey states that management cannot complain if they do not follow their own policies
- u. Chief Examiner Pearson stated that this investigation showed that communication between HR and management and employees failed
- v. Commissioner Lindsey asked who controls the PAR process and Chief Examiner Pearson stated: Human Resources.
- w. Joe Cavanaugh stated that the rules need to be applied evenly and equitable across the board
- x. Commissioner Gilmore asked interim HR director Mike Piccolo if there had been any

discussion regarding Par's in human resources

- y. Piccolo stated that discussions have been on going but due to departures in HR it has been difficult, but it is front and center, but must be followed through by departments.
- z. Commissioner Gilmore stated that those PARs are valuable with regards to testing and asked if he cared who will oversee this change. Is it HR or CS.? Do we add this to CS plate?
  - aa. Joe Cavanaugh said this is twofold with CS rules changed to reflect that these things shall be done, and HR will facilitate this. Responsibility of the City to provide the employees with PARs.
  - bb. Commissioner Lindsey asked what tools HR needs to do their jobs? Is the rule change going to provide HR with the tools to impress upon the departments to do their jobs?
  - cc. Gilmore stated that we have should have Rule review looking at this and would like good reporting on this process.
  - dd. Piccolo stated that we have 6 individuals from management on Rule Review to discuss this
  - ee. Pearson stated we have a vested interest to see this remedied
  - ff. Commissioner Stephens apologized for tardiness. Stated that the interest of the Commission is well founded and should be consistent and timely, reflective of employee's performance. Maybe a form change as well.
  - gg. Chair Lindsey stated that is should be the last time this PAR discussion comes up.

## **5. OTHER BUSINESS**

## **6. ADJOURN**

The Commission adjourned at 2:06  
Stephens/Gilmore Motion to adjourn this meeting  
Motion passes