

# EMPLOYEE CIVIL SERVICE FREQUENTLY ASKED QUESTIONS

Q: *What is the Municipal Civil Service Commission/Employee Civil Service?*

A: The Municipal Civil Service Commission is a classified civil service system for the city employees that will provide that appointments and promotions of employees be based on competency and merit; and that suspensions, demotions, and discharges be for just cause, and not for any other consideration. Nine members shall be selected by the Mayor and Council Members, and 2 members shall be elected by city employees.

**Decisions made by the Municipal Civil Service Commission shall be final.**

Q: *Can I nominate/vote for my coworker?*

A: No. **City employees cannot serve on the Municipal Civil Service Commission.** They may nominate/vote for an individual *who does not work for the city* to serve on the commission as long as they meet the requirements.

Q: *Can I nominate/vote for a former Council Member/County Commissioner/School Board President etc.?*

A: Only if that person has been out of public office for more than two years.

Q: *Can I nominate/vote for someone whose business currently has a contract with the City?*

A: No Commissioner may be directly or indirectly interested in any work, business or contract, the expense, price or consideration which is paid from city funds.

Q: *Can I nominate/vote for a relative of someone who currently serves on a City committee?*

A: No person related within the second degree by marriage or third degree by blood relation to the Mayor, any Council Member, any elected official, City Manager, or any member of any City board, commission or committee may be appointed to the Commission.

Q: *Do I need to ask my nominee if they want to serve?*

A: Yes, before you circulate a signature petition you should first find out if your potential nominee would like to be a Commissioner.

Q: *When I have a grievance or appeal, who will participate in the hearing – the Council appointees, or the members elected by city employees?*

A: All Municipal Civil Service Commissioners will participate in each hearing, so long as the Commission has a quorum in attendance the day of the scheduled hearing. Quorum consist of five (5) Commissioners composed by both City Council nominees and appointed nominees by city employees.

## OTHER INFORMATION

The Municipal Civil Service Commission hear appeals in the case of any employee in the classified civil service who has been subjected to any disciplinary action, including but not limited to termination, suspension or reduction in class or pay; and to hear any grievance of any employee in the classified civil service system concerning matters over which it has jurisdiction, if not satisfactorily resolved after review by the employee's immediate supervisor and department director, under this division and/or the rules and regulations implementing this division, concerning wages, hours of employment, or and shall report in writing to the City Manager their final decision.

The commission rules shall define just cause grounds for disciplinary actions, including removal, suspension, demotion and reduction in pay, and provide for progressive discipline where appropriate (from a written reprimand to termination); provided that no rule or regulation shall prohibit the discharge, suspension or demotion of any appointee or employee for want of fitness, lack of moral character, incompetence, or the failure or refusal to properly discharge the duties of his or her appointment or employment.

# SERVICIO CIVIL DE EMPLEADOS

## PREGUNTAS FRECUENTES

P: ¿Qué es la Comisión de Servicio Civil Municipal / Servicio Civil de Empleados?

R: La Comisión de Servicio Civil Municipal es un sistema de servicio civil clasificado para los empleados de la ciudad que proporcionará que los nombramientos y promociones de los empleados se basen en la competencia y el mérito; y que las suspensiones, degradaciones y descargas sean por una causa justa y no por ninguna otra consideración. Nueve miembros serán seleccionados por el alcalde y los miembros del consejo, y 2 miembros serán elegidos por los empleados de la ciudad. Las decisiones tomadas por la Comisión Municipal de Servicio Civil serán definitivas.

P: ¿Puedo nominar / votar por mi compañero de trabajo?

R: No. Los empleados de la ciudad no pueden servir en la Comisión Municipal de Servicio Civil. Pueden nominar / votar a un individuo que no trabaja para la ciudad para servir en la comisión siempre que cumplan con los requisitos.

P: ¿Puedo nominar / votar a un ex miembro del consejo / comisionado del condado / presidente de la junta escolar, etc.?

R: Solo si ésa persona ha estado fuera de un cargo público por más de dos años.

P: ¿Puedo nominar / votar a alguien cuyo negocio actualmente tiene un contrato con la Ciudad?

R: Ningún Comisionado puede estar interesado directa o indirectamente en ningún trabajo, negocio o contrato, el gasto, precio o contraprestación que se paga con fondos de la ciudad.

P: ¿Puedo nominar / votar a un pariente de alguien que actualmente sirve en un comité de la Ciudad?

R: Ninguna persona relacionada dentro del segundo grado por matrimonio o tercer grado por parentesco con el alcalde, cualquier miembro del consejo, cualquier funcionario electo, administrador de la ciudad, o cualquier miembro de cualquier junta, comisión o comité de la ciudad puede ser designado para la comisión.

P: ¿Tengo que preguntarle a mi nominado si quieren servir?

R: Sí, antes de hacer circular una petición de firma, primero debe averiguar si su posible candidato desea ser comisionado.

# **SERVICIO CIVIL DE EMPLEADOS**

## **PREGUNTAS FRECUENTES**

P: Cuando tengo una queja o apelación, ¿quién participará en la audiencia: los nombrados por el Consejo o los miembros elegidos por los empleados de la ciudad?

R: Todos los Comisionados del Servicio Civil Municipal participarán en cada audiencia, siempre que la Comisión tenga un quórum presente el día de la audiencia programada. El quórum consiste en dar (5) Comisionados compuestos por nominados al Concejo Municipal y nominados designados por empleados de la ciudad.

# CIVIL SERVICE EMPLOYEE SIGNATURE PETITION

Candidate's name: \_\_\_\_\_

1st day to circulate petition: \_\_\_\_\_

Closing date of petition: \_\_\_\_\_

	<u>Employee's Name</u>	<u>Employee's Signature</u>	<u>Department</u>	<u>Employee ID#</u>	<u>Date of Birth</u>	<u>Date</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____

NOTE: A minimum of 5 city employee signatures are required for the candidate to qualify.  
Employees may sign more than one candidate's petition. Employees are not eligible to be nominated as a candidate.  
This petition must be delivered to the City Secretary's Office together with the Candidate Application by  
Monday, September 27, 2021, 5:00 pm central time.

# Civil Service Candidate Application

**Term:** 2 years

**Qualifications:**

All candidates shall be persons of good moral character, above the age of twenty-one (21) years, and a registered voter of the City who shall have resided in the City for a period of more than three (3) years. No Commissioner may hold any employment compensated by the City, and no Commissioner shall be directly or indirectly interested in any work, business or contract, the expense, price or consideration of which is paid from City funds, or by any assessment levied by ordinance or resolution of the City Council, and any violation of this provision shall be deemed malfeasance in the office and cause for removal there from. No former city employee is eligible for appointment as a Commissioner until one year following separation from the City. No person related within the second degree by affinity (by marriage) or within the third degree by consanguinity (by blood) to the Mayor, any Council Member, any elected official, City Manager, or any member of any City board or commission shall be appointed to the Commission. No person shall have held any public office (other than a notary public) within the preceding two (2) years excluding service as a member of the Commission except as stated herein.

**Candidate's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** Home \_\_\_\_\_ Business \_\_\_\_\_

**Age:** (over 21 years of age?): [ ] Yes [ ] No

**Registered voter number:** \_\_\_\_\_

**Resided in the City for more than three (3) years:** [ ] Yes [ ] No

**Former city employee:** [ ] Yes [ ] No

If yes, when was your last date of employment: \_\_\_\_\_

**Are you related to the Mayor, any Council Member, any elected official, City Manager, or any member of any City board or commission:** [ ] Yes [ ] No

**Have you held any public office within the preceding two (2) years:**  
[ ] Yes [ ] No

\_\_\_\_\_  
Candidate's signature

\_\_\_\_\_  
Date