

RESTRICTIONS ON COMMUNICATIONS INITIATED  
BY CITY OFFICIALS OR CITY STAFF  
WITH CIVIL SERVICE BOARD MEMBERS

*Purpose*

To establish a City Council policy that ensures contacts and communications made by the City Council or City staff with the Civil Service Board do not interfere with an employee's right to a fair and impartial hearing.

*Background*

The Civil Service Board was created by the City Charter to, among other things, hear appeals filed by City employees who have been suspended, demoted or discharged. The purpose of this City Council policy is to ensure that communications initiated by the City Council or City staff with members of the Civil Service Board do not interfere with an employee's right to a fair and impartial hearing. This policy also restricts the dissemination of records presented to the Civil Service Board during any hearing related to a personnel matter.

*Policy*

- A. City officials, employees and employee representatives shall not contact Civil Service Board members to discuss any information pertaining to a past, pending or prospective hearing involving employee discipline or grievances.
- B. All documents presented to the Civil Service Board prior to, or during, an employee disciplinary hearing or grievance hearing shall be considered confidential. No City Council member, City employee or employee representative shall release any such document to any person without the prior written approval of the applicant's representative and the Secretary for the Civil Service Board.
- C. A Civil Service Board decision shall be considered confidential and shall not be released to any person without the prior written approval of the applicant's representative and the Secretary for the Civil Service Board.

- D. Documents pertaining to a pending hearing that are transmitted to one or more members of the Civil Service Board shall be transmitted to all Board members by the Human Resources Director unless circumstances indicate that the document has already been transmitted to all Board members.

*History*

Adopted A-14 - 1-27-1997

Amended A-14 - 5-12-2015