



BUSINESS MEETING

FEBRUARY 21, 2018

**AGENDA &
PRIMARY BACK-UP MATERIALS**

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
FEBRURAY 21, 2018 MEETING AGENDA
PAGE 1 OF 2**

All Civil Service Board meetings are open to the public and subject to the Sunshine Law. Meetings are typically scheduled for the third Wednesday of each month at 6:00 PM in the Planning Commission Boardroom.

In accordance with the Americans with Disabilities Act, persons needing special accommodations to participate in this meeting should contact the Director at 813-272-5625.

Current and historical Civil Service Board agenda and backup materials are available online at www.hccsb.org.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. MINUTES

A. *Approve the minutes of the January 17, 2018 Civil Service Board meeting. (PAGE 4 - [CLICK HERE](#))*

B. *Approve the inclusion of the minutes of the January 19, 2018 Employee Advisory Committee into the minutes of tonight's CSB meeting. (PAGE 8 - [CLICK HERE](#))*

5. AGENDA CHANGES

6. SCHEDULED APPEARANCES

None.

7. PUBLIC COMMENT

8. CLASSIFICATION ACTIONS FOR RATIFICATION (PAGE 11 - [CLICK HERE](#))

Ratify actions affecting 5 positions in 2 agencies

9. DISCUSSION ITEMS

A. CLASSIFIED EMPLOYEE COMPENSATION (PAGE 16 - [CLICK HERE](#))

Adopt a Motion to approve the proposed changes to Civil Service Rule 8 effective February 21, 2018, and direct immediate distribution of the final rule in accordance with the Board's procedures.

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
FEBRUARY 21, 2018 MEETING AGENDA
PAGE 2 OF 2**

10. **STAFF REPORTS** *(These items are for information only; no action is required.)*
 - A. **CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION** *(PAGE 27 - CLICK HERE)*
 - B. **2018 CIVIL SERVICE BOARD CALENDAR** *(PAGE 29 - CLICK HERE)*
 - C. **2018 EMPLOYEE ADVISORY COMMITTEE CALENDAR** *(PAGE 30 - CLICK HERE)*
11. **DIRECTOR'S REPORT**
 - A. **MONTHLY MEETING REPORT** *(PAGE 31 - CLICK HERE)*
 - B. **CIVIL SERVICE BOARD MEMBER ATTENDANCE** *(PAGE 32 - CLICK HERE)*
12. **GENERAL COUNSEL'S REPORT**
 - A. **DOCKET SUMMARY** *(PAGE 33 - CLICK HERE)*
 - a. **INDICES** *(PAGE 34 - CLICK HERE)*
13. **BOARD MEMBER COMMENTS**
14. **ADJOURNMENT**

JANUARY 17, 2018 - CIVIL SERVICE BOARD

The Civil Service Board (CSB), Hillsborough County, Florida, met in Regular Meeting, scheduled for Wednesday, January 17, 2018, at 6:00 p.m., in the Planning Commission Meeting Room, 18th Floor, Frederick B. Karl County Center, Tampa, Florida.

1. CALL TO ORDER

▶ Chair Canasi called the meeting to order at 6:01 p.m.

2. ▶ PLEDGE OF ALLEGIANCE

3. SWEARING IN OF NEW CSB MEMBERS

▶ The Deputy Clerk administered the oath of office to Mes. Bell and Cichon, who ▶ introduced themselves, and to ▶ Ms. Hosler for a renewed term.

4. ▶ ROLL CALL

The following members were present:

Simon Canasi, Chair
Tiffany Bell
Andrea Cichon
Chandra Hosler
Ernie Trichler

The following members were absent:

Neal Carbaugh
Scott Strepina

5. ELECTION OF OFFICERS

▶ Chair Canasi sought nominations for vice chair. ▶ **Ms. Hosler nominated Mr. Trichler.** ▶ Chair Canasi asked for a motion for the nominations to be closed. **Mr. Trichler so moved, seconded by Ms. Hosler, and carried five to zero.** (Members Carbaugh and Strepina were absent.)

▶ Chair Canasi requested nominations for chairman. ▶ **Mr. Trichler nominated Mr. Canasi, seconded by Ms. Bell.** ▶ Chairman Canasi requested a motion that nominations be closed. **Mr. Trichler so moved, seconded by Ms. Hosler, and carried five to zero.** (Members Carbaugh and Strepina were absent.)

JANUARY 17, 2018 - CIVIL SERVICE BOARD

6. MINUTES

Approve the draft minutes of the December 6, 2017, CSB meeting

▶ **Mr. Trichler moved to approve the December minutes, seconded by Ms. Hosler, and carried five to zero.** (Members Carbaugh and Strepina were absent.)

7. AGENDA CHANGES

▶ Mr. Kevin Beckner, CSB Director, relayed a scrivener's error on Agenda Item 10 incorrectly stating four positions and three agencies instead of two positions in two agencies.

8. SCHEDULED APPEARANCES - ▶ None.

9. PUBLIC COMMENT - ▶ None.

10. CLASSIFICATION ACTIONS FOR RATIFICATION

Ratify Actions Affecting Two Positions in Two Agencies

▶ Mr. Beckner reviewed the item. ▶ **Ms. Hosler moved to ratify the classification requests, seconded by Mr. Trichler, and carried five to zero.** (Members Carbaugh and Strepina were absent.)

11. DISCUSSION ITEMS

A. CLASSIFIED EMPLOYEE COMPENSATION

Adopt a Motion to Approve the Draft of the Proposed Changes to Civil Service Rule (CSR) 8, as Presented in the Backup Materials, and Direct Staff to Publish a Notice of Proposed Rule Change Providing Stakeholders and Affected Parties with the Opportunity to Comment and be Heard on the Proposed Changes to CSR 8.

▶ Mr. Beckner deferred to Ms. Alma Gonzalez, CSB, who summarized the item.

▶ Mr. Beckner requested the Chair entertain a motion to approve the draft of the proposed changes to CSR 8, as presented in backup materials, and then direct staff to publish a notice of the proposed rule changes and schedule a public hearing for final adoption at the CSB's next regularly scheduled meeting on February 21, 2018. ▶ **Ms. Hosler so moved, seconded by Mr. Trichler, and carried five to zero.** (Members Carbaugh and Strepina were absent.)

JANUARY 17, 2018 - CIVIL SERVICE BOARD

B. SURVEY PROJECT OF CSBs AROUND THE STATE

Provide Direction as to Which Version of the Survey the Board Would like to Distribute to Other Similar Boards.

▶ Mr. Beckner introduced Mr. Kurt Wilkening, CSB, who expounded on the item and requested CSB direction. Subsequent to dialogue on the desired survey data, Chair Canasi pondered a 14-question survey and offered suggestions. Upon discussion, ▶ **Mr. Trichler moved the CSB send out Survey Attachment 2, the 14 questions, seconded by Ms. Hosler.** Ms. Cichon inquired about sharing the survey findings with the participating organizations and existing survey models. Ms. Bell wanted clarification on survey intent. ▶ **The motion carried five to zero.** (Members Carbaugh and Strepina were absent.)

12. STAFF REPORTS (THE ITEMS WERE FOR INFORMATION ONLY; NO ACTION WAS REQUIRED.)

- A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION
- B. 2018 CSB CALENDAR
- C. 2018 EMPLOYEE ADVISORY COMMITTEE CALENDAR

▶ Mr. Beckner reviewed the items. Chair Canasi asked about any date changes.

13. DIRECTOR'S REPORT

▶ Mr. Beckner delivered the report, relayed an update on the Civil Service Office relocation, and confirmed the strategic plan presentation to the Hillsborough County Board of County Commissioners would occur on February 21, 2018, at 10:15 a.m.

14. GENERAL COUNSEL'S REPORT

- A. DOCKET SUMMARY

▶ CSB Counsel Peter Zinober gave the report.

- B. ETHICS, PUBLIC RECORDS, AND FLORIDA SUNSHINE LAW GROUP

▶ Attorney Zinober and ▶ Ms. Gonzalez elaborated on a presentation shown in background material. Mr. Trichler sought information on materials/records exempt from disclosure requirements. ▶ Attorney Zinober continued the

JANUARY 17, 2018 - CIVIL SERVICE BOARD

presentation, requested the CSB provide edits to help improve/rework the ethical standards, and ► concluded the presentation.

15. BOARD MEMBER COMMENTS - ► None.

16. ADJOURNMENT

► There being no further business, the meeting was adjourned at 7:50 p.m.

READ AND APPROVED: _____
CHAIR

ATTEST:
PAT FRANK, CLERK

By: _____
Deputy Clerk

jh

DRAFT

Hillsborough County Civil Service Board

Employee Advisory Committee Meeting

The duties, responsibilities and authority of this Committee are those established, granted, or delegated by the Florida Legislature in the Civil Service Act. The Committee will serve as the medium to provide a continuous and meaningful exchange of ideas and practical solutions on personnel matters between the Civil Service Board and employees of all agencies served by the Civil Service Board.

Meeting Minutes for January 19, 2018

Meeting Held at The Children's Board
Located at 1002 E Palm Ave, Tampa, FL 33605

Present:

- Jan Houser- Children's Board (Vice Chair)
- Jennifer Gray- Soil & Water Conservation District
- Leslie Matthews- County Attorney
- Noel Morera-Environmental Protection Commission
- Max Artman-Expressway Authority
- Michelle Ogilvie (proxy for Tony LaColla)- Planning Commission/Metropolitan Planning Organization
- Elizabeth Watson-Tampa Port Authority

Guests:

- Kevin Beckner - Director Civil Service Board
- Alma Gonzalez – Civil Service Board
- Allison Amram-Environmental Protection Commission

I. Meeting called to order at 2:30 pm by Vice Chair Jan Houser.

II. Election of New Officers

Board appointed Kevin Beckner Elections Officer. Beckner opened floor to nominations for Chair. Jan Houser nominated for Chair. Nominations for Chair closed. Vote passed unanimously. Becker stepped down as Elections Officer. Chair Houser opened floor to nominations for Vice Chair. Elizabeth Watson nominated for Vice Chair. Nominations for Vice Chair closed. Vote passed unanimously. Chair Houser opened floor to nominations for Secretary. Max Artman nominated Jennifer Gray for Secretary, Elizabeth Watson 2nd. Nominations for Secretary closed. Vote passed unanimously.

2016-2017 Employee Advisory Committee Officers

Chair-Randy Kranjec, Planning Commission/MPO: KranjecR@plancom.org

Vice Chair-Jan Houser, Children's Board: StokerJ@childrensboard.org

Secretary-Jennifer Gray, Soil & Water Conservation District: grayjl@hillsboroughcounty.org

Hillsborough County Civil Service Board

Employee Advisory Committee Meeting

The duties, responsibilities and authority of this Committee are those established, granted, or delegated by the Florida Legislature in the Civil Service Act. The Committee will serve as the medium to provide a continuous and meaningful exchange of ideas and practical solutions on personnel matters between the Civil Service Board and employees of all agencies served by the Civil Service Board.

III. Approval of November 2017 Minutes

November 9, 2017 meeting minutes received and reviewed. Leslie Matthews moved to approve minutes, Elizabeth Watson 2nd, motion passed unanimously.

IV. Committee Reports

a. Civil Service Rules Committee

Civil Service Rule 8 proposed changes. The proposal includes guards against inequities and clarification on bonuses for employees at top of range, retention bonuses and sign on bonuses. Notice of proposed rule change will be sent out for comment on Monday, January 22, 2018. Written comment period will end Thursday, February 8, 2018. Civil Service must be notified by February 2, 2018 if a workshop with verbal comment is needed. On February 21, 2018 the Rule as Modified will be presented to the Civil Service Board for final adoption; final comment will be available at that time.

b. Insurance Committee- Did Not Meet.

c. Deferred Compensation- Did Not Meet.

V. Old Business

No old business.

VI. New Business

- a. Kevin Beckner presented a history of Civil Service. Beckner presented the newly adopted strategic plan. Civil Service has created two companies, the Civil Service Board and HR Trust. The Civil Service Board will continue services as arbiter, appeals and information hub. Civil Service Board is expanding the information hub by considering partnerships with local law schools for law clinic services for employees, implementing the Know Your Rights Guide, making an online based system, and repurposing the Employee Advisory Committee. Two new EAC based committees are proposed, the Process Rules (PR) Committee and Innovation and Trends Committee. The PR Committee would review the current processes and rules to determine their relevance and adequacy. The Innovation and Trends Committee would research fresh HR practices and trends. HR Trust will be a comprehensive HR solution provider, which will offer HR advice, strategic planning and solutions to both public and private entities. The board for HR Trust will be the same board which currently resides over Civil Service Board.

2016-2017 Employee Advisory Committee Officers

Chair-Randy Kranjec, Planning Commission/MPO: KranjecR@plancom.org

Vice Chair-Jan Houser, Children's Board: StokerJ@childrensboard.org

Secretary-Jennifer Gray, Soil & Water Conservation District: grayjl@hillsboroughcounty.org

Hillsborough County Civil Service Board

Employee Advisory Committee Meeting

The duties, responsibilities and authority of this Committee are those established, granted, or delegated by the Florida Legislature in the Civil Service Act. The Committee will serve as the medium to provide a continuous and meaningful exchange of ideas and practical solutions on personnel matters between the Civil Service Board and employees of all agencies served by the Civil Service Board.

- VII.** The next EAC meeting is scheduled for Thursday, February 8, 2018 at 2:30 pm at the Port Authority Board Room.
- VIII.** Elizabeth Watson moved to adjourn meeting, Max Artman 2nd, meeting was adjourned at 3:43 pm.

2016-2017 Employee Advisory Committee Officers

Chair-Randy Kranjec, Planning Commission/MPO: KranjecR@plancom.org

Vice Chair-Jan Houser, Children's Board: StokerJ@childrensboard.org

Secretary-Jennifer Gray, Soil & Water Conservation District: grayjl@hillsboroughcounty.org

Simon Canasi, Chair
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Pat Frank, Clerk of Courts
Secretary Ex Officio

Date: January 4, 2018

To: Paul Anderson, Port Director & CEO
Port Tampa Bay
c/o JoeAnne Toledo, VP Human Resources
1101 Channelside Drive
Tampa, FL 33602

SUBJECT: Request for position/classification action dated January 3, 2018

Dear Mr. Anderson,

Based on your request for position/classification action within your agency, we have taken the following action:

Reclassified one encumbered (Craig Roberts) position, numbered 009750, from Project Manager II (pay grade TPA.S), to Project Manager III (pay grade TPA.U), effective January 4, 2018.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, please send a written request with any changes to CSBClassandComp@hillsboroughcounty.org.

The incumbent qualifies for the new job classification. Please prepare and submit an appropriate personnel action/status form for the position incumbent at your earliest convenience.

Please contact us if we can be of further assistance in this matter.

Sincerely,


Kurt Wilkening

Civil Service Board of Hillsborough County

Simon Canasi, Chair
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Pat Frank, Clerk of Courts
Secretary Ex Officio

Date: January 4, 2018

To: Paul Anderson, Port Director & CEO
Port Tampa Bay
c/o JoeAnne Toledo, VP Human Resources
1101 Channelside Drive
Tampa, FL 33602

SUBJECT: Request for position/classification action dated January 3, 2018

Dear Mr. Anderson,

Based on your request for position/classification action within your agency, we have taken the following action:


Reclassified one encumbered (Nicole Hignett) position, numbered 015188, from Project Manager I (pay grade TPA.Q), to Project Manager II (pay grade TPA.S), effective November 5, 2017.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, please send a written request with any changes to CSBClassandComp@hillsboroughcounty.org.

The incumbent qualifies for the new job classification. Please prepare and submit an appropriate personnel action/status form for the position incumbent at your earliest convenience.

Please contact us if we can be of further assistance in this matter.

Sincerely,


Kurt Wilkening

Civil Service Board of Hillsborough County

cc: Joanne Toledo, VP Human Resources
Lisa Barber, PTB HR
Juliann Alvarez, PTB HR
Terrell Mathis, CSB

Simon Canasi, Chair
Tiffany Bell
Andrea Cichon
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler

Pat Frank, Clerk of Courts
Secretary Ex Officio



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: January 17, 2018

To: Melissa Zornitta, Executive Director
Planning Commission

SUBJECT: Request for position/classification action dated January 11, 2018

Dear Ms. Zornitta,

Based on our analysis and evaluation of your request for position/classification action within your agency, we have taken the following action:

Reclassified one encumbered position (Jennifer Malone), numbered 006621, from Community Planner II (pay grade PCM.O), to Senior Planner (pay grade PCM.R), effective January 11, 2018.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, please send a written request with any changes to CSBClassandComp@hillsboroughcounty.org.

The incumbent qualifies for the new classification. Please prepare and submit an appropriate personnel action/status form for the position incumbent. Please contact us if we can be of further assistance in this matter.

Sincerely,

Kurt Wilkening
Deputy Director
Civil Service Board of Hillsborough County

cc: Sandy Mortellaro, HR Rep
Terrell Mathis, CSB

Simon Canasi, Chair
Tiffany Bell
Andrea Cichon
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler

Pat Frank, Clerk of Courts
Secretary Ex Officio



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: January 17, 2018

To: Melissa Zornitta, Executive Director
Planning Commission

SUBJECT: Request for position/classification action dated January 11, 2018

Dear Ms. Zornitta,

Based on our analysis and evaluation of your request for position/classification action within your agency, we have taken the following action:

Reclassified one encumbered position (Brandon Henry), numbered 015612, from Planning & Zoning Technician II (pay grade PCM.K), to Community Planner I (pay grade PCM.M), effective January 05, 2018.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, please send a written request with any changes to CSBClassandComp@hillsboroughcounty.org.

The incumbent qualifies for the new classification. Please prepare and submit an appropriate personnel action/status form for the position incumbent. Please contact us if we can be of further assistance in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Kurt Wilkening".

Kurt Wilkening
Deputy Director
Civil Service Board of Hillsborough County

cc: Sandy Mortellaro, HR Rep
Terrell Mathis, CSB

Simon Canasi, Chair
Tiffany Bell
Andrea Cichon
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler

Pat Frank, Clerk of Courts
Secretary Ex Officio



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: January 22, 2018

To: Paul Anderson, Port Director & CEO
Port Tampa Bay
c/o JoeAnne Toledo, VP Human Resources
1101 Channelside Drive
Tampa, FL 33602

SUBJECT: Request for position/classification action dated January 19, 2018

Dear Mr. Anderson,

Based on your request for position/classification action within your agency, we have taken the following action:

Reclassified one encumbered (Cecelia Sealy) position, numbered 009749, from Sr. Program Coordinator (pay grade TPA.O), to Project Manager III (pay grade TPA.U), effective January 22, 2018.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, please send a written request with any changes to CSBClassandComp@hillsboroughcounty.org.

Please prepare and submit an appropriate personnel action/status form for the position incumbent at your earliest convenience.

Please contact us if we can be of further assistance in this matter.

Sincerely,


Kurt Wilkening

Civil Service Board of Hillsborough County

cc: Joanne Toledo, VP Human Resources
Lisa Barber, PTB HR
Juliann Alvarez, PTB HR
Terrell Mathis, CSB

9. DISCUSSION ITEMS

A. CLASSIFIED EMPLOYEE COMPENSATION

On January 17, 2018 the Board held a workshop on the proposed changes to Rule 8 relating to Classified Employee Compensation. Public testimony was scheduled and drew no comment. In addition, the Board provided an opportunity to request a staff workshop and to provide public comment in its Notice of Proposed Rule Change issued January 22, 2018. As of this date, no public comment has been received.

The proposed changes to Civil Service Rule 8 would require that initial pay rates and subsequent pay rate adjustments consider the need to avoid pay compression and avoid creating internal inequity among employees in the same classification, or another classification in the same series.

In addition, the Rule would clarify current language that a bonus may be awarded for employees at the maximum of their pay range, and add language specifying that an appointing authority may award a lump sum bonus for performance; recruitment, or retention in accordance with state and federal laws.

Finally, the proposed changes would grant greater compensation discretion and flexibility to an appointing authority when an employee is promoted, returned to their former classification, or is the subject of a lateral appointment. The proposed change balances the exercise of discretion with an accountability requirement that the appointing authority provide the Director with a justification for any pay increase which places the recipient above the highest paid employee currently in the classification.

Cross referenced rules are amended to conform to the re-numbering of Rule 8

STAFF RECOMMENDATION

Adopt a Motion to approve the proposed changes to Civil Service Rule 8 effective February 21, 2018, and direct immediate distribution of the final rule in accordance with the Board's procedures.

Classified Employee Compensation:**8.1 General:**

- (1) The pay schedules and pay ranges or pay grades contained in the current edition of the Board's Classification and Pay Plan (the Pay Plan) shall be used, in conjunction with these rules to establish and adjust the rates of pay for classified employees.
- (2) Unless otherwise permitted by these rules, prior approval of the appointing authority and the Board must be obtained to establish or adjust the pay rate of a classified employee to a rate that does not fall between the applicable current pay range minimum and maximum rates, inclusive.
- (3) Prior approval of the appointing authority and the Director must be obtained to establish or adjust the pay rate of a classified employee to a rate that does not comply with all of the provisions of these rules.
- (4) Agency heads may authorize incentives and benefits as lawfully permitted, provided they are available to all similarly situated classified employees of that agency.
- (5) Initial pay rates and subsequent pay rate adjustments for classified employees shall consider the need to avoid creating internal inequity among employees in the same classification, or in another classification in the same series.

8.2 Establishing and Adjusting Rates of Pay:

- (1) The appointing authority, or delegate, and the Director, or delegate, shall review and approve the initial pay rates and subsequent pay rate adjustments for classified employees.
- (2) Unless otherwise specified in these rules (e.g., 8.2(3)b.4(a)), initial pay rates and pay rate changes shall be effective as of the effective date of the event that results in the pay rate change (e.g., hire, promotion, etc.).
- (3) In response to the following employment events, these rules, in conjunction with the Board's current Pay Plan, shall be used to establish and adjust the rates of pay for classified employees.
 - a. Initial Appointment: At the discretion of the appointing authority, the pay rate upon the initial appointment of a person to a classified position may be established at any rate between the minimum and mid-point, inclusive, of the pay range to which the position is assigned.

8.2 (Continued)

- b. Agency Initiated Pay Rate Adjustments:
1. Prior to the first day of each fiscal year (October 1 for most covered agencies) or as soon as practical thereafter, it shall be the responsibility of each agency head to communicate, in writing, to the Director, the agency compensation policy that will be in force during the upcoming fiscal year with regard to the following potential pay rate adjustments for classified employees:
 - (a) Performance-based or merit-based rate adjustments (in cycle), to include rate adjustments available at the completion of initial or conditional probation, if any; and
 - (b) Performance-based or merit-based rate adjustments due to extraordinary job performance (out of cycle); and
 - (c) Rate adjustments in response to changes in the cost of living (COLA); and
 - (d) Rate adjustments in response to changes in the rates paid by competing employers (market equity).
 2. Agency fiscal year policies shall impact in a similar manner all similarly situated classified employees of that agency throughout the identified fiscal year.
 3. Agency fiscal year policies shall specifically address the policy impact on a classified employee, whose rate is at or near the pay range minimum or maximum, in a manner that precludes the pay rate falling below the range minimum or exceeding the range maximum. For example, employees at the maximum are not eligible for an increase in base pay, but may be eligible to receive a lump sum equivalent in lieu of a base pay rate increase.

8.2 (Continued)

4. The performance-based or merit-based rate adjustment portion of Agency fiscal year policies, shall, at a minimum, include the following provisions:
 - (a) The effective date for all such pay rate changes shall be the start of the pay period in which the review period end date falls. Exceptions to this requirement may be granted by the Director.
 - (b) Identification of the percent increase(s) and/or dollar amount(s) that will be awarded, based on job performance ratings arrived at through the procedures defined in Rule 12, to a classified employee who completes a job performance review period of the following types during the fiscal year:
 - i. Initial Probation
 - ii. Conditional Probation
 - iii. Non-Probationary (Annual Review)
 - (c) The percent increase(s) and/or dollar amount(s) and eligibility criteria for an extraordinary (out of cycle) job performance-based rate adjustment.
 - (d) Consideration of the need to avoid creating internal inequity among employees in the same classification, or in another classification in the same series,
5. Upon approval by the Director of the specific approach, agencies may also adjust the pay rates of individuals or groups of classified employees in response to documented internal inequity. Such action shall not result in a pay rate reduction for any classified employee.

c. Pay Changes for Promotion or Lateral Appointment

1. An appointing authority may exercise its discretion to adjust the pay rate of a tenured classified employee for the following appointments:
 - a. Promotion Appointment as defined by Rule 7.2(2)a; and Promotion Due to Reclassification as defined by Rule 5.5(5)a shall be adjusted between a minimum of 5%, and up to the maximum pay rate.

8.2 (Continued)

- b. Lateral Appointment to a Different Classification and Lateral Classification Change Due to Reclassification as defined in Rule 7.2(3)a:

In such cases, the pay rate may remain unchanged or be increased in accordance with this rule.

- 2. Where a pay rate adjustment for a promotion or lateral appointment results in a pay rate above the rate paid to the highest classified employee in the same classification, the Appointing Authority shall provide the Director with documentation regarding the need to award the increase.
- d. Lateral Appointment within the Same Classification: In such cases, the pay rate shall remain unchanged.
- e. Demotion Appointment (non-disciplinary) and Demotion Due to Reclassification (non-disciplinary):
 - 1. This rule applies to both the voluntary demotion appointment of a person to a classified position and to the reclassification of a filled position that results in a demotion for the position incumbent.
 - 2. In such cases, at the discretion of the appointing authority, the pay rate may remain unchanged or be reduced in accordance with the following provisions:
 - (a) The pay rate shall be no less than the result of the relative position formula defined in Rule 8.2(4) below; and
 - (b) If the employee was previously assigned to the classification to which the employee is being demoted, the pay rate shall be no less than the highest rate paid to the employee when previously assigned that classification; and
 - (c) The pay rate shall not exceed the pay range maximum.

8.2 (Continued)

- f. Demotion Appointment (disciplinary) and Demotion Due to Reclassification (disciplinary):
 - 1. This rule applies to both the discipline-driven demotion appointment of a person to a classified position and to the discipline-driven reclassification of a filled position that results in a demotion for the position incumbent.
 - 2. In such cases, at the discretion of the appointing authority, the pay rate shall be reduced in accordance with the following provisions:
 - (a) The pay rate that results from the application of the relative position formula defined in Rule 8.2(4) below; or
 - (b) If the employee was previously assigned to the classification to which the employee is being demoted, the pay rate shall be no less than the highest rate paid to the employee when previously assigned that classification.
- g. Return to Former Class: In cases as defined under Rule 7.3(2)e, the pay rate may remain unchanged at the discretion of the appointing authority, or the employee may be placed in the same position of the salary range that was previously held, plus any pay adjustments that the employee would have received in accordance with the agency's current fiscal year compensation policy.
- h. Performance Improvement Program Completion: In such cases, the pay rate shall remain unchanged; including cases where PIP ends and the employee is returned to work.
- i. Classification Assigned to a Higher Pay Range: At the discretion of each impacted appointing authority, and with the concurrence of the Director the pay rates of employees assigned to the classification may remain unchanged or be increased in accordance with the relative position formula defined in Rule 8.2(4) below as a result of a labor market analysis. The pay rates of all employees within each appointing authority shall be adjusted in a like manner.
- j. Classification Assigned to a Lower Pay Range: In such cases, the pay rate shall remain unchanged.

8.2 (Continued)

- (4) **Relative Position Formula:** This formula is referenced by other sections of these rules as either an optional or mandatory method to be used in calculating pay rate adjustments for classified employees in a variety of circumstances:
- a. Relative Position Pay Rate = (A / B) x C where:
 - 1. A = Current Pay Rate
 - 2. B = Pre-Action Pay Range Mid-Point
 - 3. C = Post-Action Pay Range Mid-Point
 - b. Round to nearest penny using standard rounding rules.

8.3 Bonus Payments

- (1) Bonus payments may be provided to classified employees provided they are available to all similarly situated classified employees of that agency. Such payments must be approved in accordance with federal and state laws. Bonus payments made to nonexempt employees must comply with the FLSA requirements on overtime compensation. Generally bonuses, other than lump sum discretionary, are included in the regular rate of pay when calculating the overtime rate.

If the funding source is from a sponsored or grant funded program, the award must be reviewed to ensure the bonus payment complies with sponsor/grant requirements and there are no restrictions on bonus payments.

- (2) A bonus is defined as a lump sum, non-cumulative cash award that may be granted to an employee in the following situations:
- a. **Performance:** for a significant contribution that substantially benefits the appointing authority, project, or unit, or as a productivity bonus when certain pre-determined productivity measures are met during the performance period;
 - b. **Sign-On:** used as an incentive in recruiting employees with high demand skills or key talent requirements. These awards can help avoid higher, ongoing fixed compensation costs when recruiting key, hard to fill positions;
 - c. **Retention:** used to retain employees.

8.3 (Continued)

- (3) A sign-on or retention bonus may be awarded when such compensation is in the best interest of Hillsborough County and:
 - a. market conditions in the relevant job category justify offering a bonus to obtain or retain the services of qualified personnel; or
 - b. such compensation is justified in order to obtain or retain an employee with outstanding qualifications, and
 - c. the employee receiving the bonus agrees to remain with the agency not less than 12 months, or forfeit and repay the bonus payment.
- (4) Bonus payments cannot be awarded in lieu of paying overtime wages to nonexempt employees that are required by wage and hour law.

8.4 Overtime:

- (1) It is the responsibility of the appointing authority to determine whether each position is covered by or is exempt from the Federal Fair Labor Standards Act [FLSA].
- (2) In accordance with the FLSA, employees who fill roles that are defined as non-exempt shall receive overtime at a rate of not less than one and one-half times the base pay rate (as defined in the FLSA) for each hour worked in a workweek which exceeds 40 hours (except in the case of public safety workers, in which case the number of weekly hours may vary). Such overtime may be paid in cash or as compensatory leave (within the parameters set forth in the FLSA and Rule 10).
- (3) Overtime work shall be authorized at the sole discretion of the appointing authority.
- (4) The opportunity for overtime work shall be extended in a similar manner to all similarly situated employees within an agency.
- (5) Employees who refuse to perform directed overtime work or perform overtime work without prior authorization may be subject to disciplinary action as provided in Rule 11.

8.4 (Continued)

- (6) For overtime compensation purposes, authorized holidays, vacation, and sick leave, may be considered as time actually worked. Other absences, including administrative leave, bereavement leave, civic leave, military leave, newborn leave, previously earned compensatory leave, and any other time not worked, shall be excluded from time worked in computing basic hours beyond which premium overtime rates are paid. [NOTE: For the purpose of this rule, vacation and sick leave may be counted as time worked at the end of the work week it is taken. Accordingly, the amount of vacation and sick leave charged may be adjusted to preclude the payment of overtime, provided the adjustment is made within the same work week as the overtime is performed.]

8.5 Special Forms of Compensation:**(1) Stand-by Assignments:**

- a. An Appointing Authority may require any classified employee of that agency to accept stand by assignments.
- b. Employees on stand-by assignment are required to maintain a state of readiness to work during other than regularly scheduled hours, may be compensated at the rate of one hour's salary at the employee's regular rate of pay, for each eight hour period of such availability. Fractional periods of stand by duty shall be compensated proportionately. Any employee who performs work for the employer during the period of stand-by status (i.e. phone calls, paperwork etc.) shall be compensated for all such time actually worked.
- c. This provision shall be equally applicable to employees equipped by the appointing authority with electronic communication devices and to those who are required to otherwise promptly acknowledge and/or react to messages or telephone calls received during the stand by period.
- d. While the time spent on stand-by duty is not considered hours worked for overtime purposes, all compensation paid to an FLSA non-exempt employee for stand-by duty shall be included in calculating that employee's base pay rate for overtime purposes.
- e. Eligibility for stand by pay is not affected by a concurrent paid holiday.

8.5 (Continued)**(2) Call-In from Stand-by Assignment:**

- a. If, while serving on stand-by status, an employee is required to perform work on behalf of the appointing authority (on-site or remotely), such employee shall be compensated on a portal-to-portal basis for all time actually worked.
- b. A minimum of two hours compensation shall be paid to the employee each time that he or she is required to report to a work site during the period of stand-by status, except that total paid hours shall not exceed the total hours of the corresponding stand-by period.
- c. All hours paid in accordance with this provision shall be included in the total hours worked when determining eligibility for payment of overtime at premium rates.
- d. Compensation for this purpose is separate and distinct from that authorized in Rule 8.3(1) for stand by assignment Compensation for stand-by assignment and call-in from stand-by assignment shall not be paid simultaneously for the same time period.

(3) Emergency Call-In:

- a. An off-duty employee, not on stand-by status and not otherwise scheduled to work that day, who is required to report to a physical worksite in an emergency situation shall be compensated on a portal-to-portal basis for all such time actually worked.
- b. A minimum of two hours compensation shall be paid to the employee each time that he or she is required to a physical worksite, or be compensated for the actual number of hours worked, if such time worked exceeds the two hour minimum.
- c. All hours paid shall be included in the total hours worked when determining eligibility for payment of overtime at premium rates.

(4) Shift Differential: At the sole discretion of the appointing authority, a pay rate differential may be paid to employees who work a shift that includes hours between the hours of 6:00 p.m. to 7:00 a.m.

8.6 Deferred Compensation:

- (1) Appointing Authorities shall provide classified employees who, on or before February 2, 1997, elected to participate in Sick Leave Plan “B”, as legal consideration for this change, contribution to a County Deferred Compensation Program an amount equal to one percent (1%) of the employee’s wages received for working all regularly scheduled hours. This contribution shall be in addition to all other wages paid and will begin the month after an employee notifies the Agency that a deferred compensation account has been opened.

- (2) In addition to the required contribution in (1) above, the agency may provide classified employees a contribution to a County Deferred Compensation program in an amount it deems appropriate.

The following Rules are amended to conform references to the changes in Rule 8:

Rule 5.5(5)b - Impact of Position Reclassification on the Position Incumbent:

Rule 5.5(5)c - Impact of Position Reclassification on the Position Incumbent:

Rule 5.7(3) - Impact of Job Classification Regrading on the Position Incumbent

Rule 5.7(4) - Impact of Job Classification Regrading on the Position Incumbent

Rule 7.2(3)e - Lateral Appointment

Rule 7.2(4)c - Demotion Appointment

Rule 7.3(2)e - Return to Former Classification:

Rule 11.7(l) - Reduction-In-Force

Rule 11.8(j) - Workers' Compensation Dismissal and Return to Work Program

Simon Canasi, Chair
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Pat Frank, Clerk of Courts
Secretary Ex Officio

Date: January 8, 2018

To: Eric Hart, President/CEO
Tampa Sports Authority

SUBJECT: Request for position/classification action dated December 28, 2017

Dear Mr. Hart,

Based on your request for position/classification action within your agency, we have taken the following action:

Established ten part-time unclassified positions, numbered 016158 *through* 016167, as Golf Course Assistant, effective January 8, 2018.

Please contact us if we can be of further assistance in this matter.

Sincerely,


Kurt Wilkening

Civil Service Board of Hillsborough County

cc: Sue Maciejewski, TSA
Terrell Mathis, CSB

Simon Canasi, Chair
Tiffany Bell
Andrea Cichon
Neal Carbaugh
Chandra Hosler
Scott Strepina
Ernie Trichler

Pat Frank, Clerk of Courts
Secretary Ex Officio



Kevin Beckner, Director
BecknerK@HillsboroughCounty.org

601 East Kennedy Boulevard
Suite 1700
Tampa, Florida 33602

Telephone: 813-272-5625
Web Site: www.hccsb.org

Date: January 11, 2018

To: Janet Dougherty, Executive Director
Environmental Protection Commission

SUBJECT: Request for position/classification action dated January 4, 2018

Dear Ms. Dougherty,

Based on your request for position/classification action within your agency, we have taken the following action:

Reclassified one encumbered position, numbered 006441 (Demetrios Houmis), from Software Specialist II (pay grade EPC.S), to Systems Administrator (pay grade EPC.S), effective January 8, 2018.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, please send a written request with any changes to CSBClassandComp@hillsboroughcounty.org.

Please prepare and submit an appropriate personnel action/status form for the position incumbent at your earliest convenience.

Please contact us if we can be of further assistance in this matter.

Sincerely,


Kurt Wilkening

Talent Acquisition | Classification & Compensation
Civil Service Board of Hillsborough County

cc: Leslie Campbell, Gen Mgr Adm
Terrell Mathis, CSB

10. STAFF REPORTS

B. CIVIL SERVICE BOARD CALENDAR

The Civil Service Board (Board) meets every month for a regular business meeting. The monthly business meetings are typically scheduled for the third Wednesday of every month. When required, the Board meets to hear appeals of discipline and grievance matters. These meetings are scheduled periodically throughout the year, primarily on the same night as the Board's business meetings. Meetings are noticed in accordance with the provisions of the Government in the Sunshine Law.

The next Board meeting is scheduled for Wednesday, March 21, 2018, at 6:00 PM in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

2018 CSB SCHEDULE
January 17
February 21
March 21
April 18
May 9
June 20
July 18 – Tentative
August 15
September 12
October 17
November 14
December 12

10. STAFF REPORTS

C. EMPLOYEE ADVISORY COMMITTEE CALENDAR

The Employee Advisory Committee (EAC) is scheduled to meet on the second Thursday of every month at the Port Tampa Bay's Joseph Garcia International Headquarters, 1101 Channelside Drive in downtown Tampa, at 2:30 pm. Meetings are noticed in accordance with the provisions of the Government in the Sunshine Law.

The next EAC meeting is scheduled to be held on Thursday, March 8, 2018.

2018 EAC SCHEDULE
January 11
February 8
March 8
April 12
May 10
June 14
July 12
August 9
September 13
October 11
November 8
December 13

DIRECTOR'S MONTHLY MEETING REPORT

JANUARY 18 - FEBRUARY 21

01.18.2018 MANAGEMENT & BUDGET: COST CENTERS

01.18.2018 IIO: ALICE DEMONSTRATION (E-CEPTIONIST)

01.19.2018 JUSTIN DAY: ADP

01.22.2018 LARRY LAVACCA: TRANSITION TO ONBASE

01.23.2018 CSO STAFF: INTEGRATION / NEEDS ASSESSMENT

01.23.2018 CSO STAFF: CHARTER WORKSHOP

01.25.2018 REAL ESTATE: CSO RELOCATION TO THE 18TH FLOOR

01.25.2018 PETE ZINOBER: CLINICAL PROGRAM OPPORTUNITY

01.31.2018 ONBASE: AGENDA MANAGEMENT

02.05.2018 KURT WILKENING: ONE ON ONE MEET-UP

02.05.2018 ALMA GONZALEZ: ONE ON ONE MEET-UP

02.06.2018 JOHN FOSTER: LEADERSHIP DEVELOPMENT

02.06.2018 VENDOR MEETING: AV NEEDS ON THE 18TH FLOOR

02.06.2018 MEGHAN DEVEAU: ONE ON ONE MEET-UP

02.07.2018 REAL ESTATE: OFFICE MOVE PROGRESS MEETING

02.07.2018 TERRELL MATHIS: ONE ON ONE MEET-UP

02.07.2018 VICTORIA SLATER: ONE ON ONE MEET-UP

02.08.2018 CENTRO ASTURIANO DE TAMPA:
PROCLAMATION HONORING KREWE OF SANT' YAGO (For Chair Canassi)

02.09.2018 GARY COPIE: ADP/HRTRUST DISCUSSION

02.09.2018 ENTREPRENEUR COLLABORATIVE CENTER PRESENTATION

02.12.2018 COMMISSIONER MILLER: CSB/HRT STRATEGIC PLAN PRESENTATION

02.12.2018 KIMBERLY WEISGARBER: PROCESS IMPROVEMENT ANALYST POSITION

02.13.2018 VENDOR MEETING: AV NEEDS ON THE 18TH FLOOR

02.14.2018 CSO STAFF: BUDGET MEETING

02.14.2018 CSO STAFF: PSYCHOLOGICAL TESTING

02.15.2018 COMMISSIONER HAGAN: CSB/HRT STRATEGIC PLAN PRESENTATION

02.15.2018 COMMISSIONER WHITE: CSB/HRT STRATEGIC PLAN PRESENTATION

02.15.2016 GOVERNOR'S STERLING AWARD (EPC, HCSO, TC)

02.19.2018 COMMISSIONER HIGGINBOTHAM: CSB/HRT STRATEGIC PLAN PRESENTATION

02.20.2018 COMMISSIONER KEMP: CSB/HRT STRATEGIC PLAN PRESENTATION

02.21.2018 PRESENTATION TO THE BOARD OF COUNTY COMMISSIONERS

11. DIRECTOR'S REPORT

B. CIVIL SERVICE BOARD MEMBER ATTENDANCE

Section 7, paragraph 1, of the Civil Service Board Act addresses Board Member attendance as follows:

There is created in the county a board known as the Hillsborough County Civil Service Board. The board shall consist of seven members who are qualified electors of the county; however, no person may be appointed to serve who is either an elected official or an employee of any appointing authority. Each appointment, except one made to fill an unexpired term, shall be for a period of four years. Each member shall continue to serve until the expiration of that member's term and until a successor has been appointed. The absence of a board member from more than 50 percent of the board's scheduled meetings during any calendar year constitutes his or her resignation. Upon death, resignation, or removal of a member, a successor shall be appointed for the unexpired portion of that member's term. All appointments shall be made by the governor, subject to confirmation by the senate. Members shall serve without compensation, but, may be reimbursed for certain expenses as provided in this act. The clerk of the circuit court shall serve as secretary ex officio and is not entitled to any salary or additional compensation for that service.

Board Member attendance is calculated as follows. Each time the Board convenes and adjourns, whether for a business meeting, hearing, or workshop, this constitutes one meeting. For example, when the Board convenes for a business meeting and adjourns, then reconvenes for a hearing after a short break, this constitutes 2 meetings even though they occurred on the same night. However, the Board did not adjourn prior to the Ethics Workshop presented by Mr. Zinober at the January 17, 2018 meeting. Instead, the workshop was incorporated into the General Counsel's report during the regular business meeting meaning only one meeting was added to the tally for January 2018.

To ensure Board members do not inadvertently dip below the 50% attendance threshold set forth in the Act, I will provide Board members with an update on their attendance whenever they are unable to attend a scheduled meeting and at the end of each year, or upon request. Each Board member's 2017 attendance will be sent via email to him or her personally in the next two weeks.

In the future, as assurance of our compliance with the Act, I will be providing this information to the Governor's Appointments Office and the Florida Senate Committee on Ethics & Elections at the end of each calendar year.

DOCKET SUMMARY–FEBRUARY 2018

APPEALS

CASE 831

DISCIPLINARY ACTION: SUSPENSION

DISCIPLINE EFFECTIVE DATE: 10/27/2017

APPELLANT REP: ROBERT L. SIMMONS, ESQ.

ALLEGATIONS: VIOL CSR Rule 11.2(1); (4); (6); (7); (10); (26); (32); County Administrative Policies 1.4, 1.6, and 7.6 Sections (1), (2), (4), (6), (7), (10), (26), and (32)

STATUS. Pre-hearing Conference held January 29, 2018. Final Evidentiary Hearing scheduled for February 21, 2018.

APPELLANT: DONNELL, ROBERT

EMPLOYER: CADRP

CS FORM 5A RECEIPT: 11/06/2017

EMPLOYER REP: DANIELLE GREEN, ESQ

GRIEVANCES - No grievances pending.

CIVIL ACTIONS - No civil actions pending.

EEOC CASES - No EEOC complaints pending.

CASE: DONNELL, ROBERT S. (EMPLOYEE) v. PARKS & RECREATION

DOCKET NUMBER: 17-831

TYPE: GRIEVANCE _____ APPEAL X ACTION: DISCIPLINE _____ SUSPENSION X DISMISSAL _____

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
02.16.2018	NOTICE OF HEARING			X	
02.16.2018	ORDER GRANTING TELEPHONIC TESTIMONY			X	
02.15.2018	APPELLANT'S MOTION FOR TELEPHONIC TESTIMONY	X			
02.15.2018	EMAIL RE: CONTACT INFORMATION FOR CSB		X		
02.07.2018	COMPOSITE EXHIBIT 10 (VIDEO FOOTAGE)		X		
02.07.2018	JOINT EXHIBIT LIST & JOINT EXHIBITS		X		
02.05.2018	UPDATE ON CONTACTING OPPOSING COUNSEL		X		EMAIL
02.05.2018	EMAIL RE DIFFUCULTY CONTACTING OPPOSING COUNSEL		X		EMAIL
02.02.2018	PRE-HEARING ORDER			X	
01.26.2018	JOINT PRE-HEARING STATEMENT		X		
01.23.2018	AMENDED WITNESS LIST		X		
01.19.2018	APPOINTING AUTHORITY EXHIBIT & WITNESS LIST IN DONNELL DROP BOX (Email Address Corrected)			X	
01.19.2018	APPOINTING AUTHORITY EXHIBIT & WITNESS LIST IN DONNELL DROP BOX (Email Address Corrected)			X	
01.19.2018	APPOINTING AUTHORITY EXHIBIT & WITNESS LIST IN DONNELL DROP BOX			X	
01.05.2018	AA EXECUTED EXHIBIT LIST & WITNESS LIST		X		
12.18.2017	RESPONSE TO NOTICE OF AVAILABILITY	X			
12.13.2017	RESPONSE TO AMENDED ORDER DIRECTING RESPONSE		X		
12.12.2017	AMENDED ORDER DIRECTING RESPONSE			X	
12.11.2017	ORDER DIRECTING RESPONSE			X	
12.05.2017	NOTICE OF APPEARANCE		X		
12.05.2017	ORDER GRANTING CONTINUANCE			X	
11.29.2017	JOINT MOTION FOR CONTINUANCE	X	X		
11.07.2017	NOTICE OF APPEAL & CONSENT TO E-FILE			X	
11.06.2017	CS FORM 5A RECEIVED	X			