



**BUSINESS MEETING**

**September 12, 2018**

**AGENDA &  
PRIMARY BACK-UP MATERIALS**

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
SEPTEMBER 12, 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](http://www.hccsb.org).

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**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. AGENDA CHANGES**

**5. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES**

**A. DRAFT CIVIL SERVICE BOARD MEETING MINUTES AUGUST 22, 2018**

*Approve the minutes of the August 22, 2018 Civil Service Board meeting. (PAGE 4- CLICK HERE)*

**6. SCHEDULED APPEARANCES**

*None.*

**7. PUBLIC COMMENT**

**8. EMPLOYEE ADVISORY COMMITTEE: JAN HOUSER, CHAIR**

**A. EMPLOYEE ADVISORY COMMITTEE 2018 CALENDAR (PAGE 9 - CLICK HERE)**

**9. CLASSIFICATION ACTIONS FOR RATIFICATION (PAGE 10 - CLICK HERE)**

*Ratify actions affecting 1 position in 1 agency.*

**10. DISCUSSION ITEMS**

**A. FINANCIAL REPORT FOR FISCAL YEAR 2019 BUDGET (PAGE 11 - CLICK HERE)**

*Approve the FY19 Civil Service Board proposed budget.*

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
SEPTEMBER 12, 2018 MEETING AGENDA  
PAGE 2 OF 2**

- 11. STAFF REPORTS** *(These items are for information only; no Board action is required.)*
  - A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION** *(PAGE 21 - CLICK HERE)*
  - B. CIVIL SERVICE ACT LEGISLATION UPDATE** *(PAGE 22 - CLICK HERE)*
  - C. CIVIL SERVICE BOARD 2018 CALENDAR** *(PAGE 70 - CLICK HERE)*
- 12. DIRECTOR'S REPORT**
  - A. MONTHLY MEETING REPORT** *(PAGE 71 - CLICK HERE)*
- 13. GENERAL COUNSEL'S REPORT**
  - A. DOCKET SUMMARY & CASE INDICES** *(PAGE 72 - CLICK HERE)*
- 14. BOARD MEMBER COMMENTS**
- 15. ADJOURNMENT**

AUGUST 22, 2018 - CIVIL SERVICE BOARD

The Civil Service Board (CSB), Hillsborough County, Florida, met in Regular Meeting, scheduled for Wednesday, August 22, 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

▶ Chairman Canasi called the meeting to order at 6:05 p.m.

2. ▶ PLEDGE OF ALLEGIANCE

3. ▶ ROLL CALL

The following members were present:

Simon Canasi, Chair  
Andrea Cichon  
Chandra Hosler  
Ernie Trichler

The following members were absent:

Tiffany Bell  
Neal Carbaugh  
Scott Strepina

4. AGENDA CHANGES

▶ Mr. Kevin Beckner, Civil Service Office (CSO) Director, confirmed there were no changes.

5. APPROVAL OF CSB MEETING MINUTES

A. DRAFT CSB MEETING MINUTES JUNE 21, 2018

Approve the Minutes of the June 21, 2018, CSB Meeting

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

6. SCHEDULED APPEARANCES - ▶ None.

7. PUBLIC COMMENT - ▶ None.

AUGUST 22, 2018 - CIVIL SERVICE BOARD

8. EMPLOYEE ADVISORY COMMITTEE (EAC): JAN HOUSER, CHAIR

A. APPROVAL OF EAC AND AD HOC COMMITTEE MEETING MINUTES

1. Approve the inclusion of the minutes of the following June 14, 2018, meetings:
  - a. EAC
  - b. Innovations and Trends Ad Hoc Committee
  - c. Process and Rules Ad Hoc Committee

▶ Ms. Houser elaborated on the items. Upon dialogue, ▶ Chair Canasi sought a motion to approve the inclusion of the minutes of the June 14, 2018, meeting of the EAC. **Mr. Trichler so moved, seconded by Ms. Hosler, and carried four to zero.** (Members Bell, Carbaugh, and Strepina were absent.)

2. Approve the inclusion of the minutes of the following July 12, 2018, meetings:
  - a. EAC
  - b. Innovations and Trends Ad Hoc Committee
  - c. Process and Rules Ad Hoc Committee

▶ Chair Canasi requested a motion to approve the inclusion of the minutes of the meeting of July 12, 2018, of the EAC. **Ms. Hosler so moved, seconded by Mr. Trichler, and carried four to zero.** (Members Bell, Carbaugh, and Strepina were absent.) ▶ Mr. Beckner clarified the actions taken regarding approval of the EAC minutes included the ad hoc committees for both June 14, 2018, and July 12, 2018.

B. EAC 2018 CALENDAR

▶ Chair Canasi referenced the item.

9. CLASSIFICATION ACTIONS FOR RATIFICATION

Ratify actions affecting two positions in two agencies.

▶ Mr. Beckner reviewed the item and ▶ recommended a motion to approve and ratify the aforementioned classification actions. Chair Canasi asked for a motion. **Mr. Trichler so moved, seconded by Ms. Hosler, and carried four to zero.** (Members Bell, Carbaugh, and Strepina were absent.)

10. DISCUSSION ITEMS

A. REMOTE PARTICIPATION BY AN ABSENT BOARD MEMBER

Adopt CSB Policy Letter 4 relating to remote participation by an absent Board member.

▶ Mr. Beckner deferred to Ms. Alma Gonzalez, CSB, who summarized the item, confirmed remote participation would not count as part of a meeting quorum, and touched on CSB efforts to utilize voice-over technology. Discussion ensued on different meeting/hearing requirements, an anticipated completion by December 2018, collaboration with 13th Judicial Circuit Information Technology staff, and remote participation constituting meeting involvement. Mr. Beckner recommended a motion to approve the policy. ▶ Chair Canasi sought a motion. **Ms. Hosler so moved, seconded by Mr. Trichler, and carried four to zero.** (Members Bell, Carbaugh, and Strepina were absent.)

▶ Wishing to clarify remote participation rationale, Mr. Beckner suggested a motion to reconsider the vote taken on Discussion Item 10.A. ▶ Chair Canasi asked for a motion. **Mr. Trichler so moved, seconded by Ms. Hosler, and carried four to zero.** (Members Bell, Carbaugh, and Strepina were absent.) Mr. Beckner encouraged a motion to adopt CSB recommendations concerning the remote participation policy in adding out-of-town travel by CSB members. ▶ **Mr. Trichler so moved, seconded by Ms. Hosler, and carried four to zero.** (Members Bell, Carbaugh, and Strepina were absent.)

B. ADDENDUM TO GENERAL COUNSEL'S REPRESENTATION AGREEMENT

Approve the addendum to the General Counsel contract for the term effective from June 1, 2018, through May 31, 2020.

▶ Mr. Beckner reviewed the item and noted it would be appropriate for a motion to approve the addendum to CSB Counsel Peter Zinober's contract. ▶ **Ms. Hosler moved to approve Attorney Zinober's contract, seconded by Mr. Trichler, and carried four to zero.** (Members Bell, Carbaugh, and Strepina were absent.)

11. STAFF REPORTS

A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION

▶ Mr. Beckner referenced the actions.

AUGUST 22, 2018 - CIVIL SERVICE BOARD

B. STUDENT INTERN CLASSIFICATION UPDATE

▶ Mr. Beckner provided the update.

C. CIVIL SERVICE ACT LEGISLATION UPDATE

▶ Mr. Beckner deferred to Ms. Gonzalez, who highlighted the update. ▶ Chair Canasi inquired on the proposed name change to "Hillsborough County Human Resources Solutions" and suggested "Hillsborough County Employee Solutions." Mr. Beckner assessed the proposed names. ▶ Dialogue ensued on historical/rebranding options, CSB mission, and name possibilities. ▶ Observing private sector trends with the term Human Resources, Attorney Zinober suggested contacting the Society for Human Resource Management for innovative Human Resource terminology. Mr. Beckner summarized the process time frame.

D. FINANCIAL REPORT FOR FISCAL YEAR 2019 BUDGET

▶ Mr. Beckner introduced Mr. Kurt Wilkening, CSB, who elaborated on the item.

E. CSB 2018 CALENDAR

▶ Mr. Beckner considered the item.

12. DIRECTOR'S REPORT

A. MONTHLY MEETING REPORT

▶ Mr. Beckner touched on the report.

B. CLERK OF CIRCUIT COURT - COURT REPORTING AGREEMENT

▶ Mr. Beckner summarized the item and announced personal designation as an International Public Management Association-Certified Professional.

13. GENERAL COUNSEL'S REPORT

A. DOCKET SUMMARY AND CASE INDICES

▶ Attorney Zinober referenced background material and answered queries.

B. BOUAZIZI ORDER

▶ Attorney Zinober deferred to Attorney Jillian Askren, who spoke on the order. Attorney Zinober continued the item.

AUGUST 22, 2018 - CIVIL SERVICE BOARD

14. BOARD MEMBER COMMENTS

▶ Chair Canasi stated he would not be present at the December 12, 2018, CSB meeting and would remotely participate in the November 7, 2018, CSB meeting.

15. ADJOURNMENT

▶ There being no further business, the meeting was adjourned at 7:03 p.m.

READ AND APPROVED: \_\_\_\_\_  
CHAIR

ATTEST:  
PAT FRANK, CLERK

By: \_\_\_\_\_  
Deputy Clerk

jh

DRAFT



**8. STAFF REPORTS**

**A. EMPLOYEE ADVISORY COMMITTEE CALENDAR**

The Employee Advisory Committee (EAC) is scheduled to meet on the second Thursday of every month at the Hillsborough County Children’s Board located at 1002 East Palm Avenue in Tampa, at 2:30 PM. Meetings are noticed in accordance with the provisions of the Government in the Sunshine Law.

Please see below for the EAC meeting schedule.

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

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](mailto:BecknerK@HillsboroughCounty.org)

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

Telephone: 813-272-5625  
Web Site: [www.hccsb.org](http://www.hccsb.org)

Date: August 3, 2018

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 July 25, 2018

Dear Mr. Anderson,

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

Reclassified one vacant position, numbered 009753, from Administrative Specialist III (pay grade TPA.N) to Program Coordinator (pay grade TPA.M), effective August 3, 2018.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, then send a written request with any changes to [CSBClassAndComp@hillsboroughcounty.org](mailto:CSBClassAndComp@hillsboroughcounty.org).

At your earliest convenience, please have your human resources/personnel representative prepare and submit a Personnel Requisition whenever you consider it appropriate to staff the above position.

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: Lisa Barber, PTB  
Juliann Alvarez  
Terrell Mathis, CSB

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**10. DISCUSSION ITEMS (DRAFT)**

**A. FINANCIAL REPORT FOR FISCAL YEAR 2019 BUDGET**

At its June and August Board meetings, staff presented the Board with preliminary budget reports detailing the Board's statutory appropriation amount. The purpose of this agenda item is to show the Board the proposed final budget and obtain a vote of approval from the Board.

The Civil Service Board budget is composed of three main cost areas: Personnel, Operating, and Capital. The statutory appropriation for the 2019 fiscal year is \$1,931,750. Of that amount, \$1,145,876 is for Personnel, which includes costs for both salaries and benefits; \$545,087 is for Operating expenses; and \$65,000 is for Capital outlays such as furniture and office equipment costing \$1,000 or more per item. The remaining amount (\$175,787) is not allocated to a specific expense category and is, therefore, placed in reserve.

The Civil Service Board Director worked collaboratively with all office personnel to analyze the operational needs of the organization to maintain and/or enhance current service levels, as well as prioritize resource requests for new services, initiatives, and projects that will meet the mission, vision and values outlined in the Board's strategic plan.

Upon approval of the annual budget by the Civil Service Board and Board of County Commissioners, the approved budget becomes effective October 1, 2018 of the new fiscal year.

**STAFF RECOMMENDATION**

Approve the FY19 Civil Service Board proposed budget.



# FY19 FINANCIAL REPORT

Civil Service Office  
601 E. Kennedy Blvd., 18th FL, Tampa, FL 33602

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

Pat Frank, Clerk of Courts  
Secretary Ex Officio



Kevin Beckner, Director  
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## Letter From the Director

Dear Board Members,



When I started in this role back in May 2017, I made a commitment to you to be transparent, to establish a leadership team that could drive accountability, and to be good stewards of our fiscal resources.

This year we accomplished many good things and raised the bar in our efficiency and quality of service provided to our customers. As we continue to improve the services provided to our clients, the Civil Service Office is becoming more of a strategic partner with our stakeholders by adapting to their changing needs. This past year we re-established a strong partnership with the Clerk's Office to assist in transitioning to a new document imaging platform. We also engaged with the Board of County Commissioners and County Administrator's Office to lay a foundation that would allow us to provide human resources consulting services to small businesses and non-profit organizations through a strategic and collaborative partnership with the Department of Economic Development and the Entrepreneur Collaborative Center.

This new fiscal year we will build upon existing partnerships and create new ones by focusing efforts and resources on providing our clients with more value-added strategic and transformational human resource services and solutions. In the first quarter of the new fiscal year we plan on becoming an authorized Pearson-Vue testing center as well as a trusted site for LiveScan fingerprinting services. These new public services will increase our brand awareness within our community and reinforce our commitment to provide value-added services to our clients and the tax payers of Hillsborough County.

Much of what we plan to accomplish over the next year could not be possible without the steady leadership and support of our Civil Service Board. I want to thank the Board for upholding the values of the merit system, and for continuously pushing us to improve and excel. Although we are proud of what we have achieved this past year, we understand there is much more to be accomplished.

Thank you for your confidence in me and my staff and taking the time to review the contents of this financial report. I look forward to your continued support and partnership.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kevin Beckner". The signature is fluid and cursive.

Kevin Beckner, Director  
Civil Service Board of Hillsborough County

## Civil Service Board

The Hillsborough County Civil Service Board is established by Chapter 2000-445, Florida Statutes, as amended, as an independent County agency empowered to provide a discipline appeal process for the more than 9,000 classified employees who are employed by 20 Hillsborough County agencies listed below:

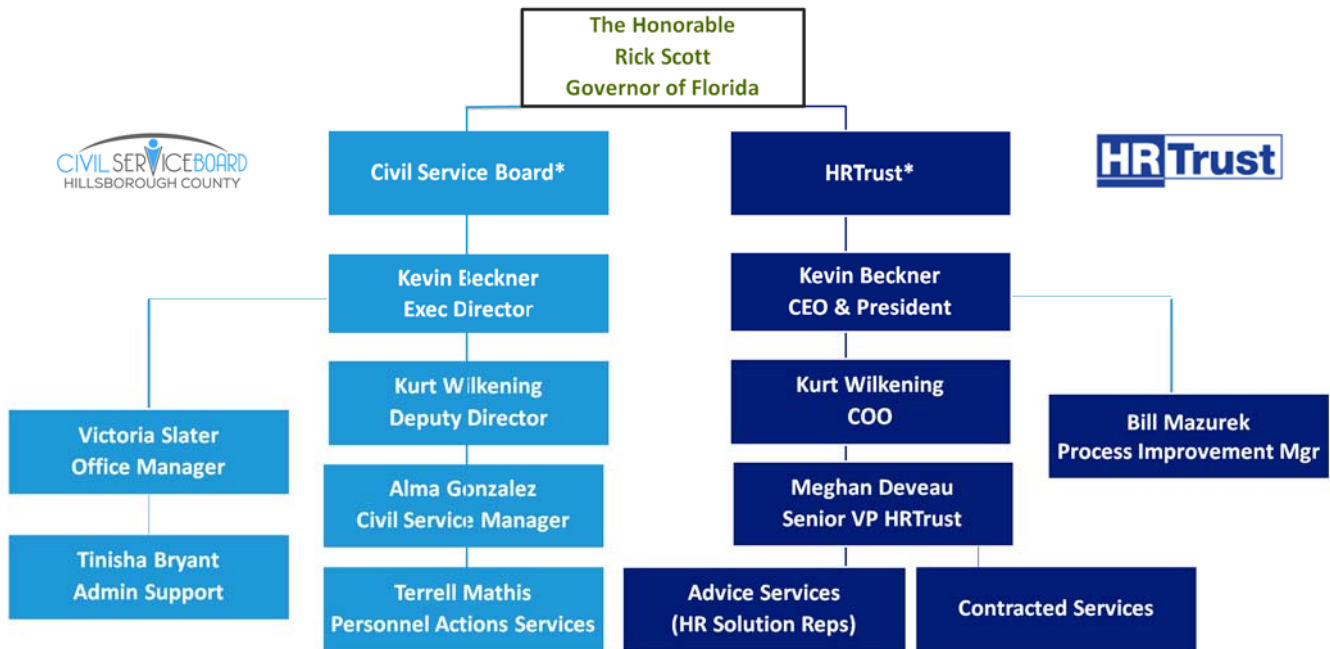
- Arts Council
- Aviation Authority
- Children’s Board
- Civil Service Board
- Clerk of the Circuit Court
- County Administrator
- County Attorney
- Environmental Protection Commission
- Expressway Authority
- Internal Auditor
- Planning Commission/MPO
- Property Appraiser
- Sheriff’s Office
- Soil & Water Conservation District
- Supervisor of Elections
- Tampa Port Authority
- Tampa Sports Authority
- Tax Collector
- Victim Assistance Program

In addition, the board is empowered to provide recruiting, classification and compensation, and other human resource services. The board consists of seven members who are appointed by the governor, serve four-year term, and receive no compensation for their service to Hillsborough County government agencies and employees.



Civil Service Office staff and family, board members, and counsel participate in a rewarding “Day of Giving” at Trinity Café.

## Organizational Chart



### Mission, Vision, Value Statement - CSB

- M: Serving as the arbiter, we provide information & guidance to client appointing authorities on the disciplinary process and to employees on their rights through a consistent employee relations system ensuring a fair & impartial forum.
- V: Hillsborough County Government's Fair Employment Information Hub
- VS: We ensure fair employment practices for Hillsborough County Classified employees

### Mission, Vision, Value Statement – HRT

- M: To provide value-added, responsive and innovative HR solutions
- V: Your one-stop HR shop
- VS: We provide value-added Human Resource advice & services to (quasi) government entities, non-profit organizations and small to medium sized businesses



## FY 19 Strategic Plan & Core Goals

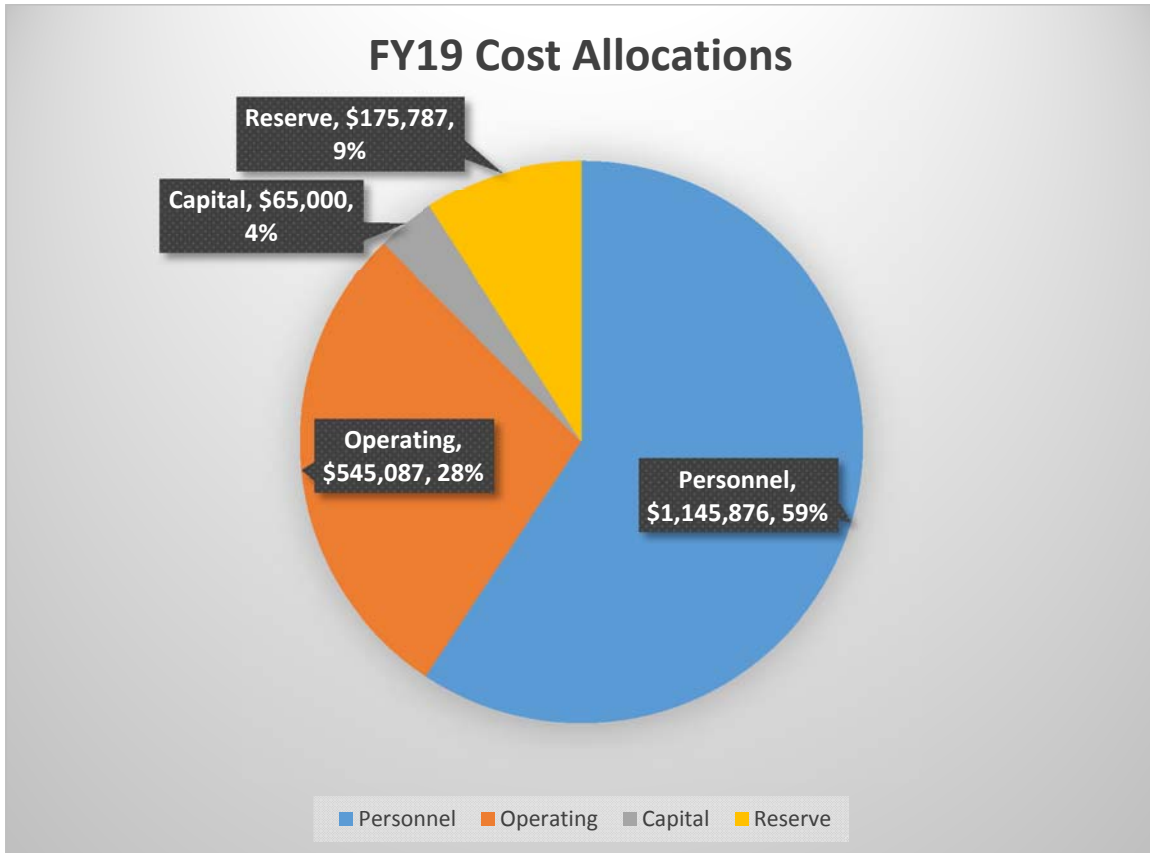
- The CSB office will focus on the implementation of its strategic plan. The agency is in the process of building and refining its value proposition for HRTrust and building the infrastructure needed to support its mission. This will allow the CSB to expand services beyond the public sector and help those small businesses who seek help through the County's small business development center.
- The board will continue to improve its efficiency efforts and offer better access to online services and training.
- Extend services to government and quasi-government entities located within Hillsborough County that are not specifically covered by the Civil Service Act. The benefits of this endeavor are reduced expenses for human resource services within each government entity that chooses to partner with the board.
- Streamline and digitize all personnel records and documents used and/or created within the appeals process by transitioning to ONBASE, which will allow clients to electronically complete, submit, and store all forms and documents.
- Complete the transition of the CSB office from the 17th to the 18th floor of County Center, which will remove the current potential conflict of interest that exists by our agency cohabitating offices with client agency staff. The renovation will also assist us in rebranding our agency and allow us to offer new and innovative services and meeting space to our clients, prospective clients, and taxpayers.



Civil Service Board and client agencies participate in a full day of collaborative strategic planning.

## FY19 Cost Allocation of the Board's Budget - Summary

The Civil Service Board's statutory appropriation for the FY19 budget year is \$1,931,750. Of that total amount, \$1,145,876 is for Personnel, which includes both salaries and benefits; \$545,087 is for Operating expenses, and \$65,000 is for Capital outlays. The remaining amount (\$175,787) is not allocated to a specific expense category and is, therefore, placed in reserve. The pie chart below shows the cost allocations for the FY19 budget year.



<b>Appropriations</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Adopted</b>
Personnel Services	\$946,553	\$889,058	\$1,024,771	\$1,145,876
Operating Expenditures/Expenses	\$237,405	\$188,409	\$686,492	\$545,087
Capital Outlay	\$1,280	\$5,343	\$65,000	\$65,000

- Personnel costs are based on a number of factors that include job level, tenure, annual performance ratings, cost of living adjustment, and the benefits package assigned to personnel based on benefit level designation (for example, single dependent v. a family of four).
- Capital costs generally include computer software/hardware and office-related equipment costing more than \$1,000 per item.
- Monies not spent at the end of the fiscal year do not roll over into the next fiscal year, but are returned to the Board of County Commission's general fund.

## FY19 Cost Allocation of the Board's Budget – Detail

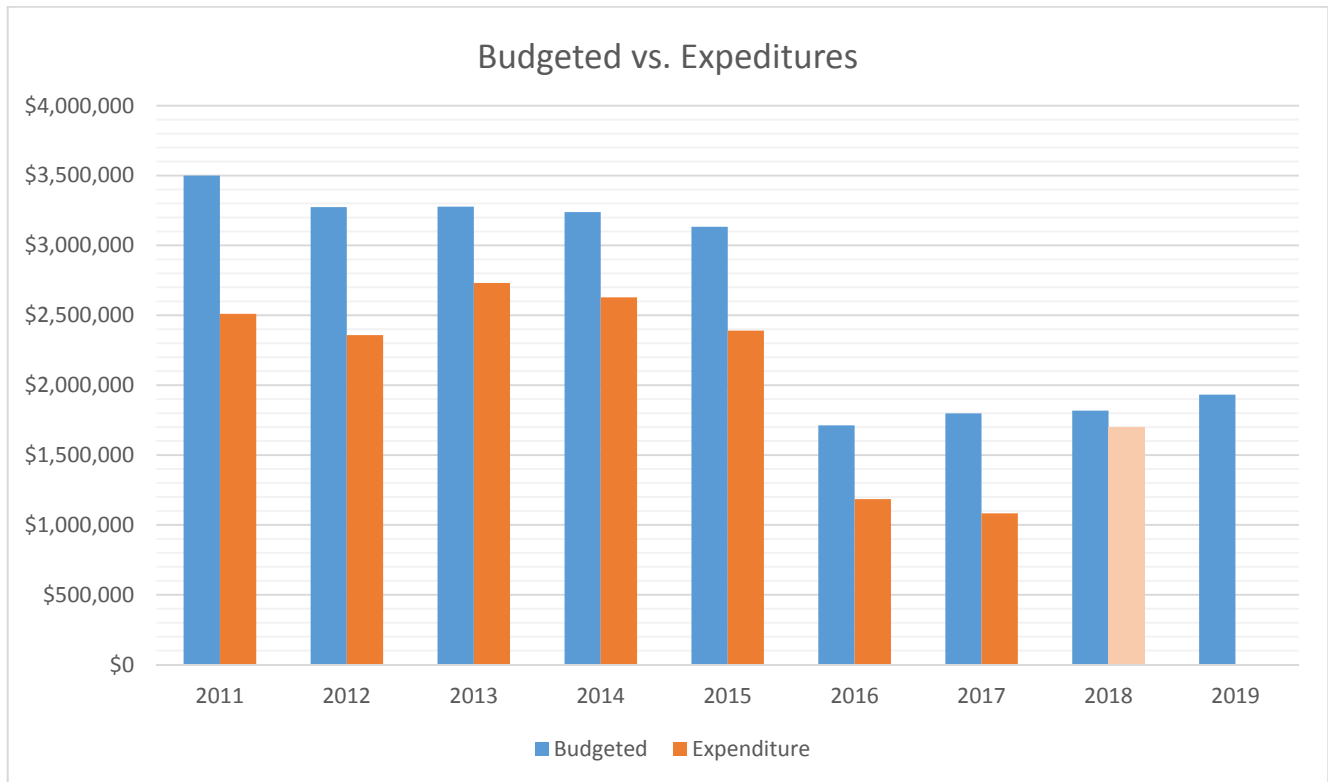
Personnel	Salary	Benefits	Total
Director Civil Service Board	\$144,997.68	\$75,302.98	\$220,300.66
CSB Mgr	\$112,731.12	\$33,226.14	\$145,957.26
Office Assistant	\$28,969.12	\$22,446.21	\$51,415.33
Manager	\$72,347.53	\$26,931.59	\$99,279.12
Senior Vice President	\$92,999.52	\$29,227.45	\$122,226.97
Deputy Director	\$128,057.04	\$48,762.22	\$176,819.26
Process Improvement Analyst	\$103,418.64	\$44,752.54	\$148,171.18
Office Mgr	\$73,748.16	\$17,972.00	\$91,720.16
Human Resources Solutions Specialist	\$55,833.12	\$34,152.71	\$89,985.83
<b>TOTAL</b>	<b>\$813,101.93</b>	<b>\$332,773.84</b>	<b>\$1,145,875.77</b>

Operating	FY18 Adopted	FY19 Proposed
Airfare	3,000	6,000
Attorney Fees (Fees Only)	140,000	170,000
Awards Programs	5,000	5,000
General Liab Insurance Assessments	1,892	2,187
Hotel/Lodging	3,000	6,000
Information & Evidence Gathering Expense	100,000	144,000
Information Technology Services	10,000	10,000
Maintenance - Building/Facility	356,000	50,000
Maintenance - Computer Equipment	500	1,000
Maintenance - Equipment	1,000	2,000
Meal Allowance	2,000	2,000
Medical & Dental Services	100	100
Memberships & Dues	4,000	10,000
Office Supplies & Minor Office Equipment	10,000	10,000
Other Freight/Transportation Costs	500	500
Other Professional Services	10,000	10,000
Other Travel Expenses	5,000	5,000
Out-of-Vicinity Auto Mileage	500	1,000
Parking and Tolls	1,000	1,500
Postage & Clerk's Mail Room Charges	0	300
Postage & Freight Services-General	1,000	1,000
Printing And Binding	5,000	5,000
Public Awareness Programs	10,000	15,000
Subscriptions	5,000	15,000
Taxi/Train/Bus	500	1,000
Telecommunications Services	1,000	1,000
Training/Educational Costs-General	10,000	70,000
Vicinity Mileage	500	500
<b>TOTAL</b>	<b>686,492</b>	<b>545,087</b>

Account Description	FY18 Adopted	FY19 Proposed
Computer Software & Equipment	65,000	65,000
<b>TOTAL</b>	<b>65,000</b>	<b>65,000</b>

## HISTORICAL EXPENDITURE OF THE BOARD'S BUDGET

Below is a high-level overview of the Board's budgets for the last eight years, with the current fiscal year (FY18) expenditure shaded in light-orange as the total expenditure amount will not be known until the end of this fiscal year (Sep 30). However, the Board will spend significantly more money this fiscal year due to the cost of renovating and moving into the Board's new office space on the 18th floor of County Center. Allocated costs for this construction project will not carry over into the FY19 budget.



Simon Canasi, Chair  
Tiffany Bell  
Andrea Cichon  
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Web Site: [www.hccsb.org](http://www.hccsb.org)

To: Janet Dougherty, Executive Director  
Environmental Protection Commission

SUBJECT: Request for position/classification action dated July 18, 2018

Dear Ms. Dougherty,

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

Reclassified one vacant position, numbered 010507, from Senior Engineering Specialist (pay grade EPC.T) to Professional Engineer (pay grade EPC.S), effective August 6, 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](mailto:CSBClassandComp@hillsboroughcounty.org).

Please allow one day from the effective date to submit a personnel requisition and begin the process of staffing the newly reclassified position.

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: Leslie Campbell, EPC  
Terrell Mathis, CSB

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**11. DISCUSSION ITEMS (DRAFT)**

**B. CIVIL SERVICE ACT LEGISLATION (UPDATE)**

On May 9, 2018, the Board adopted a motion to pursue all legislative changes necessary to codify previous amendments to the Civil Service Act, *Chapter 2000-445, Laws of Florida*, and provide the Civil Service Board with the authority to implement the vision and mission of its strategic plan, as well as other objectives established by the Civil Service Board members and staff.

Pursuant to the Board's direction, staff continues to work with the Employee Advisory Committee and other stakeholders to refine the draft of the legislative amendment to the Act. The highlighted language on the attached Summary and Proposed Amendment Version 5 indicate changes from the Board's August review.

The current version of the proposed language will be discussed members of the Greenberg Trauig firm who will continue to provide support in the review of any proposed amendments of the Civil Service Act.

Efforts on this matter are currently on schedule.

**STAFF RECOMMENDATION**

For information and input from the Board.

**SUMMARY OF CODIFICATION & PROPOSED AMENDMENT TO CIVIL SERVICE ACT, 2000-445 (09.06.2018 v1)**

Working Group Members:

<u>AGENCY</u>	<u>REPRESENTATIVE</u>
AVIATION AUTHORITY	WANDA DUNNIGAN
ARTS COUNCIL	CAROLL VICK
CHILDREN'S BOARD	JAN HOUSER
CIVIL SERVICE BOARD	TERRELL MATHIS
COUNTY ADMINISTRATOR	MATTHEW STEWART
ENVIRONMENTAL PROTECTION COMMISSION	JEANNETTE FIGARI
EXPRESSWAY AUTHORITY	MAX ARTMAN
PORT TAMPA BAY	ELIZABETH WATSON
PROPERTY APPRAISER	OPAL HUDSON ARICA LANIER
SOIL & WATER CONSERVATION DISTRICT	JENNIFER GRAY
VICTIM ASSISTANCE PROGRAM	DAVID MEDINA

**Section 1.**

Updates the Chapter for the purpose of codification. (new)

Guarantees the continuance of all rights, privileges, or benefits accrued by any classified employee prior to the effective date of the 2019 change.

Grandfathers into the classified service employees in positions which were classified in 1982 and later exempt in 1985; and clarifies the right of a grandfathered in IT professional employees to be re-classified as exempt.

**Section 2.**

Cites Article III, Section 14 of the Florida Constitution relating to civil service systems as the basis of the Act. (new)

Provides a Statement of Policy to establish a classified system of employment based on merit principles.

Updates fair employment categories in conformance with County Human Rights Ordinance. (new)

**Section 3.**

Renames the Act as the “Hillsborough County **TBD** Act.” (new)

**Section 4.**

Clarifies that the Act applies to all personnel employed by Hillsborough County. (new)

Strikes “public transportation commission” as an agencies covered by the Act. (new)

Adds state and other local government to agencies that are expressly exempt from the Act except upon the execution of an interlocal agreement. (new)

Codifies paragraph (2) relating to agency options, as adopted in 2014.

**Section 5.**

Amends paragraph (4) to rename Board to TBD. (new)

Amends paragraph (8) to clarify reference to “classified” service. (new)

Amends paragraph (14) to clarify definition of demotion. (new)

Amends paragraph (15) to clarify definition of “dismissal” as involuntary separation. (new)

Amends paragraph (16) to clarify definition of “Executive Manager” and correct spelling and grammar. (new)

Amends paragraph (17) to correct spelling and grammar. (new)

Codifies paragraph (19) relating to “Informational technology professional” as adopted in 2007; and clarifies the right of a grandfathered in employee to be re-classified as exempt.

Renumbers subsequent paragraphs.

Amends paragraph (20) to clarify definition of “probationary period.” (new)

Amends paragraph (22) to clarify definition of “Part-time employee.” (new)



Adds paragraph (25) to define “Reduced hours employee.” (new)

Amends paragraph (26) to clarify the definition of “Reduction in force.” (new)

Amends paragraph (27) to clarify the definition of “Reemployment.” (new)

Amends paragraph (28) to clarify the definition of “Resignation.” (new)

Amends paragraph (29) to clarify the definition of “Salary Schedule.” (new)

Adds paragraph (30) to define “Student Intern.” (new)

Amends paragraph (35) to clarify the definition of “Transfer” excluding changes from an exempt position to a classified position. (new)

#### **Section 6.**

Codifies paragraph (2)(e) relating to “Information technology professionals” as adopted in 2007.

Adds Student Interns to list of employment classes exempt from the classified service.

#### **Section 7.**

Amends paragraph (1) to rename the Board. (new)

Strikes the requirement that Board appointments shall be subject to Senate confirmation. (new)

Provides that members may receive a subsistence benefit in accordance with Section 112.061, Florida Statutes. (new)

Amends paragraph (2) to clarify Board power and authority. (new)

Provides that members may receive a subsistence benefit in accordance with Section 112.061, Florida Statutes.

Strikes director’s minimum qualifications, and clarifies requirement that director should possess broad knowledge of “human resource” management. (new)

Adds Board authority to provide legislative bodies with information and to advocate for the Board's officials positions, and appropriation requests, including employing legislative advocacy services. (new)

Adds power and authority for Board to provide small businesses and qualified non-profit entities with human resource solutions and related services. (new)

Clarifies power and authority for Board to enter into interlocal agreements to provide governmental entities with human resource solutions and related services. (new)

Clarifies power and authority for Board to provide an alternative dispute resolution mechanism. (new)

Clarifies power and authority for Board to contract for performance **and compliance** audits. (new)

**Section 8.**

Amends paragraph (1) to provide discretion in the number of days a job announcement may be posted. (new)

Amends paragraph (1) to provide discretion to determine the method by which a list of minimally qualified applicants may be determined. (new)

Amends paragraph (1) to provide discretion as to the length of time for which employment eligibility scores shall be valid. (new)

Strikes the requirement that the Board establish promotional eligibility lists. (new)

**Section 9.**

No changes.

**Section 10.**

Conforming amendments to add the words "initial evaluation," "separated from employment" and "classified service." (new)

**Conforming amendment to change the word "transfer" to "reclassify."**

**Section 11.**

Amends language to correct for typographical and grammatical errors. (new)

Adds paragraph (6) to provide Board power and authority to accept agreements reached by alternative dispute resolution process and enter such into its records. (new)

**Section 12.**

Clarifies that the Board may adopt an “alternative dispute resolution mechanism” as a method to resolving employee grievances or appeals. (new)

Provides that alternative dispute resolution process must consider appeal of demotion or dismissal within 30 after receipt of notice of appeal. Suspension actions must be heard as soon as possible. (new)

Amends language to correct for typographical and grammatical errors. (new)

**Section 13.**

Amends language to correct for typographical and grammatical errors. (new)

**Section 14.**

Conforming amendments to add the words “classified service.”

**Section 15.**

Codifies changes to Section 15 relating to “Appropriation for the Board” as adopted in 2014.

**Section 16.**

Strikes the requirement that a review committee be constituted to review rules and propose changes to the Board. (new)

Adds language providing for a rule making procedure. (new)

**Section 17.**

No changes.

**Section 18**

No changes.

**Section 19.**

Amended to substitute the word “employee” for “personnel.” (new)

**Section 20.**

Amended to conform to agency or authority option provided in Section 4. (new)

Amended to substitute the term “human resource” for the term “personnel.” (new)

**Section 21.**

No changes.

**Section 22.**

Amended to establish 2030 as the next codification review date. (new)

**Section 23.**

No changes.

**Section 24**

Strikes previous LOF Chapters subject to codification in 2000 and adds 2000-445; 2007-301; and 2014-230.  
(new)

**Section 25.**

Strikes previous gubernatorial approval date.

Strikes previous date of filing with Secretary of State.

## CHAPTER 2000-445

DRAFT - House Bill No.

An act relating to Hillsborough County; consolidating, compiling, codifying, revising for the purposes of clarifying, and streamlining the extant law; vesting standard business practices in law ~~and removing gender-specific references~~; continuing rights, privileges, and benefits accrued by certain employees; retaining membership in the classified service except under certain circumstances, and amending chapter ~~96-519~~ 2000-445, Laws of Florida, as amended, relating to the Civil Service Act; providing a statement of policy; providing a short title; providing mandatory and optional applicability of the act; providing, listing in a single section, and adding definitions for purposes of clarification; describing classes of employees and specifying those to whom the act is applicable; creating a ~~civil service~~ human resource solutions board and providing, listing in a single section, and adding powers and

26 duties to vest in law standard business practices  
27 of the district not previously enumerated and  
28 ~~deleting the requirement that prospective employees~~  
29 ~~be ranked in accordance with relative~~  
30 ~~qualifications~~; providing for the establishment and  
31 use of initial employment lists and promotional  
32 lists and ~~deleting the requirement that employment~~  
33 ~~eligibility lists be canceled after 6 months~~;  
34 requiring that the duration of employment  
35 eligibility lists be established by rule; providing  
36 for the creation and abolition of positions and the  
37 filling of vacancies; providing for an initial  
38 evaluation or probationary period and tenure;  
39 providing for the suspension, demotion, and  
40 dismissal of employees; providing for an  
41 alternative dispute resolution process;  
42 providing for an appeal hearing procedure;  
43 providing for disciplinary hearings for certain  
44 employees of the administrative office of the  
45 Thirteenth Judicial Circuit but paid from funds of  
46 the county; providing for recommendation and adoption  
47 of classification and pay plans; providing an  
48 appropriation for the board; providing for a  
49 committee to review extant rules; providing for  
50 fiscal responsibility; prohibiting certain  
51 activities; providing restrictions on individuals

52 qualifying for elective office; providing for an  
53 employee advisory committee; ~~deleting the~~  
54 ~~requirement that the board undergo regularly~~  
55 ~~recurring performance audits mandated by special~~  
56 ~~act~~; providing criminal penalties for violation of  
57 the act; providing for future review of the act;  
58 providing severability; repealing chapters ~~96-519,~~  
59 ~~97-342, 97-343, 97-349, 97-350, 98-450, 98-481, and~~  
60 ~~99-415~~ 2000-445, 2007-301, and 2014-230, Laws of Florida,  
61 relating to the Civil Service Act and performance  
62 audits of the board; providing an effective date.

63

64 Be It Enacted by the Legislature of the State of  
65 Florida:

66

67 Section 1. This act supersedes chapter ~~96-519~~ 2000-  
68 445, Laws of Florida, which establishes and provides  
69 for the Hillsborough County Civil Service Act, and all  
70 acts amendatory or supplementary thereto, and  
71 constitutes a consolidation, compilation, and  
72 codification of all laws expressly repealed by this  
73 act which pertain to the Hillsborough County Civil  
74 Service Act. This act guarantees continuance of all  
75 rights, privileges, or benefits accrued by any  
76 classified employee as a result of employment prior to

77 the effective date of this act. Any position in the  
78 classified service as defined by chapter 82-301, Laws,  
79 of Florida through September 30, 1985, and which was  
80 occupied through that date, but which became exempt  
81 upon the effective date of chapter 85-424, Laws of  
82 Florida, may remain in the classified service pursuant  
83 to the provisions of this act until the occurrence of  
84 any one of the following: request by said person to be  
85 ~~transferred to the exempt service~~ **re-classified as**  
86 **exempt**; dismissal by the appointing authority;  
87 resignation; or retirement.

88  
89 Section 2. Statement of policy.—

90  
91 ~~It~~ In accordance with Article III, Section 14 of the  
92 Florida Constitution, it is the purpose of this act to  
93 establish a system for the formulation and  
94 implementation of procedures to ensure the uniform  
95 administration of the classified service on the  
96 following merit principles:

97  
98 (1) Recruitment, selection, compensation, benefits,  
99 and advancement of employees on the basis of their  
100 relative job-related ability, knowledge, skills, and  
101 personal capabilities, including open consideration  
102 of qualified applicants for initial appointment;



103

104 (2) Retention of employees on the basis of the adequacy  
105 of their performance, allowing for correction of  
106 inadequate performance when possible and separation  
107 of employees whose inadequate performance has not been  
108 corrected; and

109 (3) Fair treatment of applicants and employees in all  
110 aspects of personnel administration without regard  
111 to ~~age, sex, race, religion, national origin,~~  
112 ~~political affiliation, marital status, or~~  
113 ~~disability, except when specific sex, age, or physical~~  
114 ~~requirement is a bona fide occupational qualification~~  
115 race, color, sex, age, national origin, religion, disability,  
116 marital status, sexual orientation or gender identity or  
117 expression, political affiliation, veteran's status, or  
118 citizenship status, except when required by a bona fide  
119 occupational qualification.

120

121 Section 3. Short title.— This act may be cited  
122 as the "~~Civil Service Act of 2000 Hillsborough County Human~~  
123 ~~Resource Solutions~~ Act of 2019."

124

125 Section 4. Application.— The provisions of this  
126 act apply to all ~~classified~~ personnel employed by the  
127 following agencies or authorities within the county:

128 the commission, the county administrator, clerk of the  
129 circuit court, supervisor of elections, property  
130 appraiser, tax collector, sheriff, environmental  
131 protection commission, aviation authority, port  
132 authority, planning commission, ~~public~~  
133 ~~transportation commission~~, expressway authority, law  
134 library, legislative delegation, soil and water  
135 conservation district, ~~civil service~~ TBD board, sports  
136 authority, children's board, county attorney, arts  
137 council, victim assistance, and any other agency or  
138 authority not expressly exempt from this act. Each  
139 municipality, and state or other local government ~~in~~  
140 ~~the county~~, the judiciary, and the District School Board  
141 ~~of the county~~ are expressly exempt from this act until  
142 and unless each executes an interlocal agreement with  
143 the board pursuant to general law. Positions within  
144 the Administrative Office of the Courts which were  
145 classified as of January 1, 1998, and which are funded  
146 by the county are subject to section 13 of this act.

147 (2) Each agency or authority listed in this section that is  
148 not expressly exempt from this act remains subject to sections  
149 11 and 12. With respect to the remaining provisions of this  
150 act, each agency or authority has the option to either opt  
151 out of or opt into any provision that relates to personnel

152 functions by providing notice to the board during the election  
153 period as provided in this subsection. Personnel functions  
154 subject to the opt-out or opt-in election include, but are  
155 not limited to, employee recruitment; selection and hiring  
156 process; creation and adoption of classification plans,  
157 benefit plans, and pay plans; promotions; abolition and  
158 creation of positions; filling vacancies; performance review  
159 and evaluation systems; reductions in force and methods of  
160 reemployment; guidelines for leave; determination of  
161 classified service status and tenure; and any other human  
162 resources functions. The agency or authority that has elected  
163 to opt out of or opt into any provision of this act has the  
164 exclusive authority to determine which corresponding ~~Civil~~  
165 ~~Service~~ Board Rules shall apply to that specific agency or  
166 authority.

167 (a) The notice shall cite the specific provision of  
168 this act that the agency or authority has elected to either  
169 opt out of or opt into, and identify the group of employees  
170 subject to the opt-out or opt-in election, including  
171 designations based on job classifications, divisions, dates  
172 of employment, or any other delineated group of employees as  
173 determined by the agency or authority. The notice shall also  
174 identify the personnel functions that are covered by the opt-  
175 out or opt-in election.

176

177        (b) For the initial election period, the agency or  
178 authority shall provide notice of its opt-out or opt-in  
179 election on or after July 1, 2014, but not later than July  
180 31, 2014, with an implementation date for the election to be  
181 October 1, 2014. For each election period thereafter, the  
182 agency or authority shall provide notice of its opt-out or  
183 opt-in election on or after December 1 but not later than  
184 December 31 of that year, with an implementation date for the  
185 election to be the first day of the next fiscal year.

186        (c) If any agency or authority does not submit notice  
187 of its opt-out or opt-in election to the board during any  
188 designated election period, the provisions of this act  
189 applicable to the agency or authority before the election  
190 period shall remain in effect. An agency or authority that  
191 elects to opt out of any personnel function regulated by this  
192 act may, at its discretion, contract with the board to  
193 continue to provide the same personnel functions in a non-  
194 regulatory capacity.

195

196        Section 5. Definitions.— As used in this act:

197

198        (1) "Appointing authority" means any person or  
199 agency authorized under this act or other statutory  
200 authority to employ personnel to carry out the  
201 responsibilities of the agency.

202 (2) "Appointment" means selection by an  
203 appointing authority of a certified eligible person  
204 to perform assigned duties and responsibilities in a  
205 specified position in the classified service.

206 (3) "Benefits plan" means a schedule of  
207 employment benefits to include all leave and holidays.

208 (4) "Board" means the County ~~Civil Service~~ **TBD**  
209 Board.

210 (5) "Budget" authority" means any agency or  
211 authority to which this act applies and which is  
212 empowered to develop and adopt its budget without  
213 approval by any other agency or authority.

214 (6) "Certification" means the process of  
215 providing the names of those eligible for a class of  
216 positions to be considered in filling a vacancy.

217 (7) "Certified employment lists" means employment  
218 eligibility lists and promotion eligibility lists.

219 (8) "~~Civil~~ Classified service" means that part of  
220 the employment system within Hillsborough County to  
221 which this act is applicable pursuant to section 4.

222 (9) "Classified employee" means an employee whose  
223 position is subject to the rights contained in this  
224 act and in rules adopted by the board.

225 (10) "Class of positions/classification" means all  
226 positions that are sufficiently similar as to kind or

227 subject matter of work, level of difficulty or  
228 responsibilities, and qualification requirements of  
229 the work to warrant the same treatment as to title,  
230 pay range, and other personnel transactions.

231 (11) "Classification plan" means a document that  
232 formally describes the concepts, rules, and class  
233 specifications used in the classification and  
234 reclassification of positions in the classified  
235 service.

236 (12) "Commission" means the board of county  
237 commissioners of the county.

238 (13) "County" means Hillsborough County, Florida.

239 (14) "Demotion" means moving an employee from a  
240 position in one class to a position in another class  
241 having a lesser degree of responsibility ~~and~~ or a  
242 lower pay grade.

243 (15) "Dismissal" means the ~~discharge of an employee~~  
244 ~~from the service~~ involuntary separation of a classified  
245 employee from employment by the appointing authority.

246 (16) "Executive manager" means a position so  
247 designated by any appointing authority as exercising  
248 independent judgment in the performance of the  
249 position. The identifying characteristics of an  
250 executive manager position are:

251 (a) Having primary responsibility for the  
252 administration of a department or division ~~that is~~

253 ~~major in scope in terms of a countywide program except~~  
254 ~~as may be limited by municipal programs~~ through the  
255 direction of employees at all levels of the department  
256 or division or

257 (b) Being entrusted with developmental and  
258 confidential information and high level responsibility  
259 for:

- 260 1. Program research, development,  
261 implementation, and ~~monitorship~~ monitoring;
- 262 2. Formulation of policies; or
- 263 3. Day-to-day operations, administration, and  
264 departmental or divisional decision-making.

265 (17) "Exempt employee," which may be used  
266 interchangeably with ~~an~~ the term "unclassified  
267 employee," means an employee whose position is subject  
268 to any rights provided by the employee's appointing  
269 authority and who is enumerated in section 6(2).

270 (18) "Grievance" means any dispute or  
271 disagreement between an employee and management  
272 involving wages, hours of work, or conditions of  
273 employment.

274 (19) "Information technology professional" means a  
275 position designated by an appointing authority after July 1,  
276 2007, for which a qualified applicant would have demonstrable  
277 and creditable experience in the development or management  
278 of computer, telecommunication, or data-sharing systems and  
279 generally including graduation from an accredited college or

280 university in an appropriately related field or recognized  
281 industry standard certification and excluding,  
282 notwithstanding any other provision of law, any information  
283 technology position in the classified service as of January  
284 1, 2007, except and unless that position is vacant at the  
285 time a designation is made or an incumbent in any such  
286 position concurs with a ~~transfer to the exempt service~~ **re-**  
287 **classification** into the exempt service as a designated  
288 information technology professional.

289 (1920) "Initial evaluation or probationary  
290 period" means a period of 6 months of conditional  
291 employment in the same position which may be extended  
292 for an additional 6 months during which time an  
293 employee may be dismissed without appeal to the board.

294 (2021) "Leave" means absence of a classified  
295 employee from employment authorized by the appointing  
296 authority in accordance with rules adopted by the  
297 board.

298 (2122) "Part-time employee" means an employee  
299 who works less than 50 percent of the ~~normal~~ standard  
300 work period.

301 (2223) "Pay plan" means a document containing  
302 one or more salary schedules.

303 (2324) "Promotion" means moving an employee from  
304 a position in one class to a position in another class  
305 having a greater degree of responsibility and a



306 higher pay grade.

307 (25) "Reduced hours employee" means an employee who  
308 works more than 50 percent, but less than 100 percent of the  
309 standard work schedule.

310 (2426) "Reduction in force" means ~~dismissal~~  
311 separation from employment, for reasons including,  
312 but not limited to, shortage of funds, abolition of a  
313 position, or material changes in job duties or  
314 organizational structure in accordance with rules  
315 adopted by the board.

316 (2527) "Reemployment" means appointment of a  
317 person who was ~~dismissed~~ separated from employment due  
318 to reduction in force in accordance with rules adopted  
319 by the board.

320 (2628) "Resignation" means ~~that an employee~~  
321 voluntarily elects to terminate the employee's an  
322 employee's voluntary election to separate from  
323 employment.

324 (2729) "Salary schedule" means a document which  
325 is adopted by any budget authority for those employees  
326 whose positions it funds and who are subject to the  
327 terms of this act, through the annual budget process,  
328 or which is established by a collective bargaining or  
329 impasse procedure. ~~Salary schedules must be adopted~~  
330 ~~or established by any budget authority for those~~

331 ~~employees whose positions it funds and who are subject~~  
332 ~~to the terms of this act. A salary schedule must~~  
333 ~~include the salary range and a minimum and a maximum~~  
334 ~~rate of pay and any intermediate points within a~~  
335 ~~salary range.~~

336 (30) "Student Intern" means a paid or unpaid  
337 employee that is a student enrolled an accredited educational  
338 institution who is participating in a carefully monitored  
339 work or service experience which has intentional learning  
340 goals and reflects actively on what s/he is learning  
341 throughout the experience.

342 (2831) "Substitute employee" means an employee  
343 who is temporarily employed to fill the position of a  
344 permanently employed person who is on approved leave.  
345 A substitute employee may not fill any given position  
346 for a period exceeding 120 calendar days after the  
347 first day of appointment by the appointing  
348 authority.

349 (2932) "Suspension" means the removal of an employee  
350 from the service for a temporary period of time.

351 (3033) "Temporary employee" means an employee whose  
352 employment is not intended to exceed 120 calendar days  
353 after the first day of appointment by the appointing  
354 authority.

355 (3134) "Tenure" means a status granted after

356 successful completion of an initial evaluation or  
357 probationary period, entitling the employee to all  
358 rights and protections provided in this act.

359 (~~3235~~) "Transfer" means the change of an employee  
360 from one position to another position in the same  
361 classification; or to another classification  
362 without a change in pay grade.

363

364 Section 6. Classes of employees.—

365

366 (1) The employees of all agencies subject to this act  
367 are divided into the classified service and the exempt  
368 service.

369 (2) The following classes of employment are exempt from  
370 the classified service and are subject to any rights  
371 provided by their appointing authority. The exempt  
372 service includes:

373 (a) All elected officials and those appointed by  
374 the Governor;

375 (b) Members of any board, authority, or  
376 commission;

377 (c) Physicians and attorneys-at-law;

378 (d) Executive managers;

379 (e) Information technology professionals;

380 (ef) Student Interns, ~~Temporary~~, part-time, and  
381 substitute employees; and

382 (fg) Secretaries of and administrative aides to the

383 county attorney, the chief executive officer of any  
384 board, authority, or commission, and each elected  
385 official.

386 Section 7. Creation of the board; method of  
387 conducting business; powers and duties.-

388

389 (1) There is created in the county a board known as  
390 the Hillsborough County ~~Civil Service~~ **TBD** Board. The  
391 board shall consist of seven members who are qualified  
392 electors of the county; however, no person may be  
393 appointed to serve who is either an elected official  
394 or an employee of any appointing authority. Each  
395 appointment, except one made to fill an unexpired  
396 term, shall be for a period of 4 years. Each member  
397 shall continue to serve until the expiration of that  
398 member's term and until a successor has been  
399 appointed. The absence of a board member from more than  
400 50 percent of the board's scheduled meetings during  
401 any calendar year constitutes his or her resignation.  
402 Upon death, resignation, or removal of a member, a  
403 successor shall be appointed for the unexpired portion  
404 of that member's term. All appointments shall be made  
405 by the Governor, ~~subject to confirmation by the Senate.~~  
406 Members shall serve without compensation but may

407 receive a subsistence benefit in accordance with Section  
408 112.061, Florida Statutes, and be reimbursed for certain  
409 expenses as provided in this act. The clerk of the  
410 circuit court shall serve as secretary ex officio and  
411 is not entitled to any salary or additional  
412 compensation for that service.

413 (2) The board ~~shall~~ is granted and may exercise all powers  
414 necessary, appurtenant, convenient, or incidental to the  
415 carrying out of the aforesaid purposes, including, but not  
416 limited to, the following rights and powers:

417 (a) Conduct the business of the district, including  
418 establishing an annual budget.

419 (b) Encumber and expend the funds appropriated for the  
420 purposes of this act, utilizing the policies and  
421 practices of the departments under the commission,  
422 except that the Board may adopt its own procedures  
423 relating to providing a subsistence benefit  
424 associated with grievance and appeal hearings in  
425 accordance with Section 112.061, Florida Statutes.

426 (c) Adopt and amend rules for the uniform  
427 administration of this act following a minimum of 30  
428 days' notice of the proposed rule to each appointing  
429 authority.

430 (d) Meet at least once every 2 months to properly  
431 handle its business in accordance with the intent and  
432 purposes of this act, which meetings shall be open to  
433 the public in accordance with general law.

434 (e) Adopt written bylaws for its internal governance,  
435 including the election of a chair and vice chair, and  
436 written standard operating procedures for its  
437 internal operations as may be required.

438 (f) Employ, discipline, and terminate a director and  
439 such other personnel as necessary to carry out the  
440 purposes of this act and within the scope of its  
441 budget. ~~The director must meet the following minimum~~  
442 ~~qualifications: graduation from an accredited 4-year~~  
443 ~~college or university with completion of a major course~~  
444 ~~of study in business administration, public~~  
445 ~~administration, psychology, or a related field and at~~  
446 ~~least 5 years of progressively responsible personnel~~  
447 ~~experience, including 3 years in a responsible~~  
448 ~~supervisory position.~~ The director should possess  
449 broad knowledge of all aspects of ~~personnel~~ human  
450 resource management. The director shall perform  
451 duties required by the board.

452 (g) Employ, discipline, and terminate or contract for  
453 legal counsel as may be needed and within the scope of  
454 its budget.

455 (h) Provide legislative bodies with information relating to  
456 the Board's business and advocate for the Board's official  
457 positions and appropriation requests, including employ,  
458 discipline, and terminate or contract for legislative

459 advocacy services as may be needed and within the scope of  
460 its budget.

461 (i) Provide qualified entrepreneurs, small businesses non-  
462 profit entities with human resource solutions and related  
463 services.

464 (j) Enter into interlocal agreements to provide governmental  
465 entities with human resource solutions and related services.

466 ~~(k)~~ Offer its employees the same benefits, which must  
467 include a retirement plan and life and health  
468 insurance plans and may include such other options as  
469 cafeteria-style health care provisions and one or more  
470 deferred income plans, as the commission offers its  
471 employees and under the same terms and conditions as  
472 provided by general law or policy of the commission.

473 ~~(l)~~ Authorize any of its employees to attend  
474 conferences and travel on behalf of the board and  
475 reimburse those employees for conference costs and  
476 travel and per diem expenses in accordance with  
477 general law.

478 ~~(m)~~ Upon submission of appropriate documentation  
479 and upon request, reimburse any member of the board for  
480 per diem and mileage in connection with the performance  
481 of his or her official duties and in accordance with  
482 general law.

483 ~~(n)~~ Deputize and designate, in any agency containing  
484 more than 500 classified positions, the person in

485 | charge of personnel in that agency as the agent for  
486 | the board who shall perform duties delegated by the  
487 | board.

488 | (~~to~~)Ascertain and record the qualifications, duties,  
489 | and responsibilities appertaining to all positions in  
490 | the classified service and classify such positions in  
491 | accordance with the requirements contained in this  
492 | act.

493 | (~~mp~~)Recruit personnel for all classified positions,  
494 | determine the qualifications of persons who seek  
495 | employment in any class or position, and, as a result,  
496 | establish certified employment lists for the classes  
497 | of positions.

498 | (~~nq~~) Establish a system for evaluation of  
499 | performance.

500 | (~~er~~)Adopt classification, benefit, and pay plans for  
501 | classified positions as provided in this act.

502 | (~~ps~~)Establish guidelines for leave without prior  
503 | board approval for up to a period of 12 months. An  
504 | extension may be granted by the appointing authority  
505 | only if said appointing authority certifies to the  
506 | board before the expiration of the initial period that  
507 | the extension is not an avoidance of the duty to  
508 | properly fill a classified position.

509 | (~~qt~~)Establish and maintain a roster of classified



510 employees, including appointments, resignations,  
511 promotions, and transfers.

512 (~~u~~) Make investigations concerning the enforcement and  
513 effect of this act, and require observance of the  
514 provisions and rules adopted under it.

515 (~~v~~) Establish provisions and procedures for employee  
516 grievances, including appeals to the board. Such  
517 procedures may provide an alternative dispute resolution  
518 mechanism, and for appeals to be heard by three-member  
519 panels of the board.

520 (~~w~~) Hear and determine appeals from disciplinary  
521 actions as provided in this act.

522 (~~x~~) Establish a procedure for reductions in force and  
523 a method for reemployment.

524 (~~y~~) Keep records necessary for the proper  
525 administration of this act and make copies of those  
526 records available upon request in accordance with  
527 general law except those which may be exempt pursuant  
528 to general law.

529 (~~z~~) Make an annual report to be distributed to all  
530 appointing authorities.

531 (~~aa~~) Contract for performance **and compliance**  
532 audits as may be required ~~by law~~ to fulfill the  
533 purposes of this act.

534 (~~bb~~) Perform all other acts as may be necessary to  
535 accomplish the purposes of this act.

536 Section 8. Initial employment lists; promotional  
537 lists.-

538

539 (1) The board shall establish employment eligibility  
540 lists for the various classifications in the classified  
541 service. The qualifications, duties, pay, and  
542 experience applicable to the classification shall  
543 normally be posted advertised by the board for 2  
544 weeks preceding 14 days the establishment of such  
545 list. The list shall contain the names of all persons  
546 certified by ~~tests or other evaluative procedures~~ the  
547 board as meeting the minimum qualification of the job  
548 announcement. ~~The resulting employment list shall be~~  
549 ~~published within 15 working days after the last day of~~  
550 ~~the 2 week notification period~~. The board shall  
551 establish by rule the duration of each employment  
552 eligibility list, and the length of time. ~~Scores shall~~  
553 ~~be valid for a minimum of 2 years~~. However, the board  
554 may cancel any list when such list, in the board's  
555 opinion, fails to provide suitable candidates for the  
556 classification to be filled. An error in the assessment  
557 of any applicant's qualifications shall be corrected  
558 if called to the attention of the board within 30 days  
559 after notification by the board to the applicant. If  
560 an employee has satisfactorily completed a 6-month

561 probationary period, such correction shall not  
562 invalidate any appointment made as a result of the  
563 error.

564 ~~(2) The board shall establish promotion eligibility~~  
565 ~~lists to fill vacancies in classifications whenever~~  
566 ~~there is a lower classification, the duties of which~~  
567 ~~directly tend to fit the incumbents thereof for the~~  
568 ~~performance of the duties of the higher~~  
569 ~~classification. An employee who has not completed the~~  
570 ~~initial probationary period is not eligible for~~  
571 ~~status on a promotion list.~~

572

573 Section 9. Creation and abolition of positions;  
574 filling vacancies.-

575

576 (1) Each appointing authority shall promptly report  
577 to the board its intention to establish any new  
578 position that may be classified, and the board shall  
579 respond in accordance with the provisions of this act.

580 (2) Whenever a position in the classified service  
581 becomes vacant, the appointing authority may ask the  
582 board for the appropriate eligibility list. All  
583 classified appointments shall be made from persons  
584 certified by the board as eligible. Appointments  
585 shall be regarded as taking effect upon the date the

586 | person selected reports for duty.

587 | (3) A temporary employee as defined in section 5 need  
588 | not be on a certified eligibility list but must meet  
589 | minimum qualifications for the classification of the  
590 | position to which appointed. An appointing authority  
591 | may make any temporary appointment without board  
592 | approval; however, the board must be promptly notified  
593 | of any such appointment. One extension of not more than  
594 | 120 calendar days may be granted by certification to  
595 | the board before the expiration of the initial 120-  
596 | calendar-day appointment by the appointing authority  
597 | as not being an avoidance of the duty to properly fill  
598 | a valid classified position. Any further extension  
599 | must receive the prior approval of the board.

600 | (4) A substitute employee as defined in section 5 need  
601 | not be on a certified eligibility list but must meet  
602 | minimum qualifications for the classification of the  
603 | position to which appointed.

604 | (5) A written report shall be given immediately to  
605 | the board and to each affected employee by each  
606 | appointing authority of all appointments,  
607 | reinstatements, vacancies, absences, or other  
608 | matters affecting the status of positions or the  
609 | performance of duties of officers or employees in the  
610 | classified service. Such notices shall be prepared in

611 the manner and form prescribed by the board.

612 (6) A position in the classified service may not be  
613 abolished without the approval of the board.  
614 Positions may be abolished only in good faith.

615

616 Section 10. Initial evaluation or Probationary period;  
617 tenure.—

618

619 (1) All employees in the classified service are  
620 entitled to the protection of this act when they have  
621 successfully completed their initial evaluation or  
622 probationary period, whether the initial evaluation  
623 or probationary period began before or after the  
624 effective date of this act. It is the intent and  
625 purpose of this act to give the protection of tenure  
626 of employment to any classified employee of any  
627 appointing authority who has successfully completed  
628 the initial evaluation or probationary period. Any  
629 person ~~dismissed~~—who is separated from employment  
630 during the initial evaluation or probationary period  
631 is not entitled to an appeal hearing before the board.

632 (2) Whenever a position in the classified service is  
633 filled by promotion, the person so promoted shall serve  
634 a period of conditional employment of 6 months in the  
635 new position which may be extended for an additional  
636 period of up to 6 months at the discretion of the  
637 appointing authority. However, if the initial evaluation  
638 or probationary

639 period and any extension thereof are not successfully  
640 completed, such person ~~shall forthwith~~ may be returned  
641 to duty to the former classification held in the ~~civil~~  
642 classified service, provided such person has served  
643 the initial evaluation or probationary period in the  
644 former classification. Unsuccessful completion of an  
645 initial evaluation or probationary period in a position  
646 of promotion is not appealable to the board.

647 (3)(a) Any classified employee, upon transferring  
648 to another classified position, may not incur loss of  
649 benefits, including, but not limited to, pensions and  
650 leave.

651 (b) Any employee who is employed in an exempt position  
652 by an agency or authority within the county and who  
653 ~~transfers~~ is reclassified to a classified position may  
654 not incur loss of benefits, including, but not limited  
655 to, pensions and leave.

656

657 Section 11. Suspension; demotions; dismissal.-

658

659 (1) Any non-tenured employee in the classified service  
660 may be suspended, demoted, or dismissed for any reason.

661 (2) Any appointing authority may suspend, demote, or  
662 dismiss a tenured employee following written notice to  
663 the employee of the intended action, detailing the  
664 reasons therefor and providing an opportunity to

665 | respond thereto at an informal pre-disciplinary  
666 | hearing scheduled for that purpose. The hearing must  
667 | be scheduled no sooner than 5 working days after the  
668 | date of notice of intent to discipline unless the  
669 | employee waives this time ~~and~~ or requests an earlier  
670 | hearing. If the final decision is to discipline, the  
671 | appointing authority must provide written notice to the  
672 | employee and the board as soon as possible following the  
673 | hearing.

674 | (3) Any employee may be suspended immediately, with  
675 | or without pay and without the benefit of advanced  
676 | written notice, upon determination by the appointing  
677 | authority that such suspension is in the best  
678 | interest of the county. The appointing authority  
679 | must provide written notice to the employee as soon as  
680 | possible and give the employee the opportunity to be  
681 | heard as required in subsection (2).

682 | (4) Any employee who has satisfactorily completed the  
683 | initial probationary period and is thereafter  
684 | suspended, demoted, or dismissed from employment may  
685 | request a hearing to appeal that disciplinary  
686 | action by making a written request to the board  
687 | within 10 calendar days after the official date of  
688 | receipt of the final notice to discipline. The request  
689 | for an appeal hearing must state clearly and simply

690 the reason or reasons the employee believes the  
691 disciplinary action was not justified and must be  
692 received by the board within the 10-day limit, and  
693 the board must send a copy to the affected appointing  
694 authority within 3 working days after receipt  
695 thereof.

696 (5) The board may reverse the appointing authority's  
697 decision and re-store the employee to that employee's  
698 former status only if it finds that the suspension,  
699 demotion, or dismissal was made for a reason other  
700 than just cause. The director, or a member of the  
701 board on behalf of the board, shall provide a letter  
702 to the affected parties within 10 days after the  
703 appeal hearing setting forth its findings and  
704 conclusions, and the specific reasons therefor.

705 (6) Any agreement reached by the parties subject to  
706 an alternative dispute resolution process shall be  
707 entered into the record of the Board's proceedings.

708  
709 Section 12. Alternative Dispute Resolution; Appeal, and  
710 Grievance hearing procedures.-

711  
712 (1) The practice and procedure of the board with  
713 respect to an alternative dispute resolution mechanism, or



714 a grievance or appeal hearing authorized by this act  
715 shall be in accordance with adopted rules.

716 (2) The board shall make every reasonable effort to  
717 consider any timely filed appeal of an action of  
718 demotion or dismissal through an alternative dispute  
719 resolution process, or hear ~~any timely filed~~ such an  
720 ~~appeal of demotion or dismissal~~ within 30 working  
721 days after receipt of notice of appeal unless an  
722 extension of time is requested by the employee or the  
723 appointing authority. At no time may an appeal  
724 hearing be delayed beyond 60 calendar days without  
725 the consent of both parties. Requests for an  
726 alternative dispute resolution process, or an appeal  
727 ~~hearings of a suspensions~~ shall be scheduled as soon  
728 as possible. The board shall provide reasonable notice  
729 to all affected persons and provide an opportunity for  
730 all affected persons to be heard and to introduce  
731 relevant testimony and evidence at the appeal  
732 hearing, which shall be public. All testimony shall  
733 be under oath.

734 (3) Irrelevant, immaterial, or unduly repetitious  
735 evidence shall be excluded. All other evidence of the  
736 type commonly relied upon by reasonably prudent  
737 persons in the conduct of their affairs is admissible,  
738 whether or not such evidence would be admissible in the

739 courts of this state. Hearsay evidence may be  
740 introduced and used for supplementing or explaining  
741 other evidence, but it shall not be sufficient in  
742 itself to support a finding by the board unless it  
743 would be admissible over objections in a civil action.

744 (4) For the purpose of ~~such~~ an appeal hearing, the  
745 director or a member of the board is authorized to  
746 issue subpoenas to compel the attendance of witnesses  
747 and the production of books, accounts, records, and  
748 documents. The board or any member of the board may  
749 administer oaths and compel testimony. In the case  
750 of disobedience by any person of an order of the board  
751 to testify to any matter regarding which the person  
752 may be lawfully interrogated, or of a subpoena to  
753 appear or produce documents in the person's  
754 possession, a county judge shall, upon application of  
755 the director or a member of the board, compel obedience  
756 by attachment proceedings for contempt, as in the case  
757 of a similar court order. Each person who serves such  
758 a subpoena shall receive the same fee as a sheriff  
759 and each witness who appears in obedience to a  
760 subpoena shall receive the same witness fee and  
761 mileage provided for witnesses in civil cases, which  
762 fees shall be audited and paid in the same manner as  
763 other expenses.

764 Section 13. Administrative Office of the Courts;  
765 hearing to review action of dismissal, demotion, or  
766 suspension.—

767

768 Any employee holding a position within the  
769 Administrative Office of the Courts which was  
770 classified as of January 1, 1998, and which is funded  
771 by the county may request a hearing to review ~~such an~~ an  
772 action of dismissal, demotion, or suspension ~~action~~  
773 by making a written request to the board within 10  
774 calendar days after the official date of receipt of  
775 the final notice of the action. The request for a  
776 hearing must state clearly and simply the reason such  
777 employee believes the action was not justified. The  
778 board shall send a copy of any employee's request for  
779 hearing to the court administrator within 3 working  
780 days after receipt. The practice and procedure of the  
781 board with respect to a review hearing authorized  
782 in this section shall be in accordance with adopted  
783 rules. If the board finds that such court employee's  
784 dismissal, demotion, or suspension was for a reason  
785 other than just cause, it may recommend to the chief  
786 judge that such employee be restored to that employee's  
787 former status. Such recommendation is not binding on  
788 the chief judge.

789 Section 14. Recommendation and adoption of  
790 classification and pay plans.-

791

792 (1) At least once annually, on or before March 31, the  
793 board shall recommend any revisions to the  
794 classification and pay plan and shall immediately  
795 forward them to each appointing authority. The pay  
796 plan shall provide, for each class of position in the  
797 classification plan, a salary schedule with an  
798 initial entrance salary, intermediate points, a  
799 method of recognizing longevity, and a maximum salary.  
800 Thereafter, but not later than April 30, the board  
801 shall prepare a final recommendation, taking into  
802 consideration any responses received from any  
803 appointing authority and including as backup material  
804 copies of all such responses. If the final recommendation  
805 is for a change to the pay plan, the classification  
806 plan, or both, the recommendation shall be presented,  
807 along with the backup material, to each budget  
808 authority for the classified employees whose positions  
809 it funds. Each budget authority must approve, amend,  
810 or reject a salary schedule for the classified  
811 employees it funds by the date of adoption of its annual  
812 budget. A budget authority shall not adopt a salary  
813 schedule for any employee whose salary is funded by any

814 other budget authority. The board shall adopt the  
815 salary schedule adopted by each budget authority and  
816 include each in the board's pay plan. The board shall  
817 also adopt salary schedules established in accordance  
818 with any collective bargaining or impasse resolution  
819 procedures of any of the agencies or authorities to  
820 which this act applies, and shall also include each  
821 salary schedule so established within the board's pay  
822 plan.

823 (2) The maximum salary shall be established and used  
824 for each class within a salary schedule. The salary  
825 schedule shall be used unless the board makes a  
826 determination that:

827 (a) It is in the best interests of the county to  
828 approve a salary exceeding the maximum to avoid loss of  
829 pay for an employee, and one of the following conditions  
830 applies:

831 1. A pay grade is being reduced by administrative  
832 action, including re-classification to a position  
833 with a lower pay grade, regrading of a class to a lower  
834 pay grade, or demotion through reduction in force to  
835 a class with a lower pay grade;

836 2. An employee is voluntarily demoted; or

837 3. An employee's position is incorporated into ~~civil~~  
838 the classified service; or

839 (b) It is necessary to implement a court order,  
840 settlement, or contract or to avoid impairing a  
841 property interest.

842

843 Section 15. Appropriation for the board.—

844

845 The commission shall appropriate to the board annually  
846 a sum of money equal to not less than sixty-five  
847 hundredths of 1 percent of the classified personnel  
848 payroll of the fiscal year just ended, less the cost of  
849 providing any personnel functions that an agency or authority  
850 has chosen to opt out of, in order to enable the board to  
851 properly carry out the purposes of this act. In  
852 determining the annual appropriation of funds, the commission  
853 shall also consider the cost of personnel functions provided  
854 to agencies or authorities that have contracted with the board  
855 for some or all of the personnel functions of which it has  
856 opted out, and any additional personnel functions that the  
857 board has contracted with an agency or authority to provide.

858 It is the duty of the authorities having charge of the  
859 public buildings of such county to allow the reasonable  
860 use of public buildings and rooms for the holding of any  
861 activity of the board provided for by this act and to  
862 provide quarters for the use of the board.

863

864 ~~Section 16. Creation of review committee; transition~~  
865 Rulemaking Procedures.-

866

867 ~~A review committee shall be established consisting of~~  
868 ~~the director of the board; eight persons, one to be~~  
869 ~~designated by each of the following: the aviation~~  
870 ~~authority, commission, clerk of the circuit court, port~~  
871 ~~authority, property appraiser, sheriff, supervisor~~  
872 ~~of elections, and tax collector; and a representative~~  
873 ~~selected by the employee advisory committee. The~~  
874 ~~director of the board shall call an organizational~~  
875 ~~meeting in September of each year for the selection of~~  
876 ~~officers, adoption of procedural rules, and~~  
877 ~~formulation of a proposed agenda. The committee may~~  
878 ~~meet as many times thereafter as necessary, and the~~  
879 ~~staff of the board shall be available for its use. The~~  
880 ~~review committee shall review the current rules~~  
881 ~~adopted pursuant to this act and may propose changes~~  
882 ~~as appropriate for the board's consideration.~~

883 The Board shall adopt a rule making procedure which includes:

884

885 (1) Notice to affected parties indicating the subject area  
886 to be addressed by rule development, providing a short, plain  
887 explanation of the purpose and effect of the proposed rule,  
888 citing the specific legal authority for the proposed rule,  
889 and including the preliminary text of the proposed rules, if  
890 available, or a statement of how a person may promptly obtain,  
891 without cost, a copy of any preliminary draft, if available.

892 (a) A statement that any person who wishes to provide  
893 information regarding the estimated regulatory costs, must do  
894 so in writing within 21 days after publication of the notice.  
895 The notice must state the procedure for requesting a public  
896 hearing on the proposed rule.

897 (2) A public workshop for purposes of rule development if  
898 requested in writing by any affected person, unless the  
899 Director explains in writing why a workshop is unnecessary.  
900 Notice of a rule development workshop shall be published not  
901 less than 14 days prior to the date on which the workshop is  
902 scheduled to be held and shall indicate the subject area which  
903 will be addressed; the Board's contact person; and the place,  
904 date, and time of the workshop.

905 (3) ADOPTION PROCEDURES.—

906 The board shall conduct at least one public hearing. Any  
907 material pertinent to the issues under consideration  
908 submitted within 21 days after the date of publication of the  
909 notice or submitted between the date of publication of the  
910 notice and the end of the final public hearing shall be  
911 considered by the Board and made a part of the record of the  
912 rulemaking proceeding. The board shall act upon the  
913 ~~committee's recommendation~~ proposed rule within 60  
914 days after the presentation to the board.

915

916



917 Section 17. Fiscal responsibility.—

918

919 A salary, wage, or compensation for services may not  
920 be provided to any person in the classified service  
921 except upon certification by the board or its agent  
922 that the position has been classified as required by  
923 this act and rules adopted pursuant thereto and that  
924 the incumbent in the position has been duly qualified  
925 and properly appointed. Any individual who in good  
926 faith accepts an appointment contrary to this act  
927 and becomes entitled to compensation therefor has a  
928 cause of action against the appointing authority for  
929 recovery of salary or other compensation due. The  
930 board may provide for the regular or occasional audit  
931 of payrolls to enforce this provision.

932

933 Section 18. Prohibited activities.—

934

935 A person may not deceive or obstruct another person  
936 with respect to that person's right to apply for  
937 employment under this act. A person may not falsely  
938 evaluate an application or test for the purpose of  
939 improving or injuring an applicant's chances for  
940 employment. An applicant may not knowingly  
941 misrepresent the applicant's qualifications for the

942 purpose of improving the applicant's chances for  
943 employment. A person may not use the authority of a  
944 position in the classified service to solicit or  
945 receive political contributions. A person may not use  
946 or promise to use influence or official authority to  
947 secure appointment to the classified service in  
948 return for political contribution or service. A  
949 public officer or employee may not by means of threats  
950 or coercion induce or attempt to induce any person  
951 in the classified service to resign, take leave, or  
952 waive any rights under this act. A resignation  
953 executed prior to appointment is of no effect.

954

955 Section 19. Restriction on individual qualifying for  
956 public office.—

957

958 No subordinate ~~personnel~~ employee need resign upon  
959 qualifying for any compensated, elected public office  
960 unless such individual is seeking to qualify for a  
961 public office which is currently held by an individual  
962 who has the authority to appoint, employ, promote, or  
963 otherwise supervise that subordinate ~~personnel~~  
964 employee and who has qualified as a candidate for  
965 reelection to that public office. No subordinate  
966 ~~personnel~~ employee of the county administrator need

967 resign upon qualifying for any compensated, elected  
968 public office unless such individual is seeking to  
969 qualify for a position on the commission in which the  
970 incumbent has qualified as a candidate for reelection.  
971 However, any such ~~personnel~~ employee shall take a leave  
972 without pay from public employment during the period in  
973 which the person is seeking election to public office. A  
974 classified employee may serve in an elected public office  
975 if service in such elected office does not conflict with  
976 the performance of the employee's duties in the  
977 classified service or present a conflict of interest  
978 between the elected office and the classified position.  
979 If a classified employee is elected, the appointing  
980 authority where that employee is employed shall  
981 determine whether the employee's service in public  
982 office conflicts with the performance of his or her  
983 duties with the appointing authority. If the employee  
984 disagrees with any finding that relates to a conflict  
985 with the performance of duties, the employee may file  
986 a grievance or appeal under the applicable processes.

987

988 Section 20. Employee advisory committee.—

989

990 An employee advisory committee shall be elected from  
991 among the employees of the agencies or authorities named

992 in section 4 that opt to be covered by this section  
993 in a manner and for terms prescribed by the board. The  
994 board shall also prescribe the manner by which any  
995 vacant unexpired term shall be filled. The employee  
996 advisory committee will serve as the medium to provide  
997 a continuous and meaningful exchange of ideas and  
998 practical solutions on ~~personnel~~ human resource  
999 matters between the board and employees.

1000

1001 Section 21. Violation of act; penalty.—

1002

1003 Any willful violation of this act is declared to be a  
1004 criminal offense and misdemeanor as defined in s.  
1005 775.08(2), Florida Statutes, and shall be punishable  
1006 as provided by general law.

1007

1008 Section 22. Recodification.—

1009

1010 Prior to the end of calendar year ~~2010~~2030 and every 10  
1011 years thereafter, the County Legislative Delegation  
1012 shall review this act, as amended, to determine  
1013 whether there is a need for codification. If it is  
1014 determined that there is such a need, the delegation  
1015 may require the board to prepare such legislation and  
1016 submit it to the delegation for further

1017 consideration.

1018

1019 Section 23. Severability.—

1020

1021 If any provision of this act or its application to any  
1022 person or circumstance is held invalid, the invalidity  
1023 does not affect other provisions or applications of the  
1024 act which can be given effect without the invalid  
1025 provision or application, and to this end the  
1026 provisions of this act are declared severable.

1027

1028 Section 24. Chapters ~~96-519, 97-342, 97-343, 97-349, 97-~~  
1029 ~~350, 98-450, 98-481, 2000-445, 2007-301, and 2014-230~~ 99-415,  
1030 Laws of Florida, are repealed.

1031

1032 Section 25. This act shall take effect upon  
1033 becoming a law. ~~Approved by the Governor June~~  
1034 ~~5, 2000.~~

1035

1036 ~~Filed in Office Secretary of State June 5, 2000.~~

**11. STAFF REPORTS**

**D. 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 tentatively scheduled for Wednesday, October 17, 2018, at 6:00 PM in the Planning Commission Boardroom, 18<sup>th</sup> Floor, 601 East Kennedy Boulevard, Tampa, Florida.

<b>2018 CSB SCHEDULE</b>
<b>January 17</b>
<b>February 21</b>
<b>March 21</b>
<b>April 18</b>
<b>May 9</b>
<b>June 20</b>
<b>*July 18 – Tentative*</b>
<b>August 15</b>
<b>September 12</b>
<b>October 17</b>
<b>November 7</b>
<b>December 12</b>

## DIRECTOR'S MONTHLY MEETING REPORT

08.23.2018 Meghan Deveau / Specifications for Marketing RFP  
08.23.2018 Doug Belden / Updates to Civil Service Act Legislation  
08.23.2018 Staff Meeting  
08.27.2018 Thane Smith / Encore Productions re CSB AV on the 18th Floor  
08.27.2018 Kurt Wilkening & Meghan Deveau / Bid for Marketing & Web Services  
08.28.2018 Jan Houser / Children's Board Staff Meeting  
08.30.2018 Melissa Zornita / Civil Service Board Services  
08.30.2018 Staff Meeting  
08.31.2018 Pete Zinober / Precedent Set by Christina Franklin's Case re CSB Forms  
08.31.2018 Pete Zinober / Pro Bono Orientation  
09.10.2018 Chandra Hosler / Telephonic Agenda Briefing  
09.11.2018 Tiffany Bell / Telephonic Agenda Briefing  
09.11.2018 Simon Canasi / Telephonic Agenda Briefing  
09.11.2018 Andra Cichon / Telephonic Agenda Briefing  
09.11.2018 Sandy Whitney / Systems Upgrade - ImageNow  
09.11.2018 Monthly Meet-Up with Kurt Wilkening  
09.11.2018 Monthly Meet-Up with Bill Mazurek  
09.12.2018 Monthly Meet-Up with Terrell Mathis  
09.12.2018 Monthly Meet-Up with Victoria Slater  
09.12.2018 Civil Service Board Meeting

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD**

**DOCKET SUMMARY–SEPTEMBER 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.** Final Evidentiary Hearing held February 21, 2018. Final Order issued May 1, 2018. Petition for Certiorari review filed May 29, 2018. Case will remain open pending resolution of the Civil Appeal.

**APPELLANT: DONNELL, ROBERT**

**EMPLOYER:** CADRP

**CS FORM 5A RECEIPT:** 11/06/2017

**EMPLOYER REP:** DANIELLE GREEN, ESQ

**CASE 832**

**DISCIPLINARY ACTION:** DEMOTION

**DISCIPLINE EFFECTIVE DATE:** 03/07/2018

**APPELLANT REP:** PRO SE

**ALLEGATIONS:** VIOL CSR Rule 11.2(1); (2); (4); (5); (6); (26); (32); County Administrative Policies 7.6 Sections (1), (2), (4), (5);(6), (26), and (32)

**STATUS.** Pre-hearing conference held June 7, 2018. Hearing scheduled for December 12, 2018.

**APPELLANT: CANSLER, DAVID**

**EMPLOYER:** CADCE

**CS FORM 5A RECEIPT:** 03/16/2018

**EMPLOYER REP:** DANIELLE GREEN, ESQ

**CASE: 833**

**DISCIPLINARY ACTION:** DISMISSAL

**DISCIPLINE EFFECTIVE DATE:** 06/21/2018

**APPELLANT REP:** MARK A. NEUMAIER, ESQ.

**ALLEGATIONS:** VIOL CSR Rule 11.2 (1), (2), (3), (4), (5), (6), (7), (10), (22), (26) and (32).; County Administrator Policies 7.6 Sections (1), (2), (4), (5), (6), (7), (10), (22), (26) and (32), and County Administrator Polices; 1.4, 1.6; and 10.5.

**STATUS:** Pre-Hearing Conference scheduled for August 31, 2018 continued pending settlement negotiations. Hearing tentatively scheduled for October 17, 2018.

**APPELLANT: WHITE, EVAN J.**

**EMPLOYER:** CADPARKS

**CS FORM 5A RECEIPT:** 06/25/2018

**EMPLOYER REP:** RUDIN HAIDERMOTA, ESQ.

**CASE: 834**

**DISCIPLINARY ACTION:** SUSPENSION

**DISCIPLINE EFFECTIVE DATE:** 07/13/2018

**APPELLANT REP:** MARK A. NEUMAIER, ESQ

**ALLEGATIONS:** VIOL CSR Rule 11.2 (1), (2), (4), (5), (6), (10), (12), (13), (17), (18), (26) and (32); Human Resources Policy 1.4; 7.5; Real Estate and Facilities Services Safety Manual, Chapter 11 (3) (I) (ii)

**STATUS:** Notice of Appeal issued August 7, 2018. Appointing Authority's Motion to Dismiss filed August 16, 2018. Appellant's Response to Motion to Dismiss filed August 28, 2018. Motion Hearing scheduled for September 12, 2018.

**APPELLANT: FRANKLIN, CHRISTINA**

**EMPLOYER:** CADCELM

**CS FORM 5A RECEIPT:** 07/27/2018

**EMPLOYER REP:** RUDIN HAIDERMOTA, ESQ



**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD**

**DOCKET SUMMARY–SEPTEMBER 2018**

**CASE: 835**  
**DISCIPLINARY ACTION:** DISMISSAL  
**DISCIPLINE EFFECTIVE DATE:** 08/06/2018  
**APPELLANT REP:** PRO SE  
**ALLEGATIONS:** VIOL CSR Rule 11.2 (1), (2), (4), (6), (13), (26) and (32); County Administrator/Human Resources Policies 7.5, 7.6 Sections (1), (2), (4), (5), (6), (13), (26) and (32), and Children's Services Policy Section 04.07.02.0 1.06.23  
**STATUS:** No MSJ filed. Pre-hearing Conference scheduled for October 2, 2018. . Hearing tentatively scheduled for October 17, 2018.

**APPELLANT: LAWSON, TRAVENSKI**  
**EMPLOYER:** CADCS  
**CS FORM 5A RECEIPT:** 08/10/2018  
**EMPLOYER REP:** DANIELLE GREEN, ESQ

**GRIEVANCES**

**CASE: 836**  
**TERM/CONDITION:** COMPENSATION  
**EFFECTIVE DATE:** 07/13/2018 –SERIES  
**APPELLANT REP:** PRO SE  
**ALLEGATIONS:** VIOL CSR Rules 8 and 9  
**STATUS:** Submitted to Director for Rule 14 .3 review August 15, 2018. Pre-hearing Conference scheduled for September 17, 2018. Hearing tentatively scheduled for October 17, 2018.

**GRIEVANT: MOLERO, CLYDE**  
**EMPLOYER:** PTB  
**CS FORM 6D RECEIPT:** 08/15/2018  
**EMPLOYER REP:** JOEANNE TOLEDO, VP HR

**CIVIL ACTIONS**

**CASE: 18-CA-005207**  
**ACTION:** PETITION FOR CERTIORARI  
**DATES IN QUESTIONS:** 2012- 2014  
**PLAINTIFF'S ATTORNEY:** JOSEPH H. SAUNDERS, ESQ  
**ALLEGATIONS:** Petition for review of May 1, 2018 Civil Service Board Order affirming the Hillsborough County Administrator's October 27, 2017 Notice of Suspension. Hearing scheduled for November 28, 2018 on HCCSB Motions and Response.

**PLAINTIFF: DONNELL, ROBERT**  
**EMPLOYER:** CADRP  
**SUMMONS RECEIVED:** 04/20/2018  
**EMPLOYER REP:** STEPHEN TODD, ESQ;  
PETER ZINOBER, ESQ.

**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	
05.01.2018	FINAL ORDER UPHOLDING SUSPENSION ISSUED			X	
04.03.2018	ORDER DENYING MOTION TO STRIKE			X	
03.26.2018	APPELLANT'S RESPONSE TO MOTION TO STRIKE	X			
03.14.2018	ORDER DIRECTING RESPONSE FROM APPELLANT TO APPOINTING AUTHORITY'S MOTION TO STRIKE			X	
03.13.2018	APPOINTING AUTHORITY'S OBJECTIONS AND MOTION TO STRIKE		X		
03.06.2018	APPOINTING AUTHORITY'S NOTICE OF INTENT OT FILE OBJECTIONS		X		
03.06.2018	APPELLANT'S FILING OF ATTACHMENT RE: FINDINGS OF FACT	X			
03.06.2018	CSB NOTICE OF MISSING ATTACHMENT			X	EMAIL
03.05.2018	APPOINTING AUTHORITY'S FINDINGS OF FACT & PROPOSED ORDER				
03.05.2018	APPELLANT'S FINDINGS OF FACT, CONCLUSIONS OF LAW & EXCEPTIONS (NO ATTACHMENT)	X			
02.23.2018	CSB RESPONSE PROVIDING COURT REPORTER CONTACT INFORMATION			X	EMAIL
02.22.2018	APPELLANT REQUEST FOR COURT REPORTER CONTACT INFORMAITON	X			EMAIL
02.22.2018	UNOFFICIAL LIST OF BOARD ACTION ON THE VIOLATIONS ALLEGED BY THE COUNTY			X	EMAIL
02.22.2018	APPELLANT REQUEST FOR RULINGS BY BOARD	X			EMAIL
02.17.2018	CSB EMAIL CONFIRMATION OF FACILITIES NEEDS			X	EMAIL
02.17.2018	AA EMAIL CONFIRMATION OF FACILITIES NEEDS		X		EMAIL
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	

**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	
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			

**CASE: CANSLER, DAVID W (EMPLOYEE) v. CODE ENFORCEMENT**

**DOCKET NUMBER: 18-832**

TYPE: GRIEVANCE \_\_\_\_\_ APPEAL X ACTION: DISCIPLINE \_\_\_\_\_ SUSPENSION \_\_\_\_\_ DISMISSAL \_\_\_\_\_

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
08.20.2018	ORDER GRANTING MOTION TO WITHDRAW			X	
08.16.2018	MOTION TO WITHDRAW (LUKE LIROT, ESQ.)	X			
08.14.2018	APPELLANT'S NOTICE OF DECEMBER 12, 2018 AVAILABILITY	X			EMAIL
08.14.2018	AA NOTICE OF DECEMBER 12, 2018 AVAILABILITY		X		EMAIL
07.13.2018	ACKNOWLEDGMENT OF RECEIPT OF MOTION IN LIMINE	X			EMAIL
07.13.2018	RESPONSE TO REQUEST FOR MOTION IN LIMINE			X	EMAIL
07.13.2018	CSB INSTRUCTION THAT CSB IS AVAILABLE ON SEPTEMBER 12 OR OCTOBER 17.			X	EMAIL
07.12.2018	ORDER GRANTING MOTION IN LIMINE			X	
07.12.2018	CSB CONSULTATION WITH APPELLANT			X	
07.03.2018	GENERAL COUNSEL'S NOTICE THAT HE IS NOT AVAILABLE FOR SEPTEMBER 25 - 28			X	EMAIL
07.03.2018	SEPTEMBER 25, 26, OR 27 OFFERED AS ALTERNATIVE DATES	X			EMAIL
07.03.2018	INQUIRY RE AVAILABILITY ON AUGUST 29 INSTEAD OF AUGUST 22			X	EMAIL
07.02.2018	INQUIRY RE AVAILABILITY ON AUGUST 22 INSTEAD OF AUGUST 15			X	EMAIL
06.29.2018	MOTION IN LIMINE		X		
06.27.2018	PRE-HEARING ORDER			X	
06.14.2018	LIST OF JOINT EXHIBITS	X	X		
06.08.2018	SAMPLE CIVIL SERVICE SUBPOENA FORM			X	
06.06.2018	PRE-HEARING CONFERENCE AGENDA			X	
05.23.2018	JOINT PREHEARING STATEMENT	X	X		EMAIL
04.19.2018	NOTICE OF PREHEARING CONFERENCE			X	EMAIL
04.13.2018	JOINT MOTION FOR CONTINUANCE OF APPEAL HEARING	X	X		
04.09.2018	APPELLANT RESPONSE TO CSB 04.09.2018 CORRESPONDENCE	X			EMAIL
04.09.2018	RESPONSE TO CORRESPONDENCE RE: NO MSJ; 4-17-2018 PHC			X	EMAIL
04.06.2018	CORRESPONDENCE RE: NO MSJ; 4-17-2018 PHC		X		EMAIL
03.21.2018	SIGNED CONSENT TO E-FILE	X			
03.20.2018	NOTICE OF APPEAL & CONSENT TO E-FILE			X	
03.19.2018	CS FORM 5		X		
03.19.2018	APPEAL APPLICATION TIME STAMP			X	EMAIL
03.17.2018	CS FORM 5A	X			

**CASE: WHITE, EVAN J. (EMPLOYEE) v. PARKS & RECREATION**

**DOCKET NUMBER: 18-833**

TYPE: GRIEVANCE \_\_\_\_\_ APPEAL X ACTION: DISCIPLINE \_\_\_\_\_ SUSPENSION \_\_\_\_\_ DISMISSAL X

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
08.15.2018	AMENDED NOTICE OF PRE-HEARING CONFERENCE			X	EMAIL
08.13.2018	NOTICE OF AVAILABILITY FOR PHC		X		EMAIL
08.13.2018	NOTICE OF AVAILABILITY FOR PHC	X			EMAIL
08.13.2018	NOTICE GC UNAVAILABILITY			X	EMAIL
08.13.2018	NOTICE OF PRE-HEARING CONFERENCE			X	EMAIL
08.13.2018	NOTICE OF AVAILABILITY FOR PHC		X		EMAIL
08.09.2018	NOTICE OF AVAILABILITY FOR PHC	X			EMAIL
08.09.2018	NOTICE OF UNAVAILABILITY FOR PHC	X			EMAIL
08.09.2018	TELEPHONIC NOTICE OF UNAVAILABILITY FOR PRE-HEARING CONFERENCE		X		
08.09.2018	PRE-HEARING CONFERENCE SCHEDULING			X	EMAIL
08.08.2018	TELEPHONIC SCHEDULING CONFERENCE WITH GC; AA; APPELLANT			X	
08.08.2018	TELEPHONIC NOTICE THAT AA WILL NOT FILE MSJ		X		
07.13.2018	ORDER GRANTING AA's EXTENSION OF TIME			X	
07.13.2018	AA MOTION FOR EXTENSION OF TIME		X		
06.26.2018	NOTICE OF APPEAL			X	
06.25.2018	CS FORM 5A RECEIVED	X			
08.29.2018	EXECUTED JOINT MOTION FOR CONTINUANCE	X			
08.29.2018	ORDER GRANTING JOINT MOTION FOR CONTINUANCE	X			

**CASE: FRANKLIN, CHRISTINA. (EMPLOYEE) v. BOCC DOCKET NUMBER: 18-834**

TYPE: GRIEVANCE \_\_\_\_\_ APPEAL  DISCIPLINE \_\_\_\_\_ SUSPENSION  DISMISSAL \_\_\_\_\_

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
08.28.2018	ORDER SCHEDULING MOTION HEARING			X	
08.24.2018	RESPONSE TO MOTION TO DISMISS	X			
08.20.2018	ORDER DIRECTING RESPONSE			X	
08.16.2018	MOTION TO DISMISS		X		
08.09.2018	NOTICE OF RECEIPT & DOB CORRECTION			X	EMAIL
08.07.2018	NOTICE OF APPEAL			X	
07.27.2018	CS FORM 5A	X			

CASE: LAWSON, TRAVENSKI (EMPLOYEE) v. CHILDREN'S SERVICES

DOCKET NUMBER: 18-835

TYPE: GRIEVANCE \_\_\_\_\_ APPEAL X ACTION: DISCIPLINE \_\_\_\_\_ SUSPENSION \_\_\_\_\_ DISMISSAL X

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
09.04.2018	NOTICE OF PRE-HEARING CONFERENCE			X	
08.14.2018	AMENDED NOTICE OF APPEAL			X	
08.13.2018	NOTICE OF APPEAL			X	
08.06.2018	CS FORM 5A RECEIVED	X			

CASE: MOLERO, CLYDE (EMPLOYEE) v. PORT TAMPA BAY

DOCKET NUMBER: 18-836

TYPE: GRIEVANCE  X  APPEAL \_\_\_\_\_ ACTION: DISCIPLINE \_\_\_\_\_ SUSPENSION \_\_\_\_\_ DISMISSAL  X

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
08.31.2018	NOTICE OF PRE HEARING CONFERENCE			X	
08.16.2018	CS FORM 6D RECEIVED	X			
08.16.2018	NOTICE OF GRIEVANCE & CONSENT TO E-FILE			X	



**CIRCUIT COURT APPEAL: DONNELL, ROBERT S. (EMPLOYEE) v. PARKS & RECREATION**

**CASE: 18-CA-005207**

TYPE: GRIEVANCE \_\_\_\_\_ APPEAL X ACTION: DISCIPLINE \_\_\_\_\_ SUSPENSION X DISMISSAL \_\_\_\_\_

DATE	TITLE OF DOCUMENT	FROM					
		PETITIONER	HILLSBOROUGH COUNTY RESPONDENT	CSB RESPONDENT	COURT	CORRESPONDENCE	
08.28.2018	NOTICE OF HEARING	X					
08.21.2018	RESPONSE TO WRIT OF CAUSE AND OSC						
08/09/2018	SECOND ORDER TO SHOW CAUSE DIRECTED TO RESPONDENT				X		
08/08/2018	RESPONSE TO RESPONDENTS' MOTION TO COMPEL PRODUCTION OF TRANSCRIPT OR ALTERNATIVELY DENIAL OF THE PETITION FOR CERTIORARI, AND FOR ABATEMENT OF TIME TO RESPOND TO THE PETITION	X					
08/08/2018	EXHIBITS A, B, C, D, E, F	X					
07/31/2018	SECOND ORDER TO SHOW CAUSE / TO PETITIONER --- ORDERED that PETITIONER RESPOND TO THE MOTION IN 10 DAYS				X		
07/25/2018	JOINER IN MOTION TO COMPEL PRODUCTION OF TRANSCRIPT OR ALTERNATIVELY DENIAL OF THE PETITION FOR CERTIORARI, AND FOR ABATEMENT OF TIME TO RESPOND TO THE PETITION			X			
07/09/2018	MOTION TO COMPEL PRODUCTION OF TRANSCRIPT R ALTERNATIVELY DENIAL OF THE PETITION FOR CERTIORARI, AND FOR ABATEMENT OF TIME TO RESPOND TO THE PETITION		X				
06/26/2018	ORDER TO SHOW CAUSE DIRECTED TO RESPONDENT				X		
06/26/2018	NOTICE OF APPEARANCE & DESIGNATION OF EMAIL ADDRESS - P. ZINOBER			X			
06/22/2018	AMENDED APPENDIX	X					
06/22/2018	EXHIBIT APPENDIX A	X					
06/22/2018	EXHIBIT APPENDIX B	X					
06/22/2018	EXHIBIT APPENDIX D	X					
06/08/2018	AFFIDAVIT OF SERVICE RETURNED SERVED HILLSBOROUGH COUNTY CIVIL SERVICE BOARD, 06/06/18 GOVERNMENT AGENCY				X		
06/08/2018	AFFIDAVIT OF SERVICE RETURNED SERVED - HILLSBOROUGH COUNTY ADMINISTRATOR GOVERNMENT AGENCY 06/06/18				X		
06/07/2018	NOTICE OF APPEARANCE - STEPHEN M. TODD		X				
06.06.2018	PETITION FOR CERTIORARI	X					

