



**BUSINESS MEETING**

**MAY 09, 2018**

**AGENDA &  
PRIMARY BACK-UP MATERIALS**

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
MAY 9, 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. MINUTES**

**A. CIVIL SERVICE BOARD MEETING MINUTES**

*Approve the minutes of the April 18, 2018 Civil Service Board meeting. [\(PAGE 4 - CLICK HERE\)](#)*

**5. AGENDA CHANGES**

**6. SCHEDULED APPEARANCES**

*None.*

**7. PUBLIC COMMENT**

**8. CLASSIFICATION ACTIONS FOR RATIFICATION [\(PAGE 9 - CLICK HERE\)](#)**

*Ratify actions affecting 3 positions in 3 agencies.*

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
MAY 9, 2018 MEETING AGENDA  
PAGE 2 OF 2**

**9. DISCUSSION ITEMS**

- A. BOARD POLICY LETTERS** *(PAGE 13 - CLICK HERE)*
- B. INTERNAL CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES** *(PAGE 27 - CLICK HERE)*
- C. INTERN CLASSIFICATION POLICY** *(PAGE 69 - CLICK HERE)*
- D. CIVIL SERVICE ACT LEGISLATION: OPENING OF 2000-445 FOR AMENDMENT & CODIFICATION**  
*(PAGE 74 - CLICK HERE)*
- E. DIRECTOR'S EVALUATION** *(PAGE 78 - CLICK HERE)*

**10. STAFF REPORTS** *(These items are for information only; no action is required.)*

- A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION** *(PAGE 80 - CLICK HERE)*
- B. 2018 CIVIL SERVICE BOARD CALENDAR** *(PAGE 84 - CLICK HERE)*
- C. 2018 EMPLOYEE ADVISORY COMMITTEE CALENDAR** *(PAGE 86 - CLICK HERE)*

**11. DIRECTOR'S REPORT**

**MONTHLY MEETING REPORT** *(PAGE 88 - CLICK HERE)*

**12. GENERAL COUNSEL'S REPORT - DOCKET SUMMARY** *(PAGE 90 - CLICK HERE)*

**13. BOARD MEMBER COMMENTS**

**14. ADJOURNMENT**

## **4. DRAFT CIVIL SERVICE BOARD MEETING MINUTES**

APRIL 18, 2018 - CIVIL SERVICE BOARD

The Civil Service Board (CSB), Hillsborough County, Florida, met in Regular Meeting, scheduled for Wednesday, April 18, 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

▶ Vice Chair Trichler called the meeting to order at 6:02 p.m.

2. ▶ PLEDGE OF ALLEGIANCE

3. ▶ ROLL CALL

The following members were present:

Ernie Trichler, Vice Chair  
Tiffany Bell  
Neal Carbaugh  
Andrea Cichon

The following members were absent:

Simon Canasi, Chair  
Chandra Hosler  
Scott Strepina

4. MINUTES

A. CSB MEETING MINUTES

Approve the minutes of the March 21, 2018, CSB meeting.

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

B. EMPLOYEE ADVISORY COMMITTEE (EAC) MEETING MINUTES

Approve the minutes from the following meetings: January 19, 2018; February 8, 2018; and March 8, 2018.

▶ Vice Chair Trichler introduced the item. Mr. Carbaugh praised the creation of an EAC Rules Subcommittee. Mr. Kevin Beckner, Civil Service Office Director, stated CSB members could request the subcommittees examine specific rules. Ms. Bell highlighted an incomplete sentence in Item 4.E. of the February 8, 2018, EAC minutes. ▶ Vice Chair Trichler called for a motion

APRIL 18, 2018 - CIVIL SERVICE BOARD

to approve. **Ms. Bell so moved, seconded by Mr. Carbaugh, and carried four to zero.** (Chair Canasi and Members Hosler and Strepina were absent.)

5. AGENDA CHANGES - ► None.

6. SCHEDULED APPEARANCES - ► None.

7. PUBLIC COMMENT - ► None.

8. CLASSIFICATION ACTIONS FOR RATIFICATION

Ratify Actions Affecting Six Positions in Three Agencies.

► Mr. Beckner relayed the item. Believing it odd that ratifications came before the CSB, Mr. Carbaugh questioned if staff reviewed the ratifications and if they were ever denied. ► Mr. Kurt Wilkening, CSB, gave reasons for CSB vetting ratifications. Mr. Carbaugh suggested delegating approval to Mr. Beckner. Following comments, Mr. Wilkening advised on evaluating the job classifications. Ms. Alma Gonzalez, CSB, shared ratification requirements and why the CSB had purview. After remarks, ► **Mr. Carbaugh moved the CSB approve those classification actions as Mr. Beckner read, seconded by Ms. Bell, and carried four to zero.** (Chair Canasi and Members Hosler and Strepina were absent.)

9. DISCUSSION ITEMS - None.

10. STAFF REPORTS

(The items were for information only; no action was required.)

A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION

► Mr. Beckner shared the item.

B. 2018 CSB CALENDAR

C. 2018 EAC CALENDAR

► Mr. Beckner reviewed the upcoming meetings.

11. DIRECTOR'S REPORT

MONTHLY MEETING REPORT

► Mr. Beckner solicited questions about the meeting report and expounded on the report in background material.

APRIL 18, 2018 - CIVIL SERVICE BOARD

12. GENERAL COUNSEL'S REPORT - DOCKET SUMMARY

▶ CSB Counsel Peter Zinober explained background material and deferred to Ms. Gonzalez, who solicited CSB direction on scheduling the David Cansler hearing for July 18, 2018, or the August 2018 CSB meeting date. Following discussion, Mr. Carbaugh proposed the August date, contingent on all parties agreeing. Mr. Beckner suggested sending an e-mail to all CSB members for consensus. Ms. Gonzalez relayed progress on an internship program through Stetson University College of Law.

13. BOARD MEMBER COMMENTS

▶ Referencing a previous hearing, Mr. Carbaugh proposed a workshop to evaluate CSB hearings/methods. Ms. Cichon suggested providing CSB members a list of best practices. Attorney Zinober expounded on attorney intimidation tactics, basis of appeals, and the benefits of a periodic best practices workshop. Mr. Beckner favored reviewing best practices, but did not want closed cases revisited. ▶ Ms. Gonzalez believed recurring situations could be evaluated. Mr. Beckner and Attorney Zinober advised CSB members should not interject personal opinions, should refrain from discussing the case with representatives once the hearing was closed and commenting on management styles, and emphasized basing decisions on the facts presented. Soliciting feedback from CSB members, Mr. Carbaugh perceived no need for a workshop.

▶ Responding to Mr. Carbaugh's request for input, CSB members relayed who they believed the CSB worked for. ▶ Mr. Carbaugh expounded on the role of the CSB, favored rewriting antiquated rules, referenced Florida Statute defining CSB roles/responsibilities, and questioned if CSB members wanted to reevaluate those roles/responsibilities. Mr. Beckner noted CSB members would be asked for feedback on revising State Statute soon. CSB members were open to reviewing ideas.

APRIL 18, 2018 - CIVIL SERVICE BOARD

14. ADJOURNMENT

▶ There being no further business, the meeting was adjourned at 6:55 p.m.

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

ATTEST:  
PAT FRANK, CLERK

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

lm

DRAFT

## **8. CLASSIFICATION ACTIONS FOR RATIFICATION**

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: April 4, 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 April 2, 2018

Dear Mr. Anderson,

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

Reclassified one encumbered (Lisa Bristol) position, numbered 009832, from Accounting Manager (pay grade TPA.U) to Project Manager III (pay grade TPA.U), effective March 5, 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 an appropriate personnel action/status form for the position incumbent.

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

Sincerely,

  
Kurt Wilkening

Deputy Director  
Civil Service Board of Hillsborough County

cc: Lisa Barber, PTB  
Juliann Alvarez  
Terrell Mathis, CSB

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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: April 17, 2018

Joe Waggoner, CEO  
Tampa-Hillsborough Expressway Authority  
1104 E. Twiggs St., Suite 300  
Tampa, FL 33602

SUBJECT: Request for position/classification action dated April 5, 2018

Dear Mr. Waggoner,

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

Reclassified one vacant position, numbered 015624, from Community Relations Coordinator (pay grade EXP.P) to Administrative Specialist II (pay grade EXP.L), effective April 17, 2018.

We have provisionally designated this position as non-exempt from FLSA. If you feel otherwise, then please contact me via phone or email at your convenience.

If we can be of further assistance in this matter, then please don't hesitate to call.

Sincerely,

Handwritten signature of Kurt Wilkening in blue ink.

Kurt Wilkening

Deputy Director

Civil Service Board of Hillsborough County

cc: Debbie Northington, Administrative Svcs Mgr, THEA  
Terrell Mathis, CSB



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

Pat Frank, Clerk of Courts  
Secretary Ex Officio



Kevin Beckner, Director  
[BecknerK@HillsboroughCounty.org](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: April 24, 2018

To: Melissa Zornitta, Executive Director  
Planning Commission

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

Dear Ms. Zornitta,

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

Reclassified one vacant position, numbered 006630, from Secretary (pay grade PCM.E), to Community Planner I (pay grade PCM.M), effective April 24, 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 of this letter to submit a requisition to recruit for this updated position.

As always, contact us if we can be of further assistance to your agency.

Sincerely,

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

Kurt Wilkening  
Deputy Director  
Civil Service Board of Hillsborough County

cc: Sandy Mortellaro, HR Rep  
Terrell Mathis, CSB

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9. **DISCUSSION ITEMS**

A. **CIVIL SERVICE BOARD POLICY LETTERS**

9. **DISCUSSION ITEMS**

A. **CIVIL SERVICE BOARD POLICY LETTERS**

Section 7.2(e) of the Civil Service Act, Chapter 2000-445, Laws of Florida requires that the Board “adopt written bylaws for its internal governance, including the election of a chair and vice chair, and written standard operating procedures for its internal operations as may be required.”

**Civil Service Board Policy Letters**

The Civil Service Board has adopted four Policy Letters to provide staff guidance, and to formalize its delegation of authority to staff and the Director. These Letters were last reviewed and updated by the Board in 2006. Staff has reviewed each Letter and suggests the following changes:

- Board Policy Letter #1 relating to Delegation of Authority to the Civil Service Board Director – Proposed change: Clarify delegation relating to classification actions, add authority to adopt internal operating procedures; provide for an effective date.
- Board Policy Letter # 2 relating to Annual Subscription Fee for Civil Service Board Agendas – Proposed change: REPEAL this Letter as obsolete.
- Board Policy Letter #3 relating to Delegation of Authority During the Director’s Absence – Proposed change: Re-number as Board Policy Letter #2; establish period of absence as three working days; add Deputy Director as first line of delegation in the absence of the Director; clarify protocol for designation by the Director; provide for an effective date.
- Board Policy Letter #4 relating to Election of Officers – Proposed change: Re-number as Board Policy Letter #3; correct statutory citation; provide Board authority to schedule election of officers in January or another date; provide for an effective date.

(See attached)

**STAFF RECOMMENDATION**

Adopt a Motion that the Board adopt the proposed changes to Civil Service Board Policy Letters #1 through #4.

9. DISCUSSION ITEMS

A. CIVIL SERVICE BOARD POLICY LETTERS:  
FINAL MARK UP

March 15, 2006

**CIVIL SERVICE BOARD POLICY LETTER NUMBER ONE**  
**(DRAFT)**

SUBJECT: Delegation of Authority to the Civil Service Board Director ~~to Approve Specified Classification Actions.~~

~~I.~~ The purpose of this policy letter is to delegate authority to the ~~Civil Service Board~~ Director to ~~approve all classification actions identified in paragraph II, subject to ratification by the Civil Service Board, except as follows~~ carry out the statutory obligations enumerated below, subject to the limitations expressed:

I. Classification Actions

The Director is authorized to approve all classification actions subject to ratification by the Board, except:

- ~~• Classification actions of a controversial nature.~~
- The incorporation of an office, department, agency, or governmental jurisdiction into the Civil Service system.
  - Any major A classification study that affects five or more classifications, and/or ten or more employees within a single classification .
- The establishment of a new classification. [Policy question: Does the Board want to retain or delegate the creation of new classifications?]
- The abolishment of a position or classification.
- The regrading of any classification.

The Director may exercise discretion to request Board approval of any classification action.

II. Standard Operating Procedures

~~Authority is hereby granted to the Civil Service Board Director to approve all classification actions, except as noted in paragraph I.~~ The Director is authorized to adopt and revise, as necessary, standard operating procedures for the internal operations of the Civil Service Office.

- Standard operating procedures shall be distilled into writing.
- Any policy which establishes a standard of service, conduct, or performance to which a Civil Service Board employee is required to adhere, shall be acknowledged by each employee upon adoption or revision.

III. Duration

This policy letter supersedes Civil Service Board Policy Letter Number One dated March 15, 2006. All previous editions of this policy are obsolete and should be disregarded.

APPROVED by the Civil Service Board on May 9, 2018

SIGNED: \_\_\_\_\_

Simon Canasi, Chair

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Willie J. Stokes, Chairman

Hillsborough County Civil Service Board

CIVIL SERVICE BOARD

Willie J. Stokes, Chair  
Andrew Diaz, Vice-Chair  
David W. Agliano  
Victoria Butler  
Chris Kavouklis  
Guanine Michael  
Heidi Swanson

Pat Frank  
Secretary Ex Officio



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www.hccsb.org

Ronald E. Gardner, Director

This policy shall be repealed effective May 9, 2018.

~~March 15, 2006~~

~~CIVIL SERVICE BOARD POLICY NUMBER TWO~~

~~SUBJECT: Annual Subscription Fee for Civil Service Board Agendas~~

- ~~I. The purpose of this policy is to recover costs involved for envelopes, handling, and postage in mailing the Civil Service Board Agendas to those individuals and organizations who request this service.~~
- ~~II. Authority is hereby granted to the Civil Service Board Director to charge \$15.00 annually for a subscription fee for mailed Civil Service Board Agendas.~~
- ~~III. There will be no charge to governmental agencies.~~
- ~~IV. This fee may be waived by the Civil Service Board Director upon a showing of financial hardship.~~
- ~~V. This letter supersedes Civil Service Board Policy Number Two dated April 21, 1999. All previous editions of this policy are obsolete and should be disregarded.~~

~~APPROVED: \_\_\_\_\_~~

~~\_\_\_\_\_ Willie J. Stokes, Chairman  
\_\_\_\_\_ Hillsborough County Civil Service Board~~

March 15, 2006

CIVIL SERVICE BOARD POLICY LETTER NUMBER ~~THRE~~TWO

SUBJECT:- ~~Authorization of Director's Delegation of Director's Authority to Designated Individuals~~Delegation of Authority During the Director's Absence

~~I.~~ The purpose of this letter is to ~~formalize the Board's authorization for the Civil Service Board Director to designate and thereby sub-delegate certain responsibilities of the Director~~delegate the Board's authority to appropriate members of the Civil Service Board staff during the Director's absence; ~~and, in the absence of such a written delegation, to establish a default designation of duties including~~ ~~during~~ any period of ~~extended absence or incapacity of the Director.~~

I. Designation by the Board

~~II.~~ The Civil Service Board hereby grants the Civil Service Board Director the authority to establish, by written memorandum, specific delegations of his authority under the Civil Service Law and Rules to specified individuals to act on behalf of the Director in his absence or incapacity. The designated individual shall only have such authority to the extent and for the time provided by the express delegation by the Director. The Director shall specifically advise employees verbally or in writing, to the extent feasible, of any period of absence in which the delegation of authority shall be effective, and shall advise the individuals of any other limitations or directions he deems feasible.

~~III.~~ Until such time as the Director establishes written designation authority, or upon other instruction by the Director or Chair of the Civil Service Board, ~~or provides verbal instructions to the contrary, the Civil Service Board adopts~~ the following protocols shall be in effect ~~which the Board understands are completely consistent with the Director's current practice and the staff's current operations in the Director's absence. The protocols shall be effective~~ during any period of the Director's absence or incapacity which is anticipated to be of greater than ~~one (1) week's duration~~three working days (excepting ~~excluding~~ regularly scheduled vacation or leave) ~~or upon other instruction by the Director or Chairman of the Civil Service Board, until such time as the Director has returned or provides express instruction to the contrary.~~

- Each Department Head shall have the authority to approve any actions normally requiring the Director's approval that routinely arise within the responsibility of that department and can be addressed without the need for specific input from the Director.
- The Director's assistant or other designee shall have authority to execute ~~on behalf of the Director~~ routine correspondence, memoranda, or paperwork which do not require exercise of the Director's discretion, interpretation or application of the Civil Service Law, Civil Service Rules, or policies, or the expenditure of funds in a discretionary manner.
- The Director's assistant shall ~~have the responsibility of ensuring~~ensure that all correspondence and communication to the Director ~~be is~~ referred to the appropriate ~~individuals in the Civil Service Board~~ staff, ~~or to the Board,~~ or Board counsel, as ~~is~~ appropriate.

- The ~~Deputy Director or in the absence of the Deputy Director the next senior member of the staff by grade and seniority~~ Acting Deputy Director as appointed in Section II of this policy shall represent the Civil Service Board staff before the Board, and shall also have approval authority on matters requiring the Director's review as second-level reviewer or arising outside the responsibility of a particular department.
- Civil Service Board staff shall comply with all operating policies and procedures according to Civil Service Board practice and as regularly directed by the Director. In the absence of the Director, the Civil Service Board staff should determine whether each non-routine matter requiring exercise of the Director's authority may reasonably be delayed until the return of the Director, and hold those matters for the Director.

II. Designation by the Director

~~During any period of the Director's absence or incapacity which is anticipated to be greater than three working days (including regularly scheduled vacation, leave, or work related travel) the Deputy Director may designate specific Civil Service staff to shall~~ execute the authority granted to the Director by the Civil Service Law and Rules, or delegated by the Board. In the absence of the Deputy Director, an Acting Deputy Director shall be appointed by either the Director or Deputy Director. The designation of an Acting Deputy Director shall be communicated in writing to all Board employees, and shall be limited in effect and duration by the express delegation of the Director or Deputy Director.

~~IV-~~ III. This letter supersedes Civil Service Board Policy Number Three dated ~~November 14, 2001~~ March 15, 2006. All previous editions of this policy are obsolete and should be disregarded.

APPROVED by the Civil Service Board on May 9, 2018

SIGNED: \_\_\_\_\_  
 \_\_\_\_\_ Simon Canasi, Chair

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_ Willie J. Stokes, Chairman  
 \_\_\_\_\_ Hillsborough County Civil Service Board

March 15, 2006

CIVIL SERVICE BOARD POLICY LETTER NUMBER ~~FOUR-THREE~~  
(DRAFT)

SUBJECT: Elections of Officers

The purpose of this letter is to ~~enunciate~~ implement Section 7.2.e of the Civil Service Act, Chapter 2000-445, Laws of Florida, relating to the the requirement for the Hillsborough County Civil Service Board to formally conduct election of a chair and vice chair an annual election of officers. Further, this letter provides the process for the conduct of elections.

I. Process:

- The Civil Service Board, ~~comprised of seven members,~~ will elect a Chair and Vice-Chair, annually each to serve for a one-year term.
- ~~Normally, the~~ election will be conducted in accordance with Robert's Rules of Order during the January monthly business meeting, unless another date is determined by a majority of the Board. ~~Election will be conducted in accordance with Roberts Rules of Order.~~
- Election of the Chair will normally be conducted by the Secretary Ex-Officio. Upon election of the Chair, the Secretary Ex-Officio will turn over the gavel to the elected chair. will assume leadership of the Board upon election.
- The newly elected Chair will ~~then~~ conduct the election for the Board Vice-Chair- who will assume their roles, and the Chair will conduct the remainder of the business meeting upon election.

~~II. Authority: This policy is in accordance with the Laws of Florida, Chapter 2000-445, Section 7 (2) (d).~~

~~III. II. Duration: - This policy letter shall be in effect until amended or deleted. It supersedes Civil Service Board Policy Letter Number Four dated November 14, 2001 March 15, 2006, and shall remain in effect until amended or deleted.~~

APPROVED by the Civil Service Board on May 9, 2018

SIGNED: \_\_\_\_\_

Simon Canasi, Chair

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Willie J. Stokes, Chairman

\_\_\_\_\_  
Hillsborough County Civil Service Board

9. **DISCUSSION ITEMS**

A. **CIVIL SERVICE BOARD POLICY LETTERS:**  
**AMENDED FINAL NO MARKUP**

**CIVIL SERVICE BOARD POLICY LETTER NUMBER ONE**  
(DRAFT)

SUBJECT: Delegation of Authority to the Civil Service Board Director

The purpose of this policy letter is to delegate authority to the Director to carry out the statutory obligations enumerated below, subject to the limitations expressed:

I. Classification Actions

The Director is authorized to approve all classification actions subject to ratification by the Board, except:

- The incorporation of an office, department, agency, or governmental jurisdiction into the Civil Service system.
- A classification study that affects five or more classifications, and/or ten or more employees within a single classification
- The establishment of a new classification. [Policy question: Does the Board want to retain or delegate the creation of new classifications?]
- The abolishment of a position or classification.
- The regrading of any classification.

The Director may exercise discretion to request Board approval of any classification action.

II. Standard Operating Procedures

The Director is authorized to adopt and revise, as necessary, standard operating procedures for the internal operations of the Civil Service Office.

- Standard operating procedures shall be distilled into writing.
- Any policy which establishes a standard of service, conduct, or performance to which a Civil Service Board employee is required to adhere, shall be acknowledged by each employee upon adoption or revision.

III. Duration

This policy letter supersedes Civil Service Board Policy Letter Number One dated March 15, 2006. All previous editions of this policy are obsolete and should be disregarded.

APPROVED by the Civil Service Board on May 9, 2018

SIGNED: \_\_\_\_\_  
Simon Canasi, Chair

DATE: \_\_\_\_\_

## CIVIL SERVICE BOARD POLICY LETTER NUMBER TWO

SUBJECT: Delegation of Authority During the Director's Absence

The purpose of this letter is to delegate the Board's authority to appropriate members of the Civil Service Board staff during the Director's absence; including any period of incapacity.

### I. Designation by the Board

Until such time as the Director establishes written designation authority, or upon other instruction by the Director or Chair of the Civil Service Board, the following protocols shall be in effect during any period of the Director's absence or incapacity which is anticipated to be greater than three working days (excluding regularly scheduled vacation or leave).

- Each Department Head shall have the authority to approve any actions normally requiring the Director's approval that routinely arise within the responsibility of that department and can be addressed without the need for specific input from the Director.
- The Director's assistant or other designee shall have authority to execute routine correspondence, memoranda, or paperwork which do not require exercise of the Director's discretion, interpretation or application of the Civil Service Law, Civil Service Rules or policies, or the expenditure of funds in a discretionary manner.
- The Director's assistant shall ensure that all correspondence and communication to the Director is referred to the appropriate staff, the Board, or Board counsel, as appropriate.
- The Deputy Director or in the absence of the Deputy Director the ~~next senior member of the staff by grade and seniority~~ Acting Deputy Director as appointed in Section II of this policy shall represent the Civil Service Board staff before the Board, and shall also have approval authority on matters requiring the Director's review as second-level reviewer or arising outside the responsibility of a particular department.
- Civil Service Board staff shall comply with all operating policies and procedures according to Civil Service Board practice and as regularly directed by the Director. In the absence of the Director, the Civil Service Board staff should determine whether each non-routine matter requiring exercise of the Director's authority may reasonably be delayed until the return of the Director, and hold those matters for the Director.

II. Designation by the Director

During any period of the Director's absence or incapacity which is anticipated to be greater than three working days (including regularly scheduled vacation, leave, or work related travel) the Deputy Director shall execute the authority granted to the Director by the Civil Service Law and Rules, or delegated by the Board. In the absence of the Deputy Director, an Acting Deputy Director shall be appointed by either the Director or Deputy Director. The designation of an Acting Deputy Director shall be communicated in writing to all Board employees, and shall be limited in effect and duration by the express delegation of the Director or Deputy Director.

III. This letter supersedes Civil Service Board Policy Number Three dated March 15, 2006. All previous editions of this policy are obsolete and should be disregarded.

APPROVED by the Civil Service Board on May 9, 2018

SIGNED: \_\_\_\_\_  
Simon Canasi, Chair

DATE: \_\_\_\_\_

**CIVIL SERVICE BOARD POLICY LETTER NUMBER THREE**  
(DRAFT)

**SUBJECT: Election of Officers**

The purpose of this letter is to implement Section 7.2.e of the Civil Service Act, Chapter 2000-445, Laws of Florida, relating to the election of a chair and vice chair.

I. Process:

- The Civil Service Board will elect a Chair and Vice-Chair, each to serve for a one-year term.
- The election will be conducted in accordance with Robert's Rules of Order during the January business meeting, unless another date is determined by a majority of the Board.
- Election of the Chair will normally be conducted by the Secretary Ex-Officio. The Chair will assume leadership of the Board upon election.
- The newly elected Chair will conduct the election for the Board Vice-Chair who will assume the role upon election.

II. Duration: This policy letter supersedes Civil Service Board Policy Letter Number Four dated March 15, 2006, and shall remain in effect until amended or deleted.

APPROVED by the Civil Service Board on May 9, 2018

SIGNED: \_\_\_\_\_  
Simon Canasi, Chair

DATE: \_\_\_\_\_

**9. DISCUSSION ITEMS**

**B. INTERNAL CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES**

9. **DISCUSSION ITEMS**

B. **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES**

Section 7.2(e) of the Civil Service Act, Chapter 2000-445, Laws of Florida requires that the Board “adopt written bylaws for its internal governance, including the election of a chair and vice chair, and written standard operating procedures for its internal operations as may be required.”

The Civil Service Office has codified a number of internal standard operating procedures to provide staff with guidance and expectations of the manner in which the Civil Service Office will carry out its daily business operations.

After the appointment of Director Beckner, staff participated in a full review and revision of these internal operating procedures. (See attached.) It is the intention of the Director to periodically review and revise these procedures as necessary.

This item is presented for the Board’s information and comment.

**STAFF RECOMMENDATION**

Adopt a Motion to ratify the Civil Service Office Standard Operating Procedures.

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

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 1**

**SUBJECT: PUBLIC RECORD REQUESTS; RELEASE OF QUALIFICATION INFORMATION TO APPLICANTS**

### **PURPOSE**

The purpose of this policy is to outline the Civil Service Office procedure in responding to requests for public records, including release of qualification information to applicants for employment with Hillsborough County.

### **POLICY**

### **DEFINITION**

In accordance with Chapter 119, Florida Statutes, all materials made or received in connection with official business that are used to perpetuate, communicate or formalize knowledge are public records. Public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the county.

### **CUSTODIAN OF PUBLIC RECORDS**

The Civil Service Office Director is the Custodian of Public Records for the Hillsborough County Civil Service Board, and shall serve as the point of contact for all external requests for public record(s). An Alternate Custodian shall be designated by the Director to act when the Custodian is absent or otherwise unavailable. The Custodian or Alternate Custodian will have final approval of the response to all public record requests.

Internal, or "business purpose" requests for public records will be handled by the appropriate division and reported to the Director upon response. Internal or "business purpose" requests are defined as request from a Hillsborough County employee seeking information in an official capacity which is necessary to conduct County business.

### **INSPECTION AND/OR COPYING OF PUBLIC RECORDS**

Public records may be inspected by, or copies provided to, any person, at any reasonable time, under reasonable conditions, and at the direction of the Custodian or Alternate Custodian. Reasonable conditions mean that inspection must be done during normal business hours.

The custodian is required to redact information which is exempt from public records disclosure, but is not required to create a new record in response to a request.

All **external** requests to inspect or receive copies of public records not published on the Civil Service Board website shall be forwarded to the Director or Alternate Custodian. Except for internal "business purpose" requests, Civil Service staff may not independently provide access to, or copies of public records.

### **RELEASE OF QUALIFICATION INFORMATION TO APPLICANTS**

An application for employment with Hillsborough County is considered a public record. But, examination questions and answer sheets of examinations administered by a governmental agency for the purpose of licensure, certification, or employment, and specific personal information such as social security numbers, or medical records are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution, and therefore will not be released.

However, a person who has taken a qualifying examination has the right to review his or her own examination. In addition, applicants may receive information or records relating to the application process and their relative qualification.

The following procedure will be utilized to facilitate a response to a request for qualification information to applicants:

The Civil Service Board may release qualification information telephonically, electronically, or in person to any person, including applicants for employment with Hillsborough County.

- a. Telephonic or electronic requests will be honored when the applicant provides sufficient identifying information to facilitate the inquiry. Information relative to placement on an eligibility list may be released once the list has been finalized. If a request cannot be honored immediately, the delay will be explained, and the applicant given the name of a contact person and a date and time when the information will be available.

### **EXEMPTION AND REDACTION**

When all or part of a record is believed to be exempt from inspection and copying, the Custodian shall state the basis of the exemption, including the statutory citation. When an exemption applies to part of a record, that portion of the record shall be redacted. Deference will be given to the form, medium, and delivery method desired by the requesting party.

### **COPYING AND DELIVERY FEES**

A copy of the requested record will be furnished upon payment of the invoiced fee. If a fee is not prescribed by law, the following fees apply:

- a. Fifteen (\$.15) cents per one-sided copy not more than 8½ inches by 14 inches; an additional five (\$.05) cents for each two-sided copy with like size restriction. For all other size copies, the fee will be the actual cost of the duplication of the public record;
- b. One (\$1.00) dollar per compact disc (CD);
- c. Two (\$2.00) dollars per page for reproduction of microfilm;
- d. Three dollars and fifty cents (\$3.50) per page for reproduction of microfiche.
- e. Actual cost for reproduction of a cassette tape.
- f. Ten dollars (\$10.00) per 16 GB fifteen dollars (\$15) per 32 GB flash drive, plus labor.
- g. Two dollars (\$2.00) per page for certified copies.
- h. All mailing costs will be paid by the requestor.
- i. Labor - In the event the time required to prepare the response is 15 minutes or more, the fees will also include the hourly rate of pay of the lowest paid staff member capable of preparing the response to the request, multiplied by the actual time required to prepare the response. Preparation fees will be applied when the sum of the time required to accomplish each of the following preparation tasks exceeds 15 minutes: redaction, photocopying, report creation, imaged document exporting, and/or oversight/assistance during inspection.

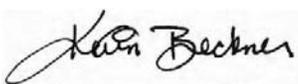
In all cases, estimated fees shall be communicated to the requesting party prior to the commencement of the response preparation. When the estimated cost exceeds \$50.00, payment of the estimated amount must be received prior to the commencement of response preparation. The difference between the estimated fees and the actual fees will be paid or refunded, as appropriate, prior to the delivery of the requested information. Purchasers may pay by cash, check or money order. Check or money order shall be made payable to "Hillsborough County Board of County Commissioners."

Waiver of Charges – By mutual agreement, the Director may waive fees or charges between the Civil Service Board and other government agencies, , when the recurring exchanges or data sharing between agencies negates the need to apply these fees.

**Subject: Public Records Requests**  
**PAGE 4**

## **DOCUMENTATION**

All requests for public records, except those requests which can be fulfilled by directing the requestor to the Civil Service Board website, shall be documented. Staff responding to a public records request shall complete and process a Record for Request for Information Form CS-18. (See Attached: G:\ADMIN\CIVIL SERVICE FORMS INTERNAL-EXTERNAL\18-Request for Information.docx)

APPROVED: 

Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 2**

**SUBJECT: HANDLING OF U.S. MAIL ADDRESSED TO THE CIVIL SERVICE OFFICE**

### **PURPOSE**

This policy is intended to guide employees in the distribution of personal mail, and the use of the Civil Service office address for personal mail.

### **POLICY**

Except under extenuating circumstances as approved by the Director, employees may not designate of the Civil Service Office address as a delivery address for personal mail.

U.S. Mail addressed to an employee is considered official correspondence unless marked PERSONAL AND CONFIDENTIAL, PERSONAL, or CONFIDENTIAL, or any other words to that effect. Mail so marked will be processed directly to the person to whom it is addressed, unopened. Mail which has no such markings will be opened by the Administrative staff, date stamped, and routed to the person/section to which it was addressed.

APPROVED:

A handwritten signature in black ink that reads "Kevin Beckner".

Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

Simon Canasi, Chair  
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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 3**

**SUBJECT:       REPORTING WORK RELATED INJURIES (WORKERS' COMPENSATION)**

### **PURPOSE**

This policy outlines the manner and responsibilities of employees in responding to work place injuries.

### **POLICY**

Civil Service Board staff are covered by the County's Workers' Compensation insurance. The County is committed to complying with all aspects of the workers' compensation mandates of Chapter 440, Florida Statutes.

It is the responsibility of the Civil Service Board to ensure that injuries arising out of and in the course and scope of employment are reported to the County's Workers' Compensation Third Party Administrator within 24 business hours of the incident or claim. Failure to investigate, document and report any work-related claim of injury could potentially have a significant impact on any claim for Workers' Compensation benefits.

The need for an effective claims reporting system extends to all injuries, regardless of the severity or number. A system that promptly and accurately records all relevant information concerning an accident, including the names of the witnesses, the exact description of how the accident occurred, the specific areas of the body involved, and any other pertinent information is absolutely essential in determining whether the employee is entitled to benefits. Therefore, any employee who sustains an injury as a result of an accident during the course of employment, is required to immediately notify his or her supervisor.

It is the responsibility of the supervisor to collect the required information from the employee about the incident and any personal information that is necessary to file an incident or claim on behalf of the employee utilizing the Employee Injury Reporting Form which can be located through the Human Resources, Total Rewards page of the County's Online Information Network. Failure to report a work related injury, illness or exposure within 30 days of the incident may result in the denial of a claim.

**Subject: Workplace Injuries**  
**Page 2**

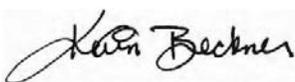
All Worker's Compensation incidents and reports require that the employee be subjected to drug testing.

All employees will review the Risk Management Safety Manual and attend appropriate safety and loss control training as provided by the County's Risk Management Department.

Of special interest is the exposure to blood borne pathogens which may occur in any accident and which must be *treated it as if the blood or material is infected*. This approach is used in all situations where exposure to blood or potentially infectious materials is possible.

First Aid kits are located above designated workstations in the Administration section of the office.

No one shall render first aid or participate in any clean-up of a contaminated area without using proper personal protective equipment. Hands or other exposed skin should be thoroughly washed as soon as possible following an exposure incident.

APPROVED:   
Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 4**

**SUBJECT: FAIR LABOR STANDARDS ACT COMPENSATION**

### **PURPOSE**

This policy is intended to outline an employee's compensation for work performed in accordance with the Fair Labor Standards Act (FLSA).

### **POLICY**

Employees are required to work diligently to complete all necessary assignments within a regularly scheduled 40 hour workweek. However, to ensure that the Civil Service Board fulfills its statutory mandate, and provides excellent, responsive service to the citizens of Hillsborough County, it may be necessary to assign and complete work beyond the 40 hour workweek.

**Salaried Employees:** Employees who receive a predetermined annual salary are not eligible for additional compensation for time devoted to their duties. A salaried employee must be present for work not less than four hours during a regularly scheduled work day, or may be subject to a reduction of their leave balances for partial day absences.

**Exempt Employees:** Unless specifically exempt from the provisions of the FLSA, hourly, and non-salaried, employees are considered "non-exempt," and will receive "overtime" compensation for time worked beyond a regularly scheduled 40-hour workweek.

When a justifiable need for overtime arises, equal opportunity for assignment will be offered to all employees within the unit concerned who are in the appropriate job class or classes required to complete the project.

Overtime must be approved in advanced of its assignment. When overtime hours are required, the Civil Service Office shall give affected employees as much advance notice as possible. An employee's refusal to accept an overtime assignment may be grounds for disciplinary action.

Employees agree and understand that the Civil Service Board will compensate employees as permitted and required by the FLSA (29 C.F.R. 553). Specifically, in lieu of payment, eligible employees will be granted compensatory time at a rate of time and one-half for each hour of time worked in excess of a regularly scheduled 40 hour workweek.

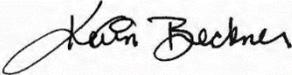
**SUBJECT: Overtime Compensation**

**Page 2**

This time may be accrued, preserved, used, or “cashed-out” consistent with the provisions of the FLSA. Currently, non-exempt employees may accumulate up to 240 hours of compensatory time. Employees may use compensatory time as paid time off in a manner similar to annual leave. All compensatory time must be used within six months of the date it is earned.

Time actually worked, authorized holidays, annual leave and sick leave shall be considered when calculating overtime. Administrative, bereavement, civil, military, newborn leave, previously earned compensatory time, and any other time not worked, shall be excluded when computing regularly scheduled hours beyond which overtime rates are paid.

Annual and sick leave shall be counted as time worked at the end of the work week in which it is taken. The amount of annual and sick leave charged may be adjusted to prevent the payment of overtime, provided the adjustment is made within the same work week the additional hours were worked.

APPROVED: 

Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 5**

**SUBJECT: DRUG-FREE WORKPLACE POLICY**

### **PURPOSE**

In compliance with the Drug-Free Workplace Act of 1988, the Civil Service Board is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This policy applies to all employees of the Civil Service Board including all part-time employees, volunteers, interns, and applicants for employment. This policy also applies to employees performing their job functions on or off Hillsborough County property including off-site lunch or break periods when the individual is scheduled to return to work. This policy is intended to apply whenever an employee is representing or conducting business for the organization.

The Civil Service Board recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

- The Civil Service Board has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- As a condition of employment, employees are required to adhere to a strict policy regarding the use and possession of drugs and alcohol.
- Employees are encouraged to voluntarily seek help with drug and alcohol problems.

### **POLICY**

#### **PROHIBITED CONDUCT**

It is a violation of our drug-free workplace policy to:

- Use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.
- Engage in the illegal, unauthorized use, misuse, or sale of prescription drugs, including but not limited to the intentional misuse and/or abuse prescription medications.
- Refuse or fail to submit to drug testing.

## **DRUG TESTING**

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to applicable law guidelines. Each employee, as a condition of employment, will be required to participate in pre-employment, post-accident, and reasonable suspicion testing upon selection or request of management.

## **CONSEQUENCES**

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an employee violates the policy, the employee may be subject to disciplinary action up to and including dismissal.

If an applicant violates the drug-free workplace policy, any offer of employment can be withdrawn. An applicant may reapply after six months and must successfully pass a pre-employment drug test. The term "applicant" may include County employees who have been selected for internal promotions to vacant positions or those that are seeking a reassignment or transfer.

An employee who violates this policy will be subject to progressive disciplinary action and may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment. An employee required to enter rehabilitation who fails to successfully complete it and/or subsequently violates the policy will be terminated from employment. This policy does not limit management's ability to discipline or discharge an employee for other violations and/or performance problems.

## **ASSISTANCE**

The Hillsborough County Civil Service Board recognizes that alcohol and drug abuse and addiction are treatable illnesses, and that early intervention and support may improve the success of rehabilitation. To support employees, this drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or a family member may have a drug and/or alcohol problem.
- Offers all employees and their family assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the employee bears the ultimate financial responsibility for recommended treatment.

### **CONFIDENTIALITY**

All information received by the Civil Service Office through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **SHARED RESPONSIBILITY**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

An employee may not report to work or be subject to duty while their ability to perform job duties is impaired due to on or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.
- Clearly state consequences of policy violations.

**COMMUNICATION**

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy upon request.
- The policy will be reviewed in orientation sessions with new employees.
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.

APPROVED:   
Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 6**

**SUBJECT: FAMILY AND MEDICAL LEAVE OF ABSENCE**

### **PURPOSE**

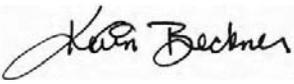
This is the Civil Service Board policy on the availability of Family and Medical Leave Act absences.

### **POLICY**

It is the policy of the Hillsborough County Civil Service Board to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) as amended by Section 585 (a) of the National Defense Authorization Act (NDAA). The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as described by the attached document provided by the U.S. D.O.L., and Civil Service Rule 10. FMLA leave is administered by the Human Resources Department of the Hillsborough County Administrator.

(Current posters may be located at <https://www.dol.gov/whd/fmla/posters.htm>)

In the event of any conflict in policies, the employee will receive all benefits required by the federal law.

APPROVED: 

Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 7**

**SUBJECT: NON-DISCRIMINATION AND HARASSMENT POLICY**

### **PURPOSE**

Hillsborough County Civil Service Board is committed to providing equal employment opportunity to all qualified persons, and a work environment free from discrimination, including sexual harassment and other forms of harassment. This policy is designed to ensure that this commitment is successfully achieved.

### **NON-DISCRIMINATION POLICY**

The Hillsborough County Civil Service Board is an equal opportunity employer that maintains and enforces a policy that prohibits the Board, its officers, directors, and employees from discriminating against any employee, applicant for employment, or interested third party, on the basis of race, color, sex, age, national origin, religion, disability, marital status, sexual orientation or gender identity or expression, political affiliation, veteran's status, or citizenship status with respect to recruiting, advertising, testing, hiring, promotion, transfer, compensation, training, evaluation, demotion, discipline, or termination, except when required by a bona fide occupational qualification. Each employee is expected to adhere to the spirit and the letter of this policy.

### **HARASSMENT POLICY**

All forms of harassment, including sexual harassment are prohibited by this policy.

### **EXAMPLES OF PROHIBITED CONDUCT**

Examples of Prohibited Conduct include but are not limited to:

- Any verbal, visual, or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Any verbal, visual, or physical conduct that has the purpose of substantially interfering with the employee's ability to do his/her job.

- Any verbal, visual, or physical conduct of a sexual nature that may threaten or insinuate either explicitly or implicitly that any employee's submission to, or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, or career development.
- Any sexually harassing behavior in the workplace, whether verbal, visual, or physical.
- Any unwelcome, or unsolicited speech, or conduct towards an individual(s) based on race, color, sex, age, national origin, religion, disability, marital status, sexual orientation or gender identity or expression, political affiliation, veteran's status, or citizenship status.
- Physical harassment such as assault, unwanted touching, blocking normal movement, or interfering with an employee's ability to do his or her job.
- Verbal harassment such as epithets, derogatory comments, slurs, or unwanted advances or invitations.

Any employee found to have acted in violation of this policy, or who encourages conduct in violation of this policy shall be subject to appropriate disciplinary action, up to and including, termination.

#### **REPORTING DISCRIMINATION, HARASSMENT, OR PROHIBITED CONDUCT**

The Civil Service Office will investigate and address any reports of discrimination, harassment, or prohibited conduct.

Any employee who believes he or she has been the victim of discrimination, or who is subjected to any of the prohibited conduct referred to above, should report the information to the manager of Employee Relations, or the Director. Complaints will be investigated in accordance with the internal investigation policy and procedure described in Civil Service Policy Letter 14.

**Notice to anyone other than the employee's supervisor and/or any management official of the Hillsborough County Civil Service Board does not fulfill the employee's reporting obligation.**

Any person who witnesses or learns of potential discrimination or harassment against another must also report the incident as above.

Continuing or subsequent violation of this policy, including instances of retaliation must be reported.

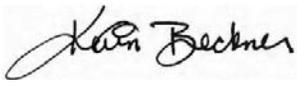
Employees are encouraged to let others know when actions or behaviors are unwelcome and offensive to them.

**Subject: Non-Discrimination**  
**Page 3**

The Civil Service Board forbids retaliation against employees who report discrimination, harassment, or prohibited conduct; or who participate in an investigation of reported violation of this policy.

Managers/supervisors who allow conduct in violation of this policy to continue or fail to take appropriate corrective action may be subject to discipline, up to and including termination. Managers/supervisors shall not intimidate or take retaliatory action against any employee who makes a good faith report of discrimination, harassment, or prohibited conduct.

Making an intentionally false allegation of discrimination, harassment, or prohibited conduct will be grounds for discipline up to and including termination.

APPROVED:   
Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 8**

**SUBJECT: SOLICITATION**

### **PURPOSE**

This policy outlines expectations, including permissible and impermissible forms of employee solicitation.

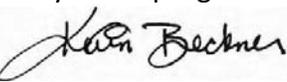
### **POLICY**

No employee shall engage in any private business, commercial activity, or undertake to provide any service for compensation, to advertise or display merchandise, to transact any business for profit, or to solicit business on any property or facility owned or operated by Hillsborough County without written authorization from the Director.

Employees are permitted to solicit for non-profit organizations during their free time (non-working hours) so long as such solicitation does not involve other employees who are working. Non-working time includes lunch periods and rest periods even though employees may take such lunch periods and break periods in work areas. There is to be no solicitation for profit-making organizations at any time.

Employees are permitted to distribute literature materials of employee organizations during their free time (non-working hours) in non-work areas, so long as such distribution does not involve other employees who are working. Non-work areas would normally include, although not necessarily limited to, such areas as employee cafeterias, break-rooms, or parking lots. Employees are prohibited from distributing literature or materials of employee organizations in work areas where actual work of public employees is performed, or during the working hours of any employee involved in the distribution.

This policy excludes County sanctioned employee programs, such as: discount tickets, United Way campaigns, holiday food baskets, employee holiday party, as well as, advertisements found on COIN, and any other programs which have received prior authorization from the Director.

APPROVED: 

Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 9**

**SUBJECT:      EMPLOYEE CONDUCT**

### **PURPOSE**

This policy is intended to ensure the highest standards of health and safety for all employees and the public, and to provide for the efficient and effective operation of the office. It establishes guidelines and expectations regarding minimum standards of conduct among Civil Service employees. Employees shall conduct themselves in a manner which will inspire public trust in their integrity, impartiality, and devotion to the best interests of Hillsborough County, its customers and citizens.

### **POLICY**

The Civil Service Office is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the Office are treated in a respectful and fair manner.

Employees shall conduct themselves in a manner that will not bring discredit or embarrassment to the County whether on or off duty. Employees shall devote their full attention and effort to the duties and responsibilities of their positions during their scheduled work time, except when other activities are authorized by law, rule, or contractual agreement, or are approved by the department.

Although it is not possible to list all forms of conduct that are considered unacceptable in the workplace, the examples listed below would be considered infractions of the rules of conduct.

This list is not intended to be exhaustive:

1. Theft or inappropriate removal or possession of property.
2. Working under the influence of alcohol or illegal drugs.
3. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
4. Fighting or threatening violence in the workplace.
5. Sexual or other unlawful or unwelcome harassment.
6. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
7. Unauthorized use of telephones, mail system or other employer-owned equipment.

8. Unauthorized disclosure of business "secrets" or confidential information.

Such conduct may result in disciplinary action, up to and including termination of employment.

## **FIREARMS**

### Private Motor Vehicle

In accordance with Florida Statutes, Section 790.251, an employee may possess and store legally owned firearms and ammunition, for which the Employee has a current, valid, concealed-weapons permit, within their private motor vehicle in a County parking lot, for self-defense or other lawful purposes. Such firearms must be:

- Lawfully possessed by the employee in accordance with a current, valid, concealed-weapons permit; and
- Locked inside or locked to a private motor vehicle in a County parking lot; and
- Stored out of sight within the private motor vehicle.

### County Motor Vehicle

Except as otherwise authorized by County policy or applicable law, employees are strictly prohibited from possessing, storing or using any firearm, lawfully possessed or otherwise, or any other weapon as defined by this policy, in a County-owned vehicle or any other property owned or leased by the County.

### County Property

Unauthorized possession of a weapon or firearm by employees on property owned or leased by the County or any other place while on duty is prohibited, except where otherwise authorized by County policy or applicable law.

Violation of this policy is a serious offense and shall result in disciplinary action up to and including termination.

APPROVED:   
Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 10**

**SUBJECT: INTERNET AND ELECTRONIC MAIL (E-MAIL)**

### **PURPOSE**

Hillsborough County purchases computers, electronic/wireless, and Internet services for as business tools to accomplish an employee's job duties and assignments. This policy provides guidelines for acceptable access and use, and prohibits any unlawful use of systems, the Internet, or electronic or wireless device by County employees.

### **POLICY**

#### **INTERNET USE**

The internal communications systems, as well as the equipment and data stored, are and remain at all times the property of Hillsborough County and are intended for official use only. Employees are responsible for the internet and e-mail system. The Board reserves the right to examine, monitor, and regulate e-mail messages, internet usage, directories, and files. Employees who use the internet have no expectation of privacy in the use of the County's electronic network resources.

#### **INTERNET SECURITY**

Employees should not assume that any communications via the internet are secure, private or confidential. Information that is proprietary, confidential, or classified is not to be distributed via the internet without the Director's authorization. Employees must recognize that all computer resources have capacity and bandwidth limitations and no actions are to be performed that could compromise the integrity of the County's networks, servers, or any other computer resources. Employees who have questions regarding computer resource capabilities should contact information technology personnel.

#### **ACCEPTABLE USE OF THE INTERNET**

Accepted and encouraged use of the internet for authorized users on the Hillsborough County networks includes, but is not limited to, the following:

## **SUBJECT: Internet and Electronic Mail (E-Mail)**

### **Page 2**

- Access, research, exchange, and posting of information that relates to the assigned job duties of an authorized user for carrying out Civil Service Office business.
- Promotion of public awareness in regard to Civil Service Office rules, services, and public policies.
- Limited personal use is permissible within the guidelines of this policy that results in no costs or expenses chargeable to Hillsborough County.

### **UNACCEPTABLE USE OF THE INTERNET**

Where the personal use of the internet is allowed, the following access and/or usage is prohibited:

- Conducting personal, for profit transactions or business.
- Viewing, accessing, or transmitting sexually suggestive, pornographic, or obscene materials.
- Viewing, accessing, or transmitting any material that a reasonable person may find offensive or inappropriate.
- Conducting any fundraising activity not sponsored, endorsed, or approved by Hillsborough County.
- Viewing, accessing, or transmitting material that expresses or promotes discriminatory attitudes on the basis race, color, sex, age, national origin, religion, disability, marital status, sexual orientation or gender identity or expression, political affiliation, veteran's status, or citizenship status.
- Participating in Internet activities that inhibit an employee's job performance or present a negative image to the public such as games, auctions, or social networking sites.
- Attempts to "hack" or alter internal or external computer security systems.
- Computer sabotage through the intentional introduction of computer viruses or similar material.
- Using another employee's password and/or equipment to conduct unacceptable internet activities.
- Harassing or threatening transmissions, including but not limited to, the distribution of defamatory, fraudulent, intimidating, abusive, or offensive material.
- Installing, viewing, accessing, or participating in peer-to-peer sharing programs/clients (i.e. Bittorrent) utilizing any County network, to include Mobility or other Guest wireless networks.
- Any other internet use that is deemed inappropriate by Hillsborough County or the Civil Service Office and is communicated to authorized users.

### **E-MAIL SECURITY**

All e-mail is subject to the Florida Public Records Act, Chapter 119, F.S. As such, all messages sent or received are considered public records and available for public examination, absent specific statutory exemption. Therefore, information that is exempt from public access, as provided in Chapter 119, F.S., must never be sent via e-mail and should be communicated in another form.

**Employees should never send passwords via e-mail.**

**RESPONSIBLE USE OF E-MAIL:**

When utilizing e-mail, professionalism and etiquette are important. The strategies for effective e-mail communication include, but are not limited to the following:

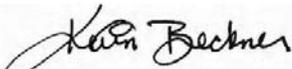
- Be courteous and remember you are representing the Civil Service Office with each e-mail message sent.
- Keep all messages as brief as possible to minimize reading time for the recipient. Be sure to clearly fill in the subject field so recipients can easily identify different messages.
- Be as complete as possible by using the simple rules of who, what, when, where and how to answer any anticipated questions.
- Check for accuracy, spelling, grammar, and punctuation.
- Avoid sarcasm, exaggeration, and typing in all capital letters.
- Be careful not to use the "Reply All" function when not intended.
- Read all messages and respond regularly on a timely basis.

**DO NOT COMMUNICATE OR STORE INAPPROPRIATE CONTENT**

Employees who have any questions regarding the sensitivity of an e-mail message should contact their supervisor. The following are examples of inappropriate content:

- Any form of "chain" letter.
- Any sexually suggestive, pornographic, or obscene material.
- Any material relating to any fundraising activity not sponsored, endorsed, or approved by Hillsborough County.
- Any material that expresses or promotes discriminatory attitudes on the basis race, color, sex, age, national origin, religion, disability, marital status, sexual orientation or gender identity or expression, political affiliation, veteran's status, or citizenship status
- Transfer of any unauthorized software.
- Infringing on the copyright or other intellectual property rights of third parties. The distribution of defamatory, fraudulent, intimidating, abusive, or offensive material.
- Messages that intentionally misrepresent the identity of the sender, or alter a sender's message.
- Any other e-mail use that is deemed inappropriate by Hillsborough County or the Civil Service Office and is communicated to via e-mail.

APPROVED:



Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 11**

**SUBJECT:     ATTIRE AND GROOMING**

### **PURPOSE**

This policy is intended to promote a workplace where all employees present a professional appearance by providing Civil Service Office staff with general standards on acceptable work-related dress, personal hygiene, and grooming.

### **POLICY**

It is not possible to address every situation, or to provide exact standards. Thus, administration and compliance with this policy will require good judgment by both employees and management, and will be applied in the following manner:

1. Individual employees must read the policy, ask for clarification if necessary, and appear appropriately attired and groomed for work each day.
2. Individual managers will maintain awareness of the dress and appearance of the members of their team. Managers are responsible for coaching employees on adherence to management's interpretation of this policy. No discipline will be imposed for a first offense violation. However, employees may be asked to leave the workplace until properly dressed and groomed.
3. Second and further violations of this policy may result in progressive discipline, up to and including termination.

### **GENERAL GUIDELINES**

- Each employee must be clean and neatly groomed.
- All clothing must be neat, clean and in good condition.
- All clothing must be size-appropriate. This means neither too small; too large; too revealing; nor too confining.
- Undergarments must not be visible.
- Clothing may not result in exposure of skin that creates a less than professional appearance.
- When selecting work attire, employees are encouraged to consider how they will appear to others when standing, sitting, bending, or reaching.

### **EXAMPLES OF UNACCEPTABLE ATTIRE AT THE OFFICE, OR WHILE ON OFFICIAL BUSINESS**

The following attire is considered unacceptable:

- T-shirt or tank top unless otherwise authorized;
- Sweat suit, wind suit, or gym clothes;
- Worn, frayed, or torn jeans;
- Shorts;
- Flip-flops, bare feet, or bedroom slippers;
- Tennis shoes, athletic shoes or sneakers (except when worn to or from work or during lunch breaks away from the Office).

### **EXAMPLES OF ACCEPTABLE ATTIRE AT THE OFFICE, OR WHILE ON OFFICIAL BUSINESS**

“Business Casual” or “Business Formal” are the terms in common use that describe acceptable dress every day of the week at the Civil Service Office. Specifics by gender are as follows:

**Male:** Collared shirt (dress or polo); dress slacks or cotton trousers (such as khakis) with a belt or suspenders; dress or male-appropriate business-casual shoes (such as loafers) with socks. Shirts with tails and polo shirts must be tucked into pants at all times. A tie and/or a blazer/business jacket are encouraged, but are not required.

**Female:** A professional-looking top of any type in accordance with the guidelines and limitations of this policy, a reasonable-length (not mini) skirt or dress; or trousers or crop pants (mid-calf length) of a non-denim material; dress or female-appropriate business-casual shoes. A blazer or business jacket is encouraged, but is not required.

### **APPROPRIATE OFFICE ATTIRE FOR CASUAL FRIDAY**

Same as items listed as examples of acceptable attire at the office or while on official business, but with the additional option of clothing made of denim material (jeans), except when business needs necessitate otherwise.

APPROVED:   
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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 12**

**SUBJECT: DISASTER/DISASTER RECOVERY COMPENSATION**

### **PURPOSE**

To provide uniform procedures on the payment of wages during an impending or declared disaster and the disaster recovery period following that disaster.

### **POLICY**

#### **Pre-Disaster/Disaster Period**

Employees designated as “non-disaster” assigned pursuant to the “Employee Emergency Response Program” assignment: In the event of an impending or declared disaster, the Director of the Civil Service Board may direct non-disaster assigned employees not to report to their regular duty assignments. In accordance with CSR 10.14(d), the Director may elect to grant up to 40 hours of wages for non-disaster assigned employees who are directed not to report to work.

During this period, these employees must contact their supervisors, or the Director, if their supervisor is not available, on a daily basis to see if a work assignment is available. Leave granted under this provision is of a special nature and may not be deferred or converted to any other purpose. It is not charged against any other leave account, and is not accumulated in the manner of annual or sick leave. The frequency with which it is granted shall be governed only by necessity.

Employees designated to respond during a disaster pursuant to the “Employee Emergency Response Program” assignments: Disaster assigned employees will be paid in accordance with applicable law, Civil Service Rules and Policy. In addition to wages paid during the pre-disaster/disaster period, disaster assigned employees may receive additional time off for time worked during this period at the discretion of the Director.

**Post Disaster (Recovery) Period**

To receive wages during the post disaster (recovery) period, an employee must be working in a designated disaster (recovery) assignment, or a designated assignment with the County's Employee Volunteer Program, or as an official volunteer in their community as approved by the Director, or be on an approved leave of absence.

If an employee is unable to report for their designated disaster assignment with the Civil Service office, or the assigned duties with the County Employee Volunteer Program, the employee may request vacation leave.

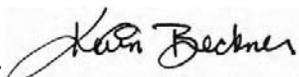
If an employee does not have vacation leave accrued, the employee shall be placed on an unpaid leave of absence.

Any employee not performing work for the County, County Employee Voluntary Program, or other approved Volunteer Program will not receive wages during the post disaster (recovery) period unless they are on an approved leave of absence.

It will be the responsibility of the Civil Service Office to verify hours worked.

Under the provisions of this policy, employees will be paid at their regular rate of pay for all hours worked that do not exceed forty hours in a workweek. Overtime compensation will be paid in accordance with the Fair Labor Standards Act and Civil Service Policy.

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 13**

**SUBJECT:      PROFESSIONAL DEVELOPMENT**

### **PURPOSE**

The purpose of this policy is to provide employees with professional development opportunities that increase their skills and enhance their contributions to the organization.

### **POLICY**

The work performance of an employee is a vital key to the success of our organization. Providing professional development to our employees is an investment in their careers and the organization's future.

Full-time regular employees are eligible for reimbursement for education costs that are approved by the organization. It is the employee's responsibility to seek out the courses and other training mediums that will enhance his or her career development and are in line with the organization's mission.

### **RESPONSIBILITIES**

Civil Service Board Director: responsible for the Civil Service Staff development program and final approval/disapproval authority for all training requests.

Training Manager: responsible for preparing, maintaining and updating training files and reviewing all department training requests.

Department Heads: responsible for reviewing and recommending professional development opportunities for their staff.

Civil Service Board Employees: responsible for making timely requests for professional development opportunities and satisfactory completion of development courses, workshops, etc.

## **PROCEDURES**

All regular full-time employees are eligible to participate in professional development opportunities.

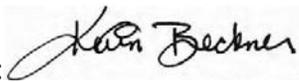
Professional development can be obtained through attendance at seminars, educational courses, and degree programs that, once completed, will assist the employee in performing his or her essential job functions and increase the employee's contribution to the organization.

Employees may request payment for other professional development expenses including: membership fees to professional organizations, registration fees for meetings, conferences, workshops and seminars, fees and subscriptions for scholarly journals, books, and computer-based resources.

Employees must request permission from their immediate supervisor for review and approval to attend desired training and/or resource. The request must include applicable course of study, purpose, job relevance, cost, dates, times of coursework, and name of the institution or source of training.

Upon satisfactory completion of the training and/or coursework, the employee must provide documentation to support completion (and payment where necessary for reimbursement).

APPROVED:



Kevin Beckner  
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DATE: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 14**

**SUBJECT: INTERNAL INVESTIGATIONS**

### **PURPOSE**

The purpose of this policy is to provide guidance for conducting internal investigations of alleged unlawful discrimination, harassment and other violations of Hillsborough County Civil Service policies, rules, and standards of conduct.

### **POLICY**

The Civil Service Board is committed to ensuring that all investigations are conducted in a fair, impartial, thorough, and thoughtful manner which complies with all applicable local, state, and federal laws.

#### General Requirements:

Complaints about employee conduct or intentional behavior that potentially violates Civil Service Board policy, standards of conduct, law; or affects the safety or well-being of fellow employees, visitors, operations, or Civil Service Board-related activities are the proper subject of an internal investigation. Such complaints should be directed to the manager of the Civil Service Office Employee Relations Section. Nothing in this policy precludes an employee from directly filing a complaint at any time with the US Equal Employment Opportunity Commission (EEOC), the Florida Commission on Human Relations (FCHR), Office of Federal Contracts Compliance Programs, or any other appropriate external federal or state agency.

Filing an internal complaint of discrimination with the Civil Service Board, or the County Equal Opportunity Administrator's Office **does not affect any deadlines** that may be imposed by any agency external to the County.

#### Responsibility:

The manager of the Civil Service Office Employee Relations Section, will have primary responsibility for investigating any and all complaints relating to employee misconduct. However, Legal Counsel may assume responsibility for certain investigations and instruct other Civil Service Office personnel to act as their agents in gathering information. In such cases, the assigned

**SUBJECT: Internal Investigations**

**Page 2**

investigator(s) will follow counsel's instructions in handling all communications and evidence to ensure that "attorney-client" and "attorney work product" privileges are preserved.

Types of Allegations:

The following list, while not all-inclusive, provides examples of the types of allegations that the Civil Service Office will investigate:

- Any and all conduct that negatively affects a Civil Service Office employee, applicant, and/or third party (i.e., customer) on the basis of *race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, or gender identity expression.*, political affiliation, veteran's status, or citizenship status or other characteristics protected by law.
- Any verbal and/or physical conduct that denigrates or shows hostile feelings towards any individual on the basis of *race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, or gender identity expression.*, political affiliation, veteran's status, or citizenship status, or other characteristics protected by law. This includes, but is not limited to, conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment and/or has the purpose or effect of unreasonably interfering with an employee's work performance and/or other conduct that may affect an individual's employment opportunity.
- Any threatening communication; any physical injury or potential physical harm to another; any aggressive or hostile action; any intentional damage to Civil Service Office property; and possession of any weapon in violation of Civil Service Board policies.
- Any conduct that violates Civil Service Office rules, policies, or standards of conduct and law.

Confidentiality:

The Investigator(s) will inform the complainant(s) that the investigation will be handled on a "need-to-know basis". However, if information is learned that requires personnel action or legal action, there is a potential that disclosure of this information may occur in the process.

Retaliation:

The Civil Service Office prohibits retaliation, including but not limited to making any threatening communication by verbal, written and/or electronic means, against any individual who, in good faith, reports and/or provides any information concerning unlawful discrimination, harassment and/or other violations of policies, rules and standards of conduct. Any employee found engaging in retaliation will be subject to disciplinary action up to and including termination.

**SUBJECT: Internal Investigations**

**Page 3**

Risk Assessment:

The Investigator(s) will make a reasonable effort to ensure that the complainant(s) and/or person(s) providing information are not exposed to any threats of violence, intimidation or personal risk. If any such situations are identified or have occurred, the Civil Service Office will proceed with the appropriate response. Any Civil Service Office employee found to be engaging in any threatening behavior will be subject to disciplinary action up to and including termination

Investigative Time Parameters:

The Civil Service Office will make all reasonable efforts to initiate an investigation within 10 days of receiving a complaint; and to conclude the investigation within 30 days. This timeframe may be adjusted as necessary to ensure a full and complete process, but will not be unduly delayed.

Investigative Tasks:

The following steps should be undertaken as appropriate:

Step	Action
1.	Obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant and accused ( <i>if possible</i> ). Secure all publicly available reports from police and/or other agencies concerning the reporting ( <i>if appropriate</i> ).
2.	Take photographs/video of any injury or damage ( <i>if possible and appropriate</i> ).
3.	Preserve all evidence and secure the evidence in a locked location. Document all evidence obtained. Investigator will be responsible for maintaining the chain of custody for the evidence.
4.	Determine if there is a potential for risk occurrence. If there is a potential, take all measures appropriate to protect employees, visitors and property.
5.	Complete an investigation report and provide all relevant and necessary information, including findings.

Documentation Findings:

Based on the investigation, the investigator(s) must determine whether the allegation(s) were founded, unfounded or inconclusive. This determination shall be documented in writing and made part of the investigative report provided to the Director, Civil Service Board.

•**Violation Founded.** Where a violation is founded, the employee who is the subject of the complaint will be notified of the finding and the specific or corrective remedial actions to be taken. The subject employee's supervisor will also receive notification, as appropriate. No details about the nature or extent of disciplinary or corrective actions will be disclosed to the

**SUBJECT: Internal Investigations**

**Page 4**

complainant(s) and/or witness(es) except in accordance with Chapter 119, F.S., or if there is a compelling reason to do so (e.g., personal safety).

•**Violation Unfounded.** In this situation, the complainant and the employee who is the subject of the complaint will receive a notification that the Civil Service Office thoroughly investigated the allegation(s) and found that the evidence did not support the claim.

•**Inconclusive Finding(s).** Where the investigation does not conclusively indicate whether the allegation(s) was founded or unfounded, the complainant and the employee who is the subject of the complaint will receive notification that the Civil Service Office has completed a thorough investigation but has been unable to establish whether a violation has occurred. However, the Civil Service Office will take appropriate steps to ensure that the persons involved understand the requirements of the policies and appropriate law, and will monitor the situation to ensure continuing compliance in the.

APPROVED:



Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 15**

### **SUBJECT: REDUCTION IN FORCE (RIF)**

#### **Purpose**

To provide an equitable, efficient and orderly procedure to identify and process employees impacted by a reduction in the organization's workforce and to establish a method for re-employment.

#### **Policy**

The Civil Service Board may reduce its workforce for any reason, including, but not limited to changes in programs, lack of funds, reorganization, reduced workload, etc. This policy provides a standard procedure to effect a RIF.

Under this system, classified employees compete for retention within their classification and "area of layoff" based on a variety of factors, including but not limited to: length of service; job performance; veteran's preference in retention pursuant to Rule 55A-7.015 FAC; disciplinary history; specialized knowledge, skills, and/or abilities; licenses and/or certifications; and any other factors deemed relevant by the Director. Any or all of these factors may be considered and evaluated solely by the Director who shall make the final determination of how each factor is scored and weighted.

This policy shall only be applied when one or more filled positions remain to be reduced, after all vacant positions that fall within the identified scope of the layoff have been eliminated.

#### **Procedure**

##### **1. Reduction -**

- A. The Director must identify the scope of the layoff. At the discretion of the Director, the scope of layoff may be agency-wide or include only a single department, only a single work group within a department, multiple departments, or multiple work-groups within one or more departments.
- B. The specific positions to be reduced, the job classifications to which the positions are assigned, and the current incumbents of those positions shall be identified. Once identified, the Director shall give no less than 60 days' notice of the scope of the layoff to affected employees and the organization's governing body (if any). Affected employees shall have a minimum of 30 days to provide documentation of veteran's preference

eligibility which has not previously been submitted to an appropriate point of contact within the organization.

- C. RIF Step 1: All temporary and substitute employees who perform work similar to the work performed by the incumbents of the positions to be reduced shall be released regardless of whether they are within the identified scope of the layoff. The determination of the degree of similarity of the work shall be made at the sole discretion of the Director. Identified incumbents of positions to be reduced who are not temporary or substitute employees shall be transferred by the Director to the vacant positions that result from this step. The RIF process continues, only if, at the conclusion of this step, there remains at least one encumbered position to be eliminated.
- D. RIF Step 2: Except for those who are veterans' preference eligible, all employees who work within the identified scope of the layoff and who are employed in a job classification that matches the job classification of any position to be reduced and who have not successfully completed an initial probationary period shall be released.

Identified incumbents of positions to be reduced within the identified scope of the layoff that are in the same job classification and who are not temporary, substitute, or a non-preference-eligible employee on initial probation, shall be transferred by the Director to the vacant positions that result from this step. The RIF process continues, only if, at the conclusion of this step, there remains at least one encumbered position to be eliminated.

- E. RIF Step 3A: If, after the execution of RIF Steps 1 and 2, there is only one employee who continues to encumber a position to be reduced and that position is the only position assigned to a particular job classification and within a particular scope of the layoff, that employee will be identified for layoff. The provisions of Paragraph F do not apply in such cases.
- F. RIF Step 3B: If, after the execution of RIF Steps 1 and 2, there remains one (or more) employee(s) who encumber(s) a position to be reduced and that position is assigned to the same job classification and falls within the same scope of the layoff as one (or more) position(s) not identified to be reduced, all such employees will be assigned a retention score by taking into consideration factors such as veterans' preference eligibility in accordance with Rule 55A-7.015 FAC, length of service; job performance; disciplinary history; specialized knowledge, skills, and/or abilities; licenses and/or certifications; and any other factors deemed relevant by the Director. Veterans with a documented 30% or more service-connected disability shall be placed at the top of the retention list.

Prior to calculating individual retention scores, the Director shall publish the adopted retention score formula to all impacted employees.

F.1. The resulting retention scores will be used to rank the employees from highest to lowest score, except that veterans with a documented 30% or more service-connected disability shall be placed at the top of the retention list and be the last to be identified for layoff – without regard to the disabled veterans' augmented scores. Employees will be identified for layoff; beginning with the employee with the lowest retention score and continuing to the second lowest score and so on, until the number of employees identified for layoff matches the number of tenured, classified employees who, after the execution of RIF Steps 1 and 2, continue to encumber positions to be reduced.

F.2. Following the effective date of the layoff of employees identified in RIF Step 3B-F.1, the incumbents of positions to be reduced who, based on their retention score, are not identified for layoff, shall be transferred by the Director to the resulting vacant positions.

G. The Director shall provide written notice to each employee who is identified for termination due to RIF at least two (2) weeks prior to the date of effect. However, every effort will be made to provide more advance notice. When it is in the best interest of the County, the Director may determine to provide an adversely affected employee with payment in lieu of notice. The notice shall state the reason for separation (i.e., RIF), the effective date, and describe the procedures for out-placement assistance and for re-employment with the (organization name) or another agency fully covered by the Civil Service Act.

2. Job Placement Assistance –

The Director shall make a reasonable effort to assist a displaced employee in locating alternate employment. A plan for this purpose will be developed and communicated to impacted employees at the time of the announcement of the RIF.

3. Re-employment –

A. Consistent with Civil Service Board Rules, the Civil Service Board will, for a period of one (1) year following the RIF or until the employee is re-employed with an employer that is fully covered by the Civil Service Act (whichever occurs sooner), provide re-employment assistance for laid-off employees to include adding their names to the lists of certified candidates for the jobs for which they meet the minimum qualifications.

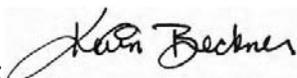
B. Employees separated as a result of a reduction in force shall be afforded the right of first refusal for future vacant positions within this organization that are assigned to the same job classification and in the same scope of layoff from which the employee was laid off.

**SUBJECT:       Reduction in Force (RIF)**

**Page4**

- 1) Such right of first refusal shall become effective the date of layoff and continue for one (1) year or until the employee is re-employed with an employer that is fully covered by the Civil Service Act, whichever occurs sooner.
  - 2) The right of first refusal shall be lost when the employee accepts or declines a bona-fide offer of employment from an employer that is fully covered by the Civil Service Act, regardless of whether the pay grade of the offered job is equal to, higher, or lower than the pay grade of the job from which the employee was separated due to RIF.
- C. The following provisions shall apply when an employee who is separated due to RIF is re-employed by any employer that is fully covered by the Civil Service Act within one (1) year of the effective date of layoff:
- 1) All service which was creditable on the date of the layoff shall be included when computing the employee's length of service.
  - 2) The employee's Performance Review Date will be adjusted by adding the length of the layoff to the Performance Review Date held at the time the layoff became effective.
  - 3) All benefits to which the employee was entitled on the date of layoff, and for which not otherwise compensated, will be re-established on the date of re-employment. No further benefits will accrue during the actual period of the layoff.
  - 4) If re-employed in the same classification, the employee shall be paid at the same salary as was being paid at the time of layoff.
  - 5) If re-employed in a different classification, regardless of pay grade, the employee shall be paid in accordance with Civil Service Rules and the discretion granted by those rules to the employing authority.

APPROVED:



Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

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  
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Tampa, Florida 33602

Telephone: 813-272-5625  
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## CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 16

**SUBJECT: VISITORS TO THE CIVIL SERVICE OFFICE**

### PURPOSE

This policy is intended to establish expectations of how employees will respond to visitors to the Civil Service Office.

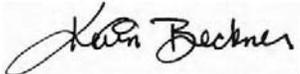
### POLICY

The Civil Service Board recognizes the need for a safe and secure work environment and is committed to providing and maintaining the security and safety of employees and the public it serves. In addition, due to the sensitive, and/or confidential nature of information for which the Office is responsible, access to the Office by unauthorized individuals is strictly enforced. An unauthorized individual is defined as anyone who is not employed with the Civil Service Office.

All employees are responsible for maintaining a safe and secure work environment by ensuring that all visitors are escorted at all times. Employees may conduct a social visit on their lunch hour or during their break time in their designated work area. Such visits may not be disruptive to the work environment and must comply with this policy. Unaccompanied unauthorized individuals:

- should be stopped,
- asked their reason for being in the office and unsupervised,
- accompanied to the reception area outside the office, and
- the appropriate employee should be called to meet with them, or they should be asked to leave,

Security should be contacted for assistance if an unauthorized individual does not comply with an employee's request.

APPROVED: 

Kevin Beckner  
Director

DATE: October 6, 2017

Revised: October 6, 2017

Simon Canasi, Chair  
Tiffany Bell  
Andrea Cichon  
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## **CIVIL SERVICE OFFICE STANDARD OPERATING PROCEDURES NUMBER 17**

**SUBJECT: POLITICAL ACTIVITIES OF EMPLOYEES**

### **PURPOSE**

To establish guidelines regarding employee political activity on CSB (County) property and engagement in political activities during working hours. This policy is not intended to prohibit or adversely affect CSB's employees from exercising their freedom of speech, political association or right to vote. Further, this policy shall not be construed as inhibiting an employee of the CSB from exercising the right of citizenship in a personal capacity, or be construed as inhibiting any employee of the CSB from appearing before a government body in response to a request from that body.

### **SCOPE**

Applies to all CSB employees.

### **POLICY**

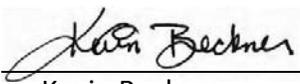
CSB respects the rights of its employees as citizens to engage in local, state and national politics. However, because CSB is a public entity, and to ensure the orderly operations of the CSB, compliance with the following guidelines is required regarding political activity.

1. Employees may not engage in the promotion of or opposition to any political organization, candidate for public office (local, state or national), or non-CSB related cause on county time and/or county property or off-site at official CSB functions. Further, employees may not engage in political activity that is disruptive to the workplace or CSB's operations. Employees wishing to engage in any political related activities, other than voting, during working hours must utilize their accrued annual leave or request leave without pay.
2. CSB's supplies, materials, computer equipment, telephones, printing or copying services and its email service may not be loaned or used to promote or oppose any political organization, cause or candidate, or solicit contributions from citizens or fellow employees for a political organization, cause or candidate. Employees may not use CSB emails to contact any elected politician for non-CSB related business.

**SUBJECT: Political Activities of Employees**

**Page 2**

3. Employees may not, in their official CSB capacity, endorse candidates for public office. Further, when engaging in political activity, employees should avoid any appearance that they are speaking or acting for or on behalf of the CSB.
4. The physical facilities of CSB may not be used to promote any political organization, cause, or candidate for public office.
5. Employees who are considering running for or being appointed to public office should discuss potential conflicts or work arrangements with their supervisor prior to filing as a candidate or agreeing to the appointment.
6. Employees who are candidates for political office:
  - a. May not loan or use CSB's personnel, equipment, supplies, services or other County resources in their election efforts;
  - b. May not attempt to coerce employees to participate in or support their candidacy;
  - c. Must ensure their candidacy does not interfere with the discharge or performance of their CSB duties or responsibilities; and
  - d. May not depict their personal views as representing CSB.
  - e. May choose to use either their accrued annual leave or request leave without pay in order to campaign for elective office during working hours. Requests for leave to campaign for public office will be considered on an individual basis taking into account the employee's position and the effect the leave may have on CSB's operations.

APPROVED:   
Kevin Beckner  
Director

DATE: March 30, 2018

## **9. DISCUSSION ITEMS**

### **C. STUDENT INTERN CLASSIFICATION**

9. **DISCUSSION ITEMS (DRAFT)**

C. **STUDENT INTERN CLASSIFICATION**

Section 7.2.3 of the Civil Service Act, Chapter 2000-445, Laws of Florida as amended, affirms that the Board “Adopt and amend rules for the uniform administration of this act following a minimum of 30 days’ notice of the proposed rule to each appointing authority.”

Hillsborough County, as many other employers has a history of utilizing interns to share its field experience with newcomers, get entry-level and administrative tasks done, and help students get the real-world experience they need to be successful. During its meeting of March 21, 2018 the Board requested an opportunity to consider the adoption of a policy related to the use of student interns by agencies covered by the Civil Service Act. Staff has conducted a review of the requirements and recommendations established for internships by the U.S. Department of Labor, the American Bar Association, and the National Society for Experiential Education. In addition, consideration was given to current student intern programs at Tampa General Hospital, and through the Hillsborough County Administrator. Based on this review, staff has prepared the attached draft for the Board’s consideration and comment.

**STAFF RECOMMENDATION**

Provide direction with regard to Student Intern Program classifications.

## Student Intern Classification:

### General:

- (1) The purpose of an intern classification is to provide a method for an appointing authority to establish a paid or unpaid internship intended to provide a carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what s/he is learning throughout the experience.
- (2) An appointing authority interested in utilizing the services of a student intern shall develop a Student Internship Program in accordance with the guidelines set forth below. A description of the Student Internship Program shall be filed with the Civil Service Board sixty (60) days prior to the implementation of the Program, and shall certify that the appointing authority's use of interns will comply with all relevant federal, state, and local laws.
- (3) The Student Internship Program description shall include, but need not be limited to, the following provisions:
  - a. Compensation: Whether the internship will be paid or unpaid. The description shall provide the extent to which the intern and appointing authority clearly understand whether there is an expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
    1. For funding purposes, a paid intern represents one funded position.
    2. An intern is considered an "unclassified" "temporary" employee and is not eligible for such benefits as paid vacation, paid sick leave, or health benefits except as required by the Affordable Care Act.
    3. A paid intern who works more than 40 hours per week in a non-exempt capacity may be eligible for overtime compensation in accordance with the Fair Labor Standards Act. In addition, a paid intern may qualify for coverage under the Florida Retirement System under certain circumstances (See Section 121.051, Florida Statutes, as amended).
    4. An unpaid intern may receive a stipend to cover parking, travel, and other expenses in accordance with County reimbursement policies.
  - b. Hours of Work: Whether the intern is expected to work **Full Time** (40 hours per week); **Reduced Hours** (20 – 39 hours per week); or **Part-Time** (less than 20 hours per week).

**(Continued)**

- c. Duration: The total number of hours the intern will be utilized - The description shall provide the extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning, including:
  - 1. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
  - 2. The extent to which the intern and the employer understand that the internship is conducted without a guaranteed entitlement to a paid job at the conclusion of the internship
- d. Academic Status and Credit: Whether the intern is enrolled as a student and will receive academic credit at an accredited institution – The description shall define student eligibility criteria, and indicate the extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
- e. Educational Benefit: Whether an intentional "learning agenda" is structured into the experience – The description shall indicate the extent to which the internship provides training that would be similar to that which would be given in an educational environment, including:
  - 1. Clinical and other hands-on training provided by educational institutions;
  - 2. Established learning objectives, plus the manner and frequency of observation, reflection, evaluation and assessment; and
  - 3. The manner by which a reasonable balance will be achieved between the intern's learning goals and the specific work productivity goals established for the intern's work unit.
- f. Non-displacement of paid employees: Internships are intended for learning purposes. The description shall indicate the extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern. The description must indicate the distinction between the interns' duties and a regular, classified employee's duties.

**(Continued)**

- g. Restrictive Covenants and Other Standards of Conduct: Interns are subject to the same restrictions relating to confidentiality and other standards of conduct as all County employees. The description shall indicate the manner by which the intern will be “on-boarded,” and separated including requirements relating to background checks, health and drug screening, orientation, and exit procedures.
- (4) An appointing authority may request the use of an intern classification using the Civil Service Office Request for Position/Classification Action form, and providing the proposed minimum qualifications and any other clarifying comments it deems necessary.
- (5) The Civil Service Office, will notify the appointing authority of its approval to use the intern classification including the appropriate pay grade.

## **9. DISCUSSION ITEMS**

### **D. CIVIL SERVICE ACT LEGISLATION:**

#### **OPENING OF 2000-445 FOR AMENDMENT & CODIFICATION**

9. **DISCUSSION ITEMS**

D. **CIVIL SERVICE ACT LEGISLATION: OPENING OF 2000-445 FOR AMENDMENT & CODIFICATION**

On December 6, 2017, the Board adopted the Strategic Plan for the Civil Service Board and HRTrust and approved the proposed organizational structure for CSB and HRTrust contingent on legal review.

A legal review has been completed by the Board's General Counsel, and was also conducted by the Hillsborough County Attorney. Based upon this review, both Counsel agree that a legislative change is required to pursue the Board's vision and mission.

In addition, Section 22 of the Civil Service Act requires that the Hillsborough County legislative delegation review the Act, as amended, every 10 years "to determine whether there is a need for codification." When the Delegation determines that recodification is necessary, it may require the Board to draft the legislation for consideration. The next mandated review will occur in 2020.

The Civil Service Act has been amended twice since its last recodification by Chapter 2000-445, Laws of Florida. In 2007 by Chapter 2007-301, Laws of Florida and most recently by Chapter 2014-230, Laws of Florida. Given these amendments, it is likely that a review of the Act will result in a need for legislative recodification.

Given these facts, the Board may want to consider drafting the appropriate legislative amendment(s) for the 2019 Florida Legislative Session that will allow the implementation of the Boards Strategic Plan as well as re-codifying the Civil Service Board Act.

The Hillsborough County Civil Service Act is a Special Act of local application, and is therefore subject to amendment through the Legislature's local bill process. This process is governed by the Florida Constitution, Chapter 11, Florida Statutes, and the Rules of the Florida House and Senate. An outline of the relevant provisions of each of these laws, including projected dates for the 2019 Legislative Session is attached for the Board's information and consideration. (Attachment 1)

9. **DISCUSSION ITEMS**

D. **CIVIL SERVICE ACT LEGISLATION: OPENING OF 2000-445 FOR AMENDMENT and CODIFICATION**

The Civil Service Board currently has the capacity and resources to pursue any necessary legislative changes utilizing the services of its General Counsel, CSB staff, the Governmental Affairs Office of the Board of County Commissioners, the County Attorney's Office and other outside relationships and resources.

**STAFF RECOMMENDATION**

Adopt a Motion that the Board pursue all legislative changes necessary to codify previous amendments to the Civil Service Act and provide the CSB with the authority to implement its vision and mission of its adopted Strategic Plan as well as other objectives established by CSB members and staff.

### LOCAL BILL CALENDAR 2019 LEGISLATIVE SESSION (Subject to Change)\*

\* Some aspects of this process are subject to House and Senate Rules which will be adopted after the Organizational Session and depend on the outcome of elections held in August and November 2018.

#### November 20, 2018 Organizational Session

##### Article III, SECTION 3. Sessions of the legislature.—

(a) ORGANIZATION SESSIONS. On the fourteenth day following each general election the legislature shall convene for the exclusive purpose of organization and selection of officers.

#### February 1, 2019 Public Hearing

A legal advertisement of the proposed bill **must** be placed in a newspaper of general circulation at least 30 days prior to introduction of the local bill in the House or Senate. If the bill is subject to a vote of the citizens (referendum), this legal advertisement is not required. Section 11.02, F.S.

#### March 5, 2019 Regular Session

##### Article III, SECTION 3. Sessions of the legislature.—

(b) REGULAR SESSIONS. A regular session of the legislature shall convene on the first Tuesday after the first Monday in March of each odd-numbered year, and on the first Tuesday after the first Monday in March, or such other date as may be fixed by law, of each even-numbered year.

#### March 5, 2019 Bill Filing

Local bills are subject to the same filing deadline as general bills: No general bill, *local bill*, joint resolution, concurrent resolution (except one relating to extension of a session or legislative organization or procedures), substantive House resolution, or memorial shall be given first reading unless approved for filing with the Clerk no later than noon of the first day of the regular session. House Rule 5.2(a)

#### Local Bill Process

A local bill follows the same process as a general bill. The bill is introduced and referred by the Speaker to committees and subcommittees. After being recommended favorably by or withdrawn from the committees or subcommittees to which it was referred, a local bill proceeds to the House calendar. Local bills may be introduced in the Senate but this occurs to a lesser extent than in the House. Rather than filing and handling companion measures to local bills filed in the House, in recent years the Senate receives all local bills passed by the House at one time due to the use of the expedited local bill calendar process. The House bills are then scheduled for consideration on the Senate floor. The expedited calendar bills are considered in a single vote similar to the House process. The local bills passed separately are considered by the Senate on an individual basis. When filing a local bill, the applicable rules of the Senate, and their differences with the House procedures, should be considered.

#### House Procedural Requirements for Local Bills

The Local, Federal & Veterans Affairs Subcommittee, or the first committee/ subcommittee of reference, is required to confirm:

- The required notice has been published; or
- A referendum, if required, is provided properly in the bill; and
- The required House forms have been filed.

9. **DISCUSSION ITEMS**

E. **DIRECTOR'S EVALUATION**

9. **DISCUSSION ITEMS**

E. **DIRECTOR’S PERFORMANCE EVALUATION**

This item satisfies Section 1(c) of the Board’s current employment agreement with its Director, as described below (specific language referring to evaluation highlighted here for emphasis):

*The Board shall consider additional salary or benefit increases as it may deem appropriate no later than sixty {60} days **after completion of the Employee’s annual performance evaluation**, which increase shall be retroactive to the annual review date. Any increase in Salary shall be subject to the sole discretion of the Board. Any salary, benefit or wage increase accorded the Employee under this section or section (d) below shall automatically become an amendment hereto.*

Evaluations were received from all Board members, and a summary of those ratings are provided below:

<b><u>Dimension</u></b>	<b><u>Canasi</u></b>	<b><u>Carbaugh</u></b>	<b><u>Trichler</u></b>	<b><u>Bell</u></b>	<b><u>Cichon</u></b>	<b><u>Hosler</u></b>	<b><u>Strepina</u></b>	<b><u>AVG</u></b>
Strategic Management	5	4	5	4	5	3	3	<b>4.6</b>
Leadership	5	3	5	4	4	3	3	<b>4.2</b>
Judgement/Decision Making	5	3	5	4	5	3	3	<b>4.4</b>
Financial Resource Management	5	2	4	4	4	3	3	<b>3.8</b>
Responsiveness	5	3	5	4	5	3	5	<b>4.4</b>
Communication	5	4	5	4	5	3	5	<b>4.6</b>
<b>AVG</b>	<b>5.0</b>	<b>3.2</b>	<b>4.8</b>	<b>4.0</b>	<b>4.7</b>	<b>3.0</b>	<b>3.7</b>	<b>4.0</b>

Based on the Director’s overall rating, Section 1(c) of the Board’s employment agreement with the Director allows the Board to consider awarding the Director a salary increase, effective May 28, 2018. For reference, Civil Service Office staff received a 3% Cost of Living Adjustment (COLA) at the start of the fiscal year, and the County Administrator provided a 3% COLA in its current budget for employees under the BOCC.

**STAFF RECOMMENDATION:**

Consider awarding the Director a salary increase percentage based on overall evaluation; and if an increase is awarded, direct staff to work with the Board’s General Counsel to draft an amendment to the Board’s employment agreement with the Director documenting the increase.

**10. STAFF REPORTS**

**A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION**

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)

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Suite 1700  
Tampa, Florida 33602

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

Date: April 26, 2018

To: Janet Dougherty, Executive Director  
Environmental Protection Commission

SUBJECT: Requests for position/classification action dated April 24, 2018

Dear Ms. Dougherty,

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

Reclassified three encumbered positions, numbered 006456, 006492, and 006527 from Environmental Specialist II (pay grade EPC.M), to Environmental Specialist III (pay grade EPC.O), effective April 26, 2018.

We provisionally designated these positions as exempt from FLSA. If you feel otherwise, please 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 an appropriate personnel action/status form for each of the position incumbents.

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, Gen Mgr Adm  
Terrell Mathis, CSB

---

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Kurt Wilkening

Deputy Director  
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cc: Leslie Campbell, Gen Mgr Adm  
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Sincerely,

  
Kurt Wilkening

Deputy Director  
Civil Service Board of Hillsborough County

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

---

**10. STAFF REPORTS**

**B. CIVIL SERVICE BOARD 2018 CALENDAR**

10. STAFF REPORTS

B. CIVIL SERVICE BOARD CALENDAR

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

The next Board meeting is scheduled for Wednesday, June 20, 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>

**10. STAFF REPORTS**

**C. EMPLOYEE ADVISORY COMMITTEE 2018 CALENDAR**

10. STAFF REPORTS

C. EMPLOYEE ADVISORY COMMITTEE CALENDAR

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

The next EAC meeting is scheduled to be held on Thursday, June 14, 2018.

<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>

**11. DIRECTOR'S MONTHLY MEETING REPORT**

## DIRECTOR'S MONTHLY MEETING REPORT

04.19.2018 Tim Simon - Followup re HRTrust Revenue Fund  
04.19.2018 Civil Service Weekly Staff Meeting  
04.19.2018 Alma Gonzalez & Terrell Mathis - CS Form 5 Audit Process  
04.20.2018 General Counsel - HRTrust Structure  
04.20.2018 Kurt Wilkening & Meghan Deveau - Process Improvement Analyst  
04.23.2018 Interviews for Process Improvement Analyst (Two Candidates)  
04.24.2018 Emergency Operations Center - Disaster Preparedness Training  
04.25.2018 Alma Gonzalez - New Employee Orientation Review  
04.25.2018 Scott Stromer - Procurement  
04.26.2018 Civil Service Weekly Staff Meeting  
04.27.2018 Meghan Deveau - Recap of SHRM Talent Acquisition Conference  
04.27.2018 Joe Napoli - World at Work Followup  
04.30.2018 Larry Lavacca - OnBase Workflow Review  
04.30.2018 David Prater - IIO Business Relationship Manager - CRM Discussion  
05.02.2018 Commissioner Crist - Lunch  
05.02.2018 Larry Lavacca - OnBase Workflow Review  
05.03.2018 Civil Service Weekly Staff Meeting  
05.07.2018 Kurt Wilkening - Monthly Meet-Up  
05.07.2018 Alma Gonzalez - Monthly Meet-Up  
05.07.2018 Chandra Hosler - Monthly CSB Meeting Telephonic Briefing  
05.07.2018 Ernie Trichler - Monthly CSB Meeting Telephonic Briefing  
05.07.2018 Neal Carbaugh - Monthly CSB Meeting Telephonic Briefing  
05.08.2018 DataBank Government Day  
05.08.2018 Andrea Cichon - Monthly CSB Meeting Telephonic Briefing  
05.08.2018 Tiffany Bell - Monthly CSB Meeting Telephonic Briefing  
05.08.2018 Simon Canasi - Monthly CSB Meeting Telephonic Briefing  
05.08.2018 Meghan Deveau - Monthly Meet-Up  
05.09.2018 Terrell Mathis - Monthly Meet-Up  
05.09.2018 Victoria Slater - Monthly Meet-Up

**12. GENERAL COUNSEL'S REPORT**

**DOCKET SUMMARY–MAY 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. Appointing Authority’s post hearing Motion to Strike denied April 3, 2018. No appeal or objection received. Final Order issued May 1, 2018.

**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:** LUKE LIROT, ESQ.

**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.** Notice of Appeal issued March 20, 2018. Joint Motion for Continuance filed April 13, 2018. Pre-hearing conference scheduled for June 7, 2018. Hearing scheduled for August 15, 2018.

**APPELLANT: CANSLER, DAVID**

**EMPLOYER:** CADCE

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

**EMPLOYER REP:** JENNIE TARR, ESQ

**GRIEVANCES -** No grievances pending.

**CIVIL ACTIONS –**

**CASE 15-CA-010520**

**ACTION:** FLORIDA CIVIL RIGHTS

**DATES IN QUESTIONS:** 2012- 2014

**PLAINTIFF’S ATTORNEY:** ERIC DE L’ETOILE, ESQ.

**ALLEGATIONS:** Unlawful employment practices relating to classification and re-classification actions in violation of the Florida Civil Rights Act.

**PLAINTIFF:** BOUAZIZI

**EMPLOYER:** CAD

**SUMMONS RECEIVED:** 04/20/2018

**EMPLOYER REP:** STEPHEN TODD, 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	

**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 (Email Address Corrected)			X	
01.19.2018	APPOINTING AUTHORITY EXHIBIT & WITNESS LIST IN DONNELL DROP BOX			X	
01.05.2018	AA EXECUTED EXHIBIT LIST & WITNESS LIST		X		
12.18.2017	RESPONSE TO NOTICE OF AVAILABILITY	X			
12.13.2017	RESPONSE TO AMENDED ORDER DIRECTING RESPONSE		X		
12.12.2017	AMENDED ORDER DIRECTING RESPONSE			X	
12.11.2017	ORDER DIRECTING RESPONSE			X	
12.05.2017	NOTICE OF APPEARANCE		X		
12.05.2017	ORDER GRANTING CONTINUANCE			X	
11.29.2017	JOINT MOTION FOR CONTINUANCE	X	X		
11.07.2017	NOTICE OF APPEAL & CONSENT TO E-FILE			X	
11.06.2017	CS FORM 5A RECEIVED	X			

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

**DOCKET NUMBER: 17-832**

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

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
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: BOUAZIZI, JACQUELYN (EMPLOYEE PLAINTIFF) v. HILLSBOROUGH COUNTY CAD-PUD  
DOCKET NUMBER: 15-CA-010520

TYPE: CIVIL ACTION

DATE	TITLE OF DOCUMENT	FROM			CIRCUIT CIVIL
		PLAINTIFF	DEFENDANT CAD-PUD	DEFENDANT NT CSB	
04.20.2018	SUMMONS & AMENDED COMPLIANT	X			