

HILLSBOROUGH COUNTY CIVIL SERVICE
EMPLOYEE ADVISORY COMMITTEE POLICY

Introduction

Chapter 2000-445, Laws of Florida (the Act), as amended, establishes the Hillsborough County Civil Service Board (the Board). Section 20 of the Act defines the role of the Employee Advisory Committee (EAC); its makeup; and the role of the Board in relation to the EAC stating specifically:

Section 20. Employee Advisory Committee

An employee advisory committee shall be elected from among the employees of the agencies or authorities named in Section 4 in a manner and for terms prescribed by the board. The board shall also prescribe the manner by which any vacant unexpired term shall be filled. The employee advisory committee will serve as the medium to provide a continuous and meaningful exchange of ideas and practical solutions on personnel matters between the board and employees.

Effective July 1, 2014, the Act was amended to allow agencies to “opt-out” of all of the provisions of the Act, except Sections 11 and 12 (appeals of discipline). As of October 1, 2014, only the agencies listed below have opted to remain covered by Section 20 (EAC) of the Act.

EAC Structure

On March 18, 2015 the Civil Service Board re-organized the EAC to include only those agencies that remain subject to the provisions of Section 20 of the Act. The 14 agencies addressed by this policy are those that remain covered by Section 20 of the Act through, at least September 30, 2016.

Under the newly adopted composition of the EAC, each appointing authority that remains covered by Section 20 of the Act is entitled to 1 voting representative for its classified employees. The Board may modify the total number of seats or the number of representatives per group as the need arises.

Arts Council	(1 Member)
Aviation Authority*	(1 Member)
Children’s Board	(1 Member)
Civil Service Board	(1 Member)
County Attorney	(1 Member)
Environmental Protection Commission	(1 Member)
Expressway Authority	(1 Member)
Planning Commission/Metropolitan Planning Org	(1 Member)
Tampa Port Authority	(1 Member)
Public Transportation Commission	(1 Member)
Soil & Water Conservation District	(1 Member)
Supervisor of Elections	(1 Member)
Tampa Sports Authority	(1 Member)
Victim Assistance Program	(1 Member)

*(Note that the Aviation Authority has announced its intention to opt out of Section 20 (EAC) effective 10/1/2015)

EAC Policy (cont'd.)

Terms of Service

Each representative shall be elected to serve a term of two years. Terms of service shall begin on October 1 and end on September 30. Each member shall continue to serve until the expiration of that member's term and until a successor has been appointed or elected.

Vacancies

A vacancy may occur prior to the end of a term when:

- a. A member's term expires.
- b. A member voluntarily resigns prior to term expiration.
- c. A member involuntary resigns prior to term expiration (due to excessive absences or a job and/or employer change that results in the member no longer being eligible to represent the employees of a given agency).

When a vacancy occurs due to the expiration of a term, whether or not the incumbent seeks re-election, an election shall be held.

When a vacancy occurs prior to the expiration of a term, the Director shall fill by appointment any vacancy for remainder of the term if less than 6 months, otherwise if the vacancy is for 6 months or more, the vacancy may be filled by the candidate with the next highest number of votes from the latest election list for the same agency. If there is not a list, an election shall be held. If action is taken by the EAC to void the remainder of the existing list, an election shall be held.

Election Procedures

Elections for members of the EAC shall be conducted in accordance with the election procedures established by the Civil Service Board. (See attached)

EMPLOYEE ADVISORY COMMITTEE ELECTION PROCEDURES

Section 1. General provisions.

- A. Members of the Employee Advisory Committee will be elected in September of each odd numbered year.
- B. No public funds shall be used to support the candidacy of any employee for a position on the Employee Advisory Committee.
- C. No publication sponsored by or supported by an agency shall endorse or support any candidate for a position on the Employee Advisory Committee.
- D. Each agency shall establish policies and procedures on EAC candidate communication which will provide any nominee or announced candidate for a position on the Employee Advisory Committee the opportunity to provide campaign literature to each classified employee in his/her agency prior to the election at private expense.

Section 2. Election of Agency Representative.

- A. To be eligible for election, a nominee must be a classified employee in good standing of the agency in which the nominee seeks office. Any challenge concerning the eligibility of any nominee shall be referred to the Director for decision and the decision shall be reported to the agency and all interested parties prior to the election.
- B. The Civil Service Office shall conduct the election in accordance with these procedures and the policies of the Board.
- C. The terms of office for Agency Representatives shall be set forth by the Board.
- D. Not less than sixty calendar days prior to an election, a Notice of Nominations and Elections shall be mailed to the classified employees of each agency via electronic mail, or at the member's last known address for those employees who do not have access to the agency's email server. The Notice shall contain information on the manner and deadline by which nominations may be submitted. In addition, the notice shall indicate the anticipated dates during which voting will take place.
- E. Nominations may be made by submitting a Nominations Form to the Civil Service Office at the address indicated on the Notice of Nominations and Elections. Those nominated shall be afforded the opportunity to decline, and the name of any nominee who declines shall not appear on the ballot. Only nominated candidates who do not decline shall appear on the ballot. Write-in votes shall not be valid for any purpose.
- F. In any case where there is only one nominee, such nominee shall be declared elected. In all other cases, an election shall be conducted.
- G. Not less than seven calendar days prior to an election, a Notice of Elections shall be mailed to the classified employees of each agency via electronic mail, or at the member's last known address for those employees who do not have access to the agency's email server.
- H. Voting shall be open for a period of ten business days.

EAC Election Procedures (cont'd.)

- I. All classified employees of the agency shall be afforded a reasonable opportunity to vote. Elections shall be conducted by electronic ballot for classified employees who have an agency-assigned email address. Elections shall be conducted by paper ballot for classified employees who do not have an agency-assigned email address.
- J. Agencies will be responsible for ensuring a computer is available at one or more advertised locations for use by those classified employees who may not normally have access to computers.
- K. No candidate may participate in any election-related activity to include distributing, collecting, or counting and tabulating ballot results.
- L. Upon completion of the voting, the Director shall tabulate the ballots and report, as expeditiously as possible, the results of the balloting to all candidates and voters and the agency leadership.
- M. The candidate receiving a plurality of the votes cast in each election shall be declared elected.

Those elected shall take office on October 1. The pre-election incumbents shall remain on the Committee through September 30, and until the expiration of that member's term or until a successor has been appointed or elected.

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Section 3. Challenges and protests.

- A. Any classified employee may challenge the eligibility of any nominee within his/her agency by filing such challenge with the Civil Service Office prior to the holding of the election. The Director shall make a determination regarding the challenge, and shall report his decision ruling to the affected parties.
- B. Any protest concerning the conduct of the election may be lodged by filing such protest in writing with the Civil Service Office within ten days following the declaration of the election results. Such protests shall be thoroughly investigated by the Director, to include an opportunity to be heard by all interested parties. The Director shall issue a ruling on the protest not later than thirty days after the filing of the protest.
- C. If the Director determines that there were circumstances which may have affected the outcome of the election, he may order such election or any part thereof set aside, and a new election held. Any Agency Representatives who have been installed prior to such determination shall remain in office pending the outcome of any new election or of a future appeal.
- D. Any protestant or nominee adversely affected by a decision on a challenge or a protest may file a written appeal with the Civil Service Board within 30 days in accordance with Rule 3.2.