

**MINUTES OF REGULAR MEETING  
CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
April 17, 2007**

The meeting of the City of Sacramento Civil Service Board was called to order by Chairperson Pryor in the Hearing Room of Historic City Hall, 915 I Street, Second Floor, Sacramento, CA at 1:35 p.m.

**MEMBERS PRESENT:** Robillard  
Manders  
Lopez  
Pryor

**MEMBERS ABSENT:** Thompson

**MINUTES OF CIVIL SERVICE BOARD MEETING OF MARCH 20, 2007**

The Board received the minutes of the March 20, 2007 meeting. Chairperson Pryor asked if the Board had any comments. Ms. Lopez moved to accept the minutes as submitted. The motion was seconded by Mr. Robillard. The motion to approve went as follows:

**Motion:** Lopez  
**Second:** Robillard

The motion carried with the following roll call vote:

**Ayes:** Robillard  
Lopez  
Pryor

**Abstain:** Manders

**Noes:** None

**Absent:** Thompson

**MINUTES OF CIVIL SERVICE BOARD MEETING OF APRIL 3, 2007**

The Board received the minutes of the April 3, 2007 meeting. Chairperson Pryor asked if the Board had any comments. Ms. Manders moved for approval of the minutes. The motion was seconded by Mr. Robillard.

**The motion to approve went as follows:**

**Motion: Manders  
Second: Robillard**

**The motion carried with the following roll call vote:**

**Ayes: Robillard  
Manders  
Pryor**

**Abstain: Lopez**

**Noes: None**

**Absent: Thompson**

**ELIGIBLE LISTS ESTABLISHED**

**This is an information-only item.**

**CONSENT CALENDAR**

**UTILITIES FIELD SERVICES SERVICEMAN  
Revise Classification**

**Michele Chapman, Senior Personnel Analyst, was present to answer questions from the Board. Chairperson Pryor asked if the Board Members had any questions or comments. Ms. Lopez made a motion to accept the revised classification as submitted. Mr. Robillard seconded the motion. The motion went as follows:**

**Motion: Lopez  
Second: Robillard**

**The motion carried with the following roll call vote:**

**Ayes: Robillard  
Manders  
Lopez  
Pryor**

**Noes: None**

Absent: Thompson

**CITIZENS ADDRESSING THE BOARD ON MATTERS NOT ON THE AGENDA**

None

**DISCUSSION ITEMS**

**Discussion of Board Member Pryor's suggestion for the creation and codification of a progressive discipline policy**

The Board Secretary provided Board Members with a copy of the City's Administrative Policy Instruction on Discipline Procedures and Review Standards (API No. 34) and Article 20, the section entitled "Discipline" of the MOU with Local 39.

Board Member Pryor said he initially brought this item up because he felt that although the City attempts to employ a rigid progressive discipline policy, he felt there may be a lack of consistency and documentation to provide manager's with guidance. He referred to the State's very thorough guidance and thought it would be beneficial to the Board when the discipline appeals come up if the City had something similar.

Board Member Manders said her issue is that when people are appealing these civil service actions, if there is a policy that is not being followed, then it would be relevant to know what that is, but she said she was uncertain about the Board's authority as far as codifying policy.

Paul Gale, Senior Deputy City Attorney, explained that the City Charter gives the City Manager, or other party who is vested with the disciplinary removal authority, full freedom in his or its actions on such matters. In interpreting the City Charter, whatever is the disciplinary party - for example the City Manager - is allowed to act as they will. The remedy or the right of the employee at that point is to appeal such action to this Board and the Board can make a decision based on its authority in the Charter. To clarify, any policy on progressive discipline would need to come from the City Manager.

Board Member Robillard noticed representatives from Labor in the audience and asked if they would like to make a comment on this issue.

**Steve Crouch, Stationary Engineers Local 39, said that they were at the meeting because they noticed the item on the agenda. His intent was not to try to advise the Board or the City. He said that discipline is governed by the Civil Service Rules and it is also governed by the collective bargaining agreement we have with the City of Sacramento. Mr. Crouch suggested the Board may want to make themselves familiar with Civil Service Rule 12 and the contract section, Section 20, of the MOU agreement with the City of Sacramento and Stationary Engineers Local 39. Mr. Crouch reiterated they were at the meeting only to see what was going on with respect to this issue. He further explained that the Disciplinary process is governed by just cause and there are several principles of just cause, and they have arbitration in disciplinary matters. Mr. Crouch felt that he shouldn't be the one to address this issue and suggested the Board could get further guidance from the City's H.R. Director or Labor Relations Director if needed.**

**Board Member Pryor asked if this Committee owned the Civil Service Rules. Paul Gale advised him that the Board establishes the Civil Service Rules, but to clarify, the disciplinary power is established through the City Charter. However, the City Manager may enter into labor agreements to provide for certain rules for specific unions.**

**BOARD IDEAS, QUESTIONS, AND ANNOUNCEMENTS**

**None**

**There being no further business, the meeting adjourned at 1:47 pm.**

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**THOMAS PRYOR**  
**Chairman**

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**GERRIEE GIFFIN**  
**Acting Secretary**