

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING APRIL 19, 1961

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 P.M.

PRESENT: Members Grebitus, Genshlea, C. Alexander, and Street.

ABSENT: Member J. Alexander

Minutes of the last regular meeting held April 5, 1961, were read and approved.

NEW EXAMINATION SCHEDULED:

Secretary advised that the following examination has been scheduled:

#673 Clerk II (Male)

LIBRARIAN I EXAMINATION NO. 663
Eligible Register

Secretary advised that evaluation of training and experience for applicants

in the Librarian I Examination No. 663 had been completed by Qualifications Appraisal Board consisting of Dorothy Drake, City Librarian; Clarence Alexander, Civil Service Board Member; and Phil Macdonald, Personnel Technician, and the following eligible register was established and made effective April 5, 1961:

LIBRARIAN I ELIGIBLE REGISTER NO. 663

#1.	Frances Henderson	100.00%
2.	Alice S. Kirwan	98.00
3.	Edwina P. Riva	85.00
4.	Gwendolyn Griffith	80.00

(# Indicates applicant received 10 points Veteran's Credit.)

MACHINIST FOREMAN EXAMINATION
NO. 667
Eligible Register

Secretary advised that as a result of Personal Interviews held April 3, 1961, with Qualifications Appraisal

Board consisting of Clarence Alexander, Civil Service Board Member;

MACHINIST FOREMAN EXAMINATION
NO. 667 (Cont'd)

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Phil Macdonald, Personnel Technician; and Charles Inderbitzen, Automotive Maintenance Superintendent, and the following eligible register was established and made effective April 3, 1961:

MACHINIST FOREMAN ELIGIBLE REGISTER NO. 667

1.	Robert L. Haynes	95.42%
2.	Lynwood Sigston	90.75
3.	Oscar McCormick	87.00
4.	Louis A. Lasell Sr.	86.33
5.	Walter Lampshire	80.25

RULES AND REGULATIONS
SECTION 15.7
Proposed Revisions

The following proposed revisions of Section 15.7 of the Rules and Regulations were presented to the Board by the

Secretary for consideration:

#1

Reinstatement After Resignation: An employee who has resigned from the city service may, within one year after the date of resignation, make application to the Board to be placed on the reinstatement list for the class from which he resigned. The Board may, upon the recommendation of the head of the department from which the employee resigned, place the name of such person on the reinstatement list, but upon re-appointment such person shall: (1) forfeit all sick leave credits accumulated on date of resignation; (2) return to the same step of the salary range occupied on date of resignation; (3) retain the same anniversary date for salary increases in the event the salary level of the employee was below Step E of the salary range on date of resignation; and (4) be required to serve a six-month probationary period prior to attaining permanent status.

#2

Reinstatement After Resignation: An employee who has resigned from the city service may, within one year after the date of resignation, make application to the Board to be placed on the reinstatement list for the class from which he resigned. The Board may, upon the recommendation of the head of the department from which the employee resigned, place the name of such person on the reinstatement list, but upon re-appointment it shall be the policy of the Board to require the employee to: (1) forfeit all sick leave

RULES AND REGULATIONS
SECTION 15.7 (Cont'd)

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credits accumulated on date of resignation; (2) return to the same step of the salary range occupied on date of resignation; (3) retain the same anniversary date for salary increases in the event the salary level of the employee was below Step E of the salary range on date of resignation; and (4) serve a six-month probationary period prior to attaining permanent status. Nothing in this section shall prevent the Board from altering the above policy in a particular situation where, in the judgment of the Board, the application of this policy would create a hardship or inequity.

The above proposed revisions of Section 15.7 taken under consideration with action on same scheduled for the regular meeting of the Board to be held May 3, 1961.

REQUEST - LEAVE OF ABSENCE
 EXTENSION
 Archie McFadden

Request of Archie McFadden, Laborer
 in the Water Department, dated March 30,
 1961, requesting a 90-day extension of

his leave of absence until July 10, 1961, because of a leg amputation, was considered.

A letter from R. B. Harris, M. D., dated April 17, 1961, with reference to Mr. McFadden's condition and possibility of future employment was read and ordered filed.

Secretary advised that before Mr. McFadden could be reinstated to any position with the City, it would be necessary that he be examined by the City Physician in order to determine whether his physical condition would permit him return to regular employment.

Motion was made by Mr. Genshlea that this request for a 90-day extension be approved. Seconded by Mr. Street and unanimously carried.

COMPLETION OF PROBATIONARY PERIOD
 WHILE WORKING TEMPORARILY IN HIGHER
 CLASS
 Raul Garcia
 Louis Correa

Upon recommendation of the Secretary,
 in accordance with provisions of
 Section 12.6 of the Rules and Regulations,

COMPLETION OF PROBATIONARY PERIOD
WHILE WORKING TEMPORARILY IN HIGHER
CLASS (Cont'd)

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Raul Garcia and Louis Correa, Laborers with probationary status in the Street Cleaning Department, appointed to temporary positions as Truck Drivers in the absence of available eligibles from the Truck Driver eligible register, were permitted to add the time served in the class of Truck Driver to their probationary periods as Laborers, by unanimous action of the Board.

EMPLOYER-EMPLOYEE RELATIONS POLICY
Council Resolution No. 485

The following Resolution No. 485, dealing
with Employer-Employee Relations Policy

of the City of Sacramento, adopted by the City Council on April 13, 1961, was submitted to the board members for their reference:

WHEREAS, a high level of municipal service has been provided the people of Sacramento by employees dedicated to the public welfare; and

WHEREAS, a wide variety of state legislative proposals have been introduced dealing with the rights of public employees; and

WHEREAS, there are basic and fundamental distinctions between public and private employment; and

WHEREAS, the people are entitled to a high level of uninterrupted municipal service essential to the public health, public safety and public welfare; and

WHEREAS, a basic policy governing municipal employee relations is essential to employee morale, the administration of city business and particularly to the general public;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sacramento that:

1. Except as otherwise provided by the City Council, city employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations, for other mutual aid and protection, and for the improvement of governmental service. City employees shall have the right to refrain from joining or participating in the activities of any employee organization.

EMPLOYER-EMPLOYEE RELATIONS POLICY (Cont'd)
Council Resolution No. 485

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2. Employee organizations shall have the right to represent their members, either individually or collectively, in their employment relations with the city.
3. The scope of representation shall include all matters relating to employment conditions and employer-employee relations, including, but not limited to, wages, hours, and other terms and conditions of employment.
4. The governing body of the city, or such administrative officers or other representatives as may be properly designated by such governing body, shall meet and confer with either individual employees or representatives of employee organizations upon legitimate and reasonable request, and shall consider such presentations as are made by the individual employee or the employee organization on behalf of its members prior to arriving at a determination of policy or course of action.
5. The City Council and city administrative officers will not interfere with, intimidate, restrain, coerce or discriminate against public employees because of their exercise of their rights under Paragraph (1).
6. The city may require representatives of employee organizations to submit to the City Manager evidence of their official status with the employee organization and verification that the employee organization does, in fact, represent employees of the city.
7. In the exercise of their right to represent employees as herein provided, representatives of employee organizations shall be given access to work locations, opportunity to communicate with employees, and information pertaining to employment relations, subject to reasonable regulations by the City Manager to avoid the disruption of public business.
8. Nothing herein contained shall be deemed to authorize the establishment of the terms and conditions of city employment by other than duly enacted laws, statutes and ordinances, nor to authorize the delegation of the Council's legislative functions to any person or group not directly responsible to the electorate of the city.
9. Strikes and picketing by city employees with disrupt or suspend municipal service will not be permitted.

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REQUEST -- ADDITIONAL VACATION
PAYMENT UPON TERMINATION

H. A. Bergman

Communication from H. A. Bergman, dated April 18, 1961, requesting that he be permitted to be paid upon termination of

employment for vacation time beyond the maximum amount permitted under Board rules, because of extenuating circumstances, was considered.

Secretary advised that Mr. Bergman's resignation becomes effective May 1, 1961, and that payment for a maximum of six weeks had been authorized in accordance with provisions of Section 22.10 of the Rules and Regulations, even though the amount of vacation earned as of May 1, 1961, totaled six weeks and five days.

After discussion, motion was made by Mr. Clarence Alexander that Mr. Bergman's request for the payment of an additional five days beyond the maximum of six weeks as permitted under the rules, be denied. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Grebitus, Genshlea, C. Alexander, Street

NOES: None

TARGET DATES FOR SALARY HEARINGS
AND RECOMMENDATIONS

Secretary advised that the following tentative date had been set with re-

ference to salary hearings and recommendations:

May 15: Presentation of Salary Survey Report to CSB by Secretary.

May 17: Joint Meeting with Council Civil Service Committee and City Manager.

May 17 & 24: Meetings of Civil Service Board to hear any further requests for salary increases or adjustments.

June 7: Adoption of Salary Recommendations by Civil Service Board.

June 8: Letter of Transmittal of Recommendations to City Council.

NEXT REGULAR MEETING
April 26, 1961

The Chairman advised that the date of April 26 was set for the next regular

meeting of the Board for the purpose of touring and inspecting the new facilities

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NEXT REGULAR MEETING (Cont'd)
April 26, 1961

at William Land Park Zoo.

There being no further business, the Board adjourned at 3:30 P.M. to meet again at the call of the Chair.

Lucy Williams
SECRETARY

PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING APRIL 26, 1961

The Civil Service Board met in regular session at William Land Park Zoo at 1:00 P.M.

PRESENT: Members C. Alexander, J. Alexander, Genshlea, Grebitus, Street.

ABSENT: None

Chairman Ed Grebitus advised that this meeting was called for the purpose of touring the William Land Park Zoo facilities. Explanations and descriptions of the functions of the William Land Park Zoo were explained to the board members by A. A. Spencer, Zoo Superintendent.

There being no further business, the meeting adjourned at 3:00 P.M. to meet again at the call of the Chair.

ACTING SECRETARY

PRESIDENT