

March 1, 1949

There being no further business, the Board adjourned to meet again at the Call of the Chair.

S e c r e t a r y

APPROVED:

P r e s i d e n t

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

March 9, 1949

The Civil Service Board met in special session in its office at 4:30 P.M.

PRESENT: Commissioners Deise and Marty
ABSENT : Commissioner Root

Minutes of the previous meeting were ordered approved as read.

STENOGRAPHER-CLERK, Gr. I, Ex.199
STENOGRAPHER-CLERK, Gr.II, Ex.200
Intention to Abolish

After reviewing the existing
Stenographer-Clerk Grade I and
Stenographer-Clerk Grade II

Eligible Registers, Mr. Deise moved that the Secretary give notice of intention to abolish said Eligible Registers Nos. 199 and 200, and that Announcement Notices dated March 11, 1949 and the scope of said examinations contained in said notices be approved and that applications be received up to and including April 1, 1949; seconded by Mr. Marty and motion carried.

ACCOUNT CLERK ELIG. REG. #174
List Abolished

After reviewing the existing
Account Clerk Eligible Register
No. 174 and the Board having

determined that said list has been exhausted, Mr. Deise moved that this Eligible Register be abolished; seconded by Mr. Marty and motion carried.

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ASSISTANT BUILDING INSPECTOR
ELIGIBLE REGISTER #175

Date extended one year

After reviewing the existing
Assistant Building Inspector
Eligible Register No. 175, Mr.

Deise moved that said register be extended for a period of one year, to February 13, 1950; seconded by Mr. Marty and motion carried.

JANITOR ELIGIBLE REGISTER #179

Date extended one year

After reviewing the existing Janitor
Eligible Register #179, Mr. Deise
moved that said register be ex-

tended for a period of one year, to March 26, 1950; seconded by Mr. Marty and motion carried.

GRACE BARNES

Reclassification to
Key Punch Operator

In accordance with verbal report of
the Secretary, and after reviewing
the duties of said position, Mr.

Marty moved that the position of Junior Clerk in the Bureau of Records, Police Department, now occupied by Grace Barnes be reclassified to Key Punch Operator effective May 1, 1949.

RULES AND REGULATIONS, RULE XIOutside Employment

After reviewing preliminary draft
of an amendment to the Rules and
Regulations restricting City

employees from holding more than one salaried position and form of application permitting employees to accept part time employment upon special permission of the Civil Service Board under the provisions of said amendment, Mr. Deise moved that the following Rule XI be adopted to become effective immediately; seconded by Mr. Marty and motion carried.

RULE XI: HOLDING OF MORE THAN ONE SALARIED POSITION.

No officer or employee holding a position with the City of Sacramento shall accept any employment, position or service out of service of the Sacramento Municipal Government in which he is required to perform any duties and for which he is to receive any compensation in any form, including salary, wage,

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fee, commission, etc. except with the approval of the Civil Service Board as hereinafter provided. Part time employees shall not be subject to these rules.

Such persons who desire to accept other employment in addition to their regular municipal employment, must file a request with the Civil Service Board for such permission on a form provided by the Board. The request must first have the approval and affirmative recommendation of the department head having appointing power over an employee who is making the request. The request must contain a statement reporting the nature of the other employment or service which the employee desires to undertake and the duties thereof; the usual place of the employment or service; the approximate total number of hours of service required by the employee per week and the work schedule; the name of the person, firm or official for whom or under whom the service is to be performed and a statement by such person to the effect that he understands that the employee is regularly employed in the City service on a full time basis.

The Civil Service Board shall decide whether the performance of the duties of the other employment or service will impair the efficiency of such employee in his regular City employment or interfere in any way with the full and proper performance of the duties of his regular Civil Service position, or if the performance of the other service may be contrary to the best interest of the City service in any respect, or may lead to situations which would reflect discredit on the City service. On basis of such investigation, the Civil Service Board shall approve or deny such requests for other employment. The Board shall not approve any request which entails any duty whatsoever by the employee during his regular hours of employment with the City of Sacramento.

The acceptance of any such other employment or service except in accordance with this rule shall be deemed insubordination and subject to disciplinary procedure as provided in Section 178 and 179 of the City Charter.

For the purpose of this rule, the term "Employment" or "Service" when used in connection with employments or services elsewhere than in the Municipal Service, includes also positions as well as any service performed or to be performed by an employee in addition to that performed by him in his regular City position.

There being no further business, the Board adjourned to meet again at the Call of the Chair.

Secretary

APPROVED:

President