

SOLON CIVIL SERVICE COMMISSION
August 26, 2014 – 4:40 P.M.
WORK SESSION

The Commission met for the purposes of updating the current Rules and Regulations.

PRESENT

Commission Members Caplan and Huml, Human Resources Director Stolarsky, Michael D. Esposito, Director of Client Development for the Vendor Clemans, Nelson & Associates, Inc., and Secretary Perry

Mr. Esposito said when the Chiefs were at the last meeting many of their concerns were addressed. Some changes were made based off of their concerns. He presented to the Commission a memo covering all the changes from version 1 to version 2 of the Rules and Regulations.

The first change was in Rule 2, letter I. Anywhere in the rules where it said Board of Director it meant Civil Service Commission. He went through and changed it to read Civil Service Commission.

The second change was in letter Q, Part-time employee. This was changed per the City requirements and the current Ordinances.

The third change was in letter W, Seasonal employee according to the Ordinance. They may read differently but the substance is the same.

Letter Z, Temporary employees will need an ordinance to change the definition.

Rule 5.02 was included utilizing the last change made by the City with updated titles. Mr. Huml questioned the section stating "in addition to the employees listed above, up to 4 clerical and administrative support employees for each of the principal appointed Executive Officers". Mr. Esposito said it is merely a reflection of what is in the Ordinances. The appointed Executive Officer refers to the Mayor. Mr. Huml wants to ensure this is clearer for the general public to understand and suggested a possible foot note.

With regards to Rule 6.05, Age Restrictions, Council will need to act for Police and Fire to be similar with ages 21 and 35 because they are different from Ohio Revised Code.

Rule 6.06 Licenses, Certification will be changed to reflect the changes requested by the Chief Viland. He carved out a specific section requested by the Police Department but it can be amended if the Fire Department would want it, as well.

Rule 6.08 was amended to reflect the exception to the Police Department about accepting or rejecting an applicant.

Rule 7.09 was modified to include voice stress analysis as well as polygraph examinations in the Police Department.

Rule 8:03 was modified to include licensure and education credits for entry level examinations in both the Police and Fire Departments. There was discussion as to whether the Chiefs prefer that additional credits could be stacked or if only one credit per candidate is accepted. Mr. Huml stated he would like to arrange a brief meeting with Chiefs Shaw and Viland along with Mayor Drucker to resolve this question.

Eligibility Lists was discussed. The language was made clearer.

Certification of Names for Original Appointment and Promotional Listing was not a change. This was another area flagged for Council action.

Probationary Periods was discussed and flagged. The 18 months will need Council action. In addition, with regards to Promotion to Sergeant in the Police Department, Chief Viland has asked there to be a two year service requirement after the completion of probation.

Page 40 included the Oral Board and Assessment Center requested by Chief Shaw.

Section 10.08 speaks of appointments to the Fire Department and extending their paramedic certification period. It is not statutory, it's operational.

Section 11.02(C) was corrected with the word hearing officer and the correct cross reference code.

In Hearing Procedures, the Board of Directors was changed to the Civil Service Commission.

Section 13.01(C) Layoffs and Transfers included a few clarifications. He added a clarification that retention points were within the affected job classification and only for classified employees because part-time employees are no longer classified by the City of Solon. Mr. Esposito believes Council should act on this, as well.

Based off of the Commission's input, Section E was changed to 14 days' notice.

Section G, Calculation of Retention Points will be based off of full-time hire date with the City of Solon. He added the language "The retention point calculation reflects that an employee having an earlier full-time appointment date with the City of Solon will stand higher on the retention point list than an employee appointed to full-time status later." In the Police and Fire Departments it's only the time within that Department.

Establishment of the Layoff List included the addition that the list is to be maintained by the Civil Service Commission.

Mr. Esposito excused himself from the meeting at 5:30 p.m.

The Commission further discussed Section 5:02(12). Their concern is the interpretation and that it be made clearer. Mr. Huml asked that Mrs. Stolarsky discuss this section with Mayor Drucker to ensure she is clear on her additional appointive authority.

Mr. Doberstyn entered the meeting at 5:45 p.m.

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 5:54 p.m. Mr. Doberstyn seconded the motion. All were in favor.
