

**SOLON CIVIL SERVICE COMMISSION
FEBRUARY 24, 2015 – 5:05 PM
WORK SESSION**

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

PRESENT

Commission Members Caplan, Doberstyn and Huml, Human Resources Director Stolarsky, Mayor Susan Drucker, Chief of Police Christopher Viland and Secretary Farley

Mr. Huml noted that the Commission signed off on the payroll change sheets and approved the payroll of February 20, 2015. The rest of the time will be used for the work session.

Mrs. Caplan would like there to be a motion made once the new rules are adopted referring to the service list being created and updated periodically by the Human Resources Department. Secretary Farley will put that on the agenda once the new rules are adopted.

Mrs. Caplan would like to clarify number 15 on page 16. Chief Viland explained that "Unskilled Labor Class" can fall under 3 different types of "Unskilled Labor Class." Non-classified – no test will be given, and then there are classified positions which are divided into competitive classified and non-competitive classified. The Commission is the deciding authority as to what they are. Mrs. Stolarsky will clarify the definition with Mike Espisito.

Mr. Huml asked if there needed to be more discussion relative to Page 16 Section C. Chief Viland clarified that once somebody takes office after an election you have 60 days to determine who is going to be your unclassified list. If you don't do it within 60 days it defaults to the list above. Mr. Huml questioned if this was really workable. Chief Viland said this was drafted against the Ohio revised code and it really only applies to the Mayor as the appointing authority. Mayor Drucker said that Board and Commissions don't have appointing authority here and we eliminated that on section previously so we should make this consistent. Mayor Drucker does not see a problem with the 60 days. Council and the Mayor have to make appointments at the first December Council meeting after an election. The Mayor appoints her committees every two years at the first December meeting of the year.

Mrs. Caplan referenced page 17 Section B1 and would like to know if the Commission maintains lists and tests or does Human Resources? Chief Viland said the Department Head should come to the Commission before an exam to let them know of the criteria that the applicants will be ranked on. Mr. Huml said the criteria should be in the posting so the applicant knows.

Page 19 Section 6.02 Mrs. Caplan stated that the Commission does not have an office and that statement should be read as the office of the Secretary to the Commission. Mr. Huml questioned whether in the future there may be a secretary who was not an employee of the City of Solon. Where would their office be located. Mayor Drucker suggested the change be Office of the Secretary to the Commission and Office of the Mayor. She stated you want somebody physically there to accept correspondence on behalf of the Commission.

Page 19 Section 6.05 Mr. Huml asked if there are any changes to this section. Mrs. Stolarsky said we will be bringing ordinances to Council that pertains to this section. Some changes will have to be submitted to Council but the question is what changes. Chief Viland said this particular rule if it varies from state law will require Councils legislative act. The Commission decided to further discuss this item at a later time.

Page 21 Section 6.09 Mrs. Caplan requested clarification on this section. Chief Viland said the reason this is so vague is because it's different depending on the status of the applicant and it is worded the way it is to encompass all situations. Mr. Doberstyn said this gives them the option of coming to the Commission.

Page 23 Section 7.04 Mrs. Caplan would like it to read if "fewer than 2" instead of "sufficient number of."

Page 25 Section 7.07 C Mr. Huml would like to make sure the postings in the future explain the scope of the exam.

Page 26 Section F Mrs. Caplan inquired whether the Commission establishes the function of the job. Chief Viland recalls that this is statutory language. Mrs. Stolarsky stated that the Commission will have access to the job Descriptions. Mrs. Stolarsky said the functions of the job are already established and that the Commission is not establishing them. Mrs. Caplan would like an opinion from Mike Esposito. Mr. Doberstyn requested to add designee to the section.

Page 32 Section B Mr. Huml requested "seniority as follows" added in that section.

Page 34 Section 9.02 Mrs. Caplan requested clarification on this section. Chief Viland said according to the new rules there is no requirement to have a standing list. Technically it would be an expired list but you can still hire off of it. It gives you flexibility as a hiring person to go out for a new list or keep the current list.

Page 36 Section 10.01 Mrs. Caplan requested to add the word "appointment" between the word "exempt" and "promotion". Mrs. Stolarsky will check with Mike Esposito.

Page 34 Section 9.02 C Mr. Huml questioned the reference in this section. Mrs. Stolarsky will refer it to Mike Esposito.

Page 38 Mayor Drucker felt this section is worded correctly and offered a cleaner version on how it should be written. Chief Viland said the prior language was more confusing. Mrs. Stolarsky will refer to Mike Esposito on this section.

Page 39 Section B Chief Viland stated the first sentence in Section B needs to be replaced with the first two sentences of Section C.

Page 42 Section 10.06 Secretary Farley said there is an Annual Report and she will bring it to the next Civil Service meeting for the Commission to review.

Page 44 12.13 Mrs. Caplan indicated that "trail board" should be changed to "hearing officer" Mrs. Stolarsky will refer this to Mike Esposito along with the foot note on page 49.

Page 46 Mr. Huml ask if the Law Director should be present at these hearings. Mayor Drucker stated that Human Resources and the Law Director would be present.

Page 50 Section 13.01 Mrs. Caplan asked if the Commission should verify the retention point calculations. Mayor Drucker stated that this is important for the Commission to verify and work with the Administration.

Mrs. Stolarsky will refer all questions that the Commission had to Mike Esposito and present updated new copies to the Commission when complete.

The next regular Civil Service meeting is scheduled for March 10, 2015
