



Civil Service Board/ Civil Service Appeals Board

Purpose

The Civil Service Board is established by the City Charter of the City of Richardson to oversee the Civil Service System of the City of Richardson, which governs the personnel processes for all Civil Service employees of the City in all departments. That includes:

- approving the addition and/or revision of Civil Service Rules and Regulations, including those relating to state and federal labor laws (once approved by both the Civil Service Board and the City Council, Civil Service Rules carry the force and weight of City Ordinances);
- reviewing all disciplinary orders issued to employees;
- conducting Appeals Hearings when employees choose to appeal disciplinary actions to the Board (discussed further below);
- conducting "Show Cause" Hearings when employees' performance evaluations fall below the acceptable standard, or an employee is unable to perform the Essential Functions of his/her job (with or without reasonable accommodation) for a period of 12 months because of the employee's physical or mental condition, or if a question arises as to whether the employee has become physically or mentally incapacitated to continue in his/her job with the City; and
- reviewing reports on annual employee performance evaluations.

Members of the Civil Service Board also sit as the Civil Service Appeals Board for the purpose of hearing and determining appeals of disciplinary actions from employees who have been suspended, demoted, or dismissed (when employees choose to appeal those actions). The Appeals Board acts as a quasi-judicial body (acting as both jury and judge), requiring great concentration along with the ability to consider voluminous evidence presented to them.

Appeals Hearings are open meetings (open to the public). Both appellants (employees) and the employee's department may be represented by attorneys. The City provides legal counsel for the Board as well. These hearings may be quite lengthy, up to several hours at a time.

In hearing and adjudicating appeals of disciplinary action, the Board provides employees the assurance they will be heard impartially in such appeals. Board members must be prepared to deal with contentious personnel issues and lengthy hearings when necessary.

Members

The Civil Service Board consists of five members who are appointed in August for two-year staggered terms. At least one member shall live in each of the four City Council districts.

Members must be qualified voters in the City of Richardson, residents of Texas for at least one year, and residents of the City of Richardson for at least six months. Members may not hold any elected office and must not be in arrears in taxes or any other liability due the City.

Meetings

Meetings (usually about one-two hours in length, except for Appeals Hearings) are held monthly or on an as needed basis.

All meetings are subject to the general laws of the State, the City Charter, and shall comply with the Texas Open Meetings Act. All members shall adhere to the City of Richardson Code of Ethics.

Applications are available online and from the Office of the City Secretary, City Hall, 411 W. Arapaho Rd., Suite 202, or by contacting 972-744-4292. Applications are kept on file for two years and positions are filled as vacancies occur.

Staff Contact: Jose Moreno, Director of Human Resources — 972-744-4002, jose.moreno@cor.gov
www.cor.net