



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO January 14, 2008 5:15 P.M.

CHAIR
Marc Fox

COMMISSIONERS
Frank Jackson
Donald Jordan
Connie Klimisch
Michael Preovolos

CITY HALL
CITY COUNCIL CHAMBERS
555 Santa Clara Street
Vallejo, CA 94590

RULES OF CONDUCT FOR ADDRESSING THE CIVIL SERVICE COMMISSION: Complete a "Request to Address the Civil Service Commission" card for any item listed on the agenda that you wish to discuss. After receiving recognition from the Chairperson please walk to the rostrum, state your name and address, and proceed to comment upon the agenda item you wish to discuss. No member of the audience will be called upon to address the Civil Service Commission on any subject during the time the members are discussing the item. Following the discussion and prior to a vote, the Chairperson will recognize any member of the audience who wishes to speak on the subject.



Requests for disability modifications or accommodations, aids or services may be made by a person with a disability to the Department of Human Resources no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. The Department of Human Resources may be contacted as follows:
Telephone: (707) 553-7211, FAX: (707) 648-5292 or e-mail: llofton@ci.vallejo.ca.us

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **WRITTEN COMMUNICATIONS**
 - A. **RECRUITMENT AND CLASSIFICATION**
5. **EXECUTIVE SECRETARY'S**
6. **REPORT OF CHAIRPERSON AND COMMISSIONERS**
7. **COMMUNITY FORUM**

Those wishing to address the Commission on any matter for which another opportunity to speak is not provided on the Agenda but which is within the jurisdiction of the Commission to resolve may come forward to the podium during the "Community Form" portion of the Agenda. The Community Forum shall be limited to three minutes per individual and five minutes for individuals representing groups.

8. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

9. CONSENT CALENDAR

All matters are approved under one motion unless requested to be removed for discussion by the Chairperson or Executive Secretary.

- A. APPROVAL OF AGENDA
- B. APPROVAL OF THE MINUTES OF THE REGULAR CIVIL SERVICE COMMISSION MEETING HELD DECEMBER 10, 2007
- C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR COMMUNICATIONS OPERATOR I (list available at meeting)

RECOMMENDATION: Approve the Register of Eligibles for Communications Operator I.

10. NEW BUSINESS

- A. CONSIDERATION OF A RESOLUTION REVISING CIVIL SERVICE RULE 1, NOMENCLATURE - DEFINITION OF TERMS

Staff is requesting that the Commission adopt the resolution to revise Rule 1, Nomenclature – Definition of Terms by adding proposed Rule 1.49, Provisional Appointments.

RECOMMENDATION : Adopt the Resolution revising Civil Service Rule 1, Nomenclature – Definition of Terms

- B. CONSIDERATION OF A RESOLUTION REVISING CIVIL SERVICE RULE 17.7, TEMPORARY APPOINTMENTS AND ADD RULE 17.9, PROVISIONAL APPOINTMENTS

Staff is requesting that the Commission adopt the resolution to revise Rule 17.7, Temporary Appointments and to add Rule 17.9, Provisional Appointments. The changes Rule 17 will clarify the difference between Temporary Appointment and Provisional Appointment.

RECOMMENDATION: Adopt the Resolution revising Civil Service Rule 17.7 Temporary Appointments, and add Rule 17.9, Provisional Appointments

11. OLD BUSINESS

- B. DISCUSSION - CIVIL SERVICE RULE 12.1, INSPECTION OF QUESTIONS

12. COMMUNITY FORUM

13. ADJOURNMENT

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
 RECRUITMENT/CLASSIFICATION REPORT
 AS OF JANUARY 7, 2008**

CLASSIFICATION STATUS

DEPART	CLASSIFICATION	REC'D DATE	STAFF	COMMENTS
PW-CY	PARTS SPECIALIST RECLASS FOR CARL SCOTT		VE	12/4 - RECVD EMAIL STATING THAT THE JA SHOULD BE COMPLETED BY 12/5. 11/1 - NOTIFIED CARL THAT I WILL CONSIDER THE MATTER CLOSED IF I DON'T HEAR FROM HIM BY 11/15. 9/4 - WAITING FOR JA TO BE COMPLETED BY CARL
PW-CY	WAREHOUSE SPECIALIST RECLASS FOR JULIE BELL-VAUGHN		VE	12.4 - RECVD EMAIL STATING THAT THE JA SHOULD BE COMPLETED BY 12/5. 11/1 - NOTIFIED JULIE THAT SHE HAS UNTIL 11/15 TO SUBMIT HER QUESTIONNAIR TO HR. 9/4 - WAITING FOR JA TO BE COMPLETED BY JULIE
PW-CY	CUSTOMER SERVICE REP		VE	12/11 - MET WITH CERINI TO DISCUSS RECOMMENDED PAY RANGE - HE WILL GET BACK TO US BY NEXT WEEK OR SOONER. 12/4/ - RESEARCHING PAY RANGE FOR THIS RECLASS OF PUBLIC WORKS SPECIALIST. . 11/5 - PREPARED ADGENDA ITEM FOR CSC TO APPROVE CLASS SPEC DURING T

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF JANUARY 7, 2008**

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
CD	SR. CD ANALYST	1							VE	09/11/07	10/05/07	ORAL BOARD	12/21/07	12/11/07 - CPS READY FOR EXAM. VIV WILL CONTACT SUSAN/CPS TO PROVIDE EXAM TYPE INFO. 10/24 - AWAITING REQUISITION. 9/6 - AWAITING REQUISITION 9/11 - CPS CONDUCTING RECRUITMENT
PD	POLICE CORPORAL	3	2006-46,47,48	38952	8/30/06		9/11/06	10/24/06	VE	TBA	TBA	PROM		12/27 - EMAILED LORI TO GET BACK TO ME BY 1/15/06 WITH AN ANSWER REGARDING WHO IS GOING TO PAY FOR ADDITIONAL COST NOT COVERED IN THE BASIC EXAM COST. 11/1 - NOTIFIED LORI THAT HR WILL PERFORM THE ADDITIONAL EXAM TASKS IF
PD	POLICE OFFICER (LATERAL ENTRY)	1	N/A						LM	CONTIN.				
PD	POLICE CADET (PART-TIME)	1	N/A						LM	CONTIN.			N/A	N/A

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF JANUARY 7, 2008**

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FED	EXAM TYPE	DATE OF EXAM	COMMENTS
PD	COMM OPERATOR II (PERMANENT-INTERMITTENT)	1	N/A						LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR II	1	N/A						LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR I	1	N/A						LM	CONT		OPEN		NEXT WRITTEN EXAM ON JAN. 9, 2008.
PW-ADMIN	SR. CIVIL ENGINEER - TRAFFIC	1	2007-38	39288	07/30/07	07/30/07	08/06/07	08/06/07	VE	11/2/07	11/30/07	OPEN	1ST WEEK IN JAN	12/4 - CPS CONSULTANT IS SCREENING APPLICATIONS. 11/2 - CPS ADVERTISED OPENING. 10/22 - REVIEWED CPS DRAFTED BROCHURE. 8/27 - CONTACTED VFA FOR INFORMATION TO DO WITH ASSOC AND ADMIN ANALYST

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT**

AS OF JANUARY 7, 2008

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
PW-ADMIN	ASSOC CIVIL ENGINEER - TRAFFIC	1	2007-37	39288	07/30/07	07/30/07	08/06/07	08/06/07	VE	11/2/07	11/30/07	OPEN	1ST WEEK IN JAN	12/4 - CPS CONSULTANT IS SCREEN APPLICATIONS. 11/2 - CPS ADVERTISED OPENING. 10/24 - CPS IS WORKING OF FINALIZING THE BROCHURE. 8/27 - CONTACTED VFA FOR INFORMATION TO DO WITH ASSOC AND ADMIN ANALYST
PW-WATER	LABORATORY ANALYST VII	1	2007-39	39289	07/30/07	07/30/07	08/06/07	08/07/07	VE	10/31/07	11/30/07	OPEN	12/18/07	12/4 - CPS CONSULTANT REQUESTED THAT HR ADMINISTER THE WRITTEN EXAM. 10/31/ - CPS ADVERTISED OPENING. 10/24 - CPS IS WORKING ON FINALIZING THE BROCHURE. 10/18 - REVIEWED CPS DRAFTED BROCHURE AND PHONED BY
PW-WATER	UTILITY MECHANIC	2	2007-35/2007-36	39286	07/23/07	07/23/07	07/26/07	07/30/07	VE	12/10/2007		PROMO		11/20/07 - EXAM PLAN APPROVED BY CSC
PW-WATER	TREATMENT PLANT OPERATOR III/IV	1	2007-33		07/18/07	07/18/07	07/18/07	07/24/07	LM	CONT.	CONT.	N/A - UNASSEMBLED		12/10/07 ESTABLISHED TPO I REGISTER OF ELIGIBLES; TPO III/IV REGISTER ALSO 10/22 OPENED TPO I RECRUITMENT TO FILL REMAINING VACANCY; 9/17 HIRED TPO III CANDIDATE; 8/13 MADE JOB OFFER TO 1 CANDIDATE AS TPO III; 7/18 RECEIVED REQUISITIONS TO

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
 RECRUITMENT/CLASSIFICATION REPORT
 AS OF JANUARY 7, 2008**

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
PW- WATER	WATER OPERATIONS MAINTENANCE PLANNER	1	2007-51	39358	10/04/07	10/03/07	10/04/07	10/05/07	VE	11/4/07	11/26/07	OPEN		12/4 - SCREENING APPLICATIONS, ALSO INVITED WYATT TO REVIEW APPLICATIONS. 10/31 - RECRUITMENT ADVERTISEMENT WILL START ON 11/4. 10/24 APPROVED BY COUNCIL ON 10/23 & PREPARING TO OPEN

**CIVIL SERVICE COMMISSION
CITY OF VALLEJO
555 SANTA CLARA STREET
VALLEJO, CA 94590**

MINUTES

December 10, 2007

1. CALL TO ORDER

Chairman Fox called the meeting was to order at 5:15 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Commissioners Fox, Jackson, Klimisch, and Preovolos

Absent: Commissioner Jordan

Staff: Dennis Morris, Director of Human Resources
Lydia Lofton, Executive Secretary
Debora Boutte, HR Program Manager
Vivian Evans, Personnel Analyst II
John Nagel, Assistant City Attorney

Councilmember Bartee, City Council Liaison

4. WRITTEN COMMUNICATIONS

A. RECRUITMENT AND CLASSIFICATION REPORT

5. EXECUTIVE SECRETARY'S REPORT

A. Mr. Morris advised the Commission that the revised Civil Service Rules may be taken to City Council for final approval in January 2008. He also advised that IBEW has endorsed the proposed revisions, that VPOA will discuss at the revisions at its December 11, 2007 board meeting and that discussions with IAFF are forthcoming. Mr. Morris further advised that a Rule revision clarifying provisional appointments/status will be presented at the January 2008 meeting.

6. REPORT OF CHAIRPERSON AND COMMISSIONERS

None

7. COMMUNITY FORUM

None

8. CONSENT CALENDAR

It was moved by Commissioner Klimisch and seconded by Commissioner Jackson to approve the Consent Calendar.

- A. APPROVAL OF AGENDA
- B. APPROVAL OF THE MINUTES OF THE SPECIAL CIVIL SERVICE COMMISSION MEETING HELD NOVEMBER 20, 2007
- C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS
 - 1. Communications Operator I
 - 2. Treatment Plant Operator I
 - 3. Treatment Plant Operator III/IV

The Consent Calendar was approved by the following vote:

AYES: Commissioners Fox, Jackson, Klimisch and Preovolos
NOES:
ABSENT: Commissioner Jordan

9. NEW BUSINESS

None

10. OLD BUSINESS

- A. CONSIDERATION OF A RESOLUTION REVISING CIVIL SERVICE RULE 4.6, CLASSIFICATION REVISION

It was moved by the Chair and seconded by Commissioner Preovolos to approve the Resolution revising Rule 4.6 with the Commission-recommended changes.

The motion to approve the revision to Rule 4.6, Classification Revision, was approved by the following vote:

AYES: Commissioners Fox, Jackson, Klimisch and Preovolos
NOES:
ABSENT: Commissioner Jordan

**B. CONSIDERATION OF A RESOLUTION REVISING CIVIL SERVICE RULE
12.1, INSPECTION OF QUESTIONS**

It was moved by Commissioner Klimisch and seconded by Commissioner Prevolos to approve the Resolution using the substituted text and corrections to that text.

The motion to approve the revisions to Civil Service Rule 12.1, Inspection of Questions, was approved by the following vote:

AYES: Commissioners Fox, Jackson, Klimisch and Prevolos

NOES:

ABSENT: Commissioner Jordan

11. COMMUNITY FORUM

The Chair acknowledged and thanked Councilmember Bartee for his attendance.

Commissioner Jackson extended holiday greetings.

12. ADJOURNMENT

The meeting was adjourned at 5:51 p.m.

Respectfully submitted,

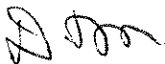


Lydia Lofton
Executive Secretary

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT
Civil Service Commission

Agenda Item
Date: January 14, 2008

TO: Civil Service Commission

FROM: Dennis Morris, Human Resources Director 

SUBJECT: Consideration of a Resolution Revising Civil Service Rule 1, Nomenclature - Definition of Terms

RECOMMENDATION

Adopt the Resolution revising Civil Service Rule 1, Nomenclature – Definition of Terms

BACKGROUND AND DISCUSSION

Staff is requesting that the Commission adopt the resolution to revise Rule 1, Nomenclature – Definition of Terms by adding proposed Rule 1.49, Provisional Appointments.

Provisional appointments are for the purpose of retaining qualified applicants until an examination can be given and an eligibles list established, or filing a long term vacancy subject to approval of the appointee. A rule defining the term “Provisional Appointments” does not exist in the Nomenclature of the Civil Service Rules and Regulations. Adding the Rule will create consistency between the Civil Service Rules and the City Charter and will clarify the intent of provisional status. City of Vallejo Charter, Section 802 states:

“Provisional appointments to positions in the competitive civil service, in the absence of an appropriate eligible list may be made pending the creation of an eligible list, but such provisional appointments may not exceed six months and may not be renewed or extended.”

APPLICABLE RULE

Authority for the Commission’s action is in Civil Service Rule 2.8, which states:

“The Commission shall have the power to adopt, change, amend, revoke or modify these Rules and Regulations, or any part thereof, provided, at any meeting of the Commission. Rules and amendments thereto made by the Civil Service Commission shall be effective only on approval by the City Council”.

ATTACHMENTS: A. Civil Service Rule 1.4.9, Provisional Appointments (Proposed)
 B. Resolution adopting revisions to Rule 1, Nomenclature, Definition of Terms

CONTACT: Dennis Morris, Director of Human Resources (707) 553-7211

Rule 1.4.9 Provisional Appointments

Shall mean, pursuant to City Charter Section 802, appointments to positions in the competitive Civil Service, in the absence of an appropriate eligible list may be made pending the creation of an eligible list, but such provisional appointments may not exceed six months and may not be renewed or extended.

RESOLUTION NO. CSC 08- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to add Rule 1.4.9 to the Civil Service Rules and Regulations.

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 1, subject to the approval by the City Council, by adding Rule 1.4.9 to read as follows:

1.4.9 Provisional Appointment

Shall mean, pursuant to City Charter Section 802, appointments to positions in the competitive Civil Service, in the absence of an appropriate eligible list may be made pending the creation of an eligible list, but such provisional appointments may not exceed six months and may not be renewed or extended.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

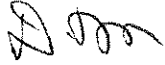
Marc Fox, Chair

ATTEST:

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT
Civil Service Commission

Agenda Item
Date: January 14, 2008

TO: Civil Service Commission

FROM: Dennis Morris, Human Resources Director 

SUBJECT: Consideration of a Resolution Revising Civil Service Rule 17.7, Temporary Appointments and add Rule 17.9, Provisional Appointments

RECOMMENDATION

Adopt the Resolution revising Civil Service Rule 17.7 Temporary Appointments, and add Rule 17.9, Provisional Appointments.

BACKGROUND AND DISCUSSION

Staff is requesting that the Commission adopt the resolution to revise Rule 17.7, Temporary Appointments and to add Rule 17.9, Provisional Appointments. The changes Rule 17 will clarify the difference between Temporary Appointment and Provisional Appointment.

APPLICABLE RULE

Authority for the Commission's action is in Civil Service Rule 2.8, which states:

“The Commission shall have the power to adopt, change, amend, revoke or modify these Rules and Regulations, or any part thereof, provided, at any meeting of the Commission. Rules and amendments thereto made by the Civil Service Commission shall be effective only on approval by the City Council”.

ATTACHMENTS:

- A. Civil Service Rule 17.7, Temporary Appointments
- B. Civil Service Rule 17.9 (Proposed)
- C. Resolution adopting revisions to Rule 17.7, Appointments and adding Rule 17.9, Provisional Appointments

CONTACT: Dennis Morris, Director of Human Resources (707) 553-7211

17.7 Temporary Appointments

In the absence of eligibles from which regular appointments may be made, a person meeting the minimum qualifications for the vacant position may be temporarily appointed by the appointing authority ~~pending the establishment of a Register of Eligibles~~ in the manner provided by these rules, subject, however, to the following provisions:

- a. No person shall be so appointed until he/she has filed an application for the position, appeared personally and been certified by the Executive Secretary as meeting the minimum qualifications for the position.
- b. Temporary appointments shall terminate upon certification by the Commission from the eligible list established for the class within which such position is included.
- c. No such temporary appointment shall continue for a period of more than ninety (90) days, nor shall any such position be filled by successive appointments extending beyond such ninety (90) day period.
- d. When it is necessary to make a temporary appointment to a position, to temporarily replace an employee who holds permanent Civil Service status in such position while such employee is on vacation or sick leave regularly granted pursuant to ordinance and no person on the eligible list for such position is willing to accept such temporary employment, or if no eligible list for such position exists, the appointing power may temporarily appoint any person to such position.

17.9 Provisional Appointments

Provisional appointments are for the purpose of retaining qualified applicants until an examination can be given and an eligible list established, or filling a long term vacancy subject to approval of the appointee. The City Manager or the designated representative of the City Manger shall make provisional appointments of only those applicants who have demonstrated ability to perform the work except that in the case of sworn public safety classifications, provisional appointments shall be made from only those applicants who are eligible to take the examination for the position. The appointee shall be subject to the following conditions and limitations:

- a. The appointee may serve for a period not to exceed six (6) months or until and eligible list is established for the position, whichever event occurs first. The provisional period may be extended for a period not to exceed an additional six (6) months if circumstances so require.
- b. The appointee may be dismissed, separated, or removed from the provisional appointment at any for failure to meet work performance standards. Such dismissal, separation, or removal must be approved by the City Manager and when so approved shall be final and no appeal may be taken therefrom.
- c. Work time accumulated under a provisional appointment shall not be counted towards fulfillment of the probationary period required of applicants serving under a probationary appointment.

RESOLUTION NO. CSC 08- ____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 17.7 and to add Rule 17.9 to the Civil Service Rules and Regulations.

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 17.7, subject to the approval by the City Council, to read as follows:

17.7 Temporary Appointments

In the absence of eligibles from which regular appointments may be made, a person meeting the minimum qualifications for the vacant position may be temporarily appointed by the appointing authority in the manner provided by these rules, subject, however, to the following provisions:

- a. No person shall be so appointed until he/she has filed an application for the position, appeared personally and been certified by the Executive Secretary as meeting the minimum qualifications for the position.
- b. Temporary appointments shall terminate upon certification by the Commission from the eligible list established for the class within which such position is included.
- c. No such temporary appointment shall continue for a period of more than ninety (90) days, nor shall any such position be filled by successive appointments extending beyond such ninety (90) day period.
- d. When it is necessary to make a temporary appointment to a position, to temporarily replace an employee who holds permanent Civil Service status in such position while such employee is on vacation or sick leave regularly granted

pursuant to ordinance and no person on the eligible list for such position is willing to accept such temporary employment, or if no eligible list for such position exists, the appointing power may temporarily appoint any person to such position.

BE IT FURTHER RESOLVED that the Civil Service Commission of the city of Vallejo hereby amends Civil Service Rule 17 by adding Rule 17.9, subject to the approval by the City Council to read as follows:

17.9 Provisional Appointments

Provisional appointments are for the purpose of retaining qualified applicants until an examination can be given and an eligible list established, or filling a long term vacancy subject to approval of the appointee. The City Manager or the designated representative of the City Manger shall make provisional appointments of only those applicants who have demonstrated ability to perform the work except that in the case of sworn public safety classifications, provisional appointments shall be made from only those applicants who are eligible to take the examination for the position. The appointee shall be subject to the following conditions and limitations:

- a. The appointee may serve for a period not to exceed six (6) months or until and eligible list is established for the position, whichever event occurs first. The provisional period may be extended for a period not to exceed an additional six (6) months if circumstances so require.
- b. The appointee may be dismissed, separated, or removed from the provisional appointment at any for failure to meet work performance standards. Such dismissal, separation, or removal must be approved by the City Manager and when so approved shall be final and no appeal may be taken therefrom.
- c. Work time accumulated under a provisional appointment shall not be counted towards fulfillment of the probationary period required of applicants serving under a probationary appointment.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox, Chair

ATTEST:
