

Title 2 ADMINISTRATION AND PERSONNEL

Chapter 2-28 PERSONNEL BOARD

2-28.010 Appointment—Powers and duties.

2-28.020 Meetings.

2-28.010 Appointment—Powers and duties.

(A) The City Council shall appoint a Personnel Board of five members. Two members of the Personnel Board shall be appointed from a list of not less than seven names submitted by recognized employee organizations of the City. At least four of the seven names shall be members of labor unions not signatories to any memorandum of understanding with the City or in the employ of the City. At least one of the two appointees named above shall be selected from the four members of labor unions submitted to the council. Of the members first appointed, two shall be appointed for a term of two years, two for a term of three years and one for a term of four years. Upon original appointment, not more than one member from the employee list shall be appointed to serve for a term of the same number of years. Thereafter, each member shall be appointed for a term ending four years from the expiration of such term for which his predecessor was appointed, except that a person appointed to fill a vacancy occurring prior to the expiration of such term shall be appointed for the remainder of the term. No salaried or elected official of the City shall serve on the Board. All members shall be qualified electors of the City, and shall serve without compensation.

(B) A member of the Board shall serve at the pleasure of the City Council and may be removed by the affirmative vote of four members of the City Council.

(C) The Personnel Board shall act in an advisory capacity to the City Manager on matters concerning personnel administration.

(D) The Personnel Board shall act as an appeal Board to hear appeals by a classified employee relative to any situation connected with his official employment status or condition of employment as provided by the personnel rules and regulations or any amendments thereto, or any memorandum of understanding between the City and a recognized employee organization.

(E) The Appeal Board may recommend to the City Manager modifications or revocation of a disciplinary action only on the following grounds:

- (1) The facts do not justify the action taken;
- (2) A substantive violation or omission of procedure was made;

(3) The action taken was unreasonable, capricious or arbitrary in view of the offense, the circumstances surrounding the offense, and the past record of the employee. (Ord. 3114 § 3, 1994; prior code § 2.51)

2-28.020 Meetings.

(A) At its first public meeting, the Personnel Board shall elect one of its member as Chairman, whose election shall thereafter be annually, and who shall call meetings of the Personnel Board as often as may be necessary. Notice of any meeting shall be posted in such places as the Personnel Board may determine at least 10 calendar days prior to the meeting.

(B) Meetings of the Board shall be open to the public, unless a closed meeting is requested by the affected employee.

(C) The Personnel Board shall adopt an order of business for conducting its meetings and shall meet regularly as prescribed by the personnel rules and regulations.

(D) The Board shall hold its regular meetings at a time designated by the membership. Announcement of changes in time and place shall be posted at least 10 days prior to the meetings.

(E) Three members shall constitute a quorum for the transaction of business. No action may be taken by the Board unless it is concurred in and adopted by at least three members of the Board who were present.

(F) Special meetings may be held at the call of the Chairman or by three Board members giving 24-hour notice to all Board members. In the event a special meeting is to be held, notice of the place and time of such meeting shall be posted on the bulletin Boards of all departments at least 24-hours prior to the meeting. When Board meetings are held during regular working hours, the affected employee, or a representative from the affected work unit shall be allowed time off to attend. (Prior code § 2.52)

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