

CIVIL SERVICE COMMISSION  
OPEN SESSION  
MINUTES  
July 2, 2019

Pursuant to notice the Civil Service Commission of the City of Decatur met in regular session at 11:30 a.m.

PRESENT: VICE CHAIR Sheri Hagen  
COMMISSIONER Greg Spain  
COMMISSIONER Sarah Creek  
SECRETARY Penny Rogers  
ADMINISTRATIVE SECRETARY Angie Roberts  
ABSENT: CHAIR Tony Wilkins

Call to Order

Vice Chair Hagen called the meeting to order at 11:30 a.m.

Roll Call

3 out of 4 Commissioners were present at the time of roll call. Vice Chair Hagen declared a quorum does exist to conduct and approve business.

Vice Chair Hagen called for Appearance of Citizens:

There was none.

The Minutes of the June 7, 2019 regular meeting were presented. Commissioner Spain moved that the June 7, 2019 regular meeting minutes be approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Spain, Creek, and Hagen voted aye. Secretary Rogers declared the motion carried.

Commissioner Creek moved to recess to Closed Session for the purpose of discussing personnel actions, seconded by Commissioner Spain, and upon call of the roll, Commissioners Creek, Spain, and Hagen voted aye. Secretary Rogers declared the motion carried.

Commissioner Spain moved to return to Open Session, seconded by Commissioner Creek, and upon call of the roll, Commissioners Spain, Creek, and Hagen voted aye. Secretary Rogers declared the motion carried.

Vice Chair Hagen called for Unfinished Business:

There was none.

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Vice Chair Hagen called for New Business:

Receiving and Filing of Personnel Actions

Commissioner Creek moved that the appointments, promotions, leave of absence requests, civil service status, resignation, probationary resignation, and oral reprimand, be received, placed on file, and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners, Spain, Creek, and Hagen voted aye. Secretary Rogers declared the motion carried.

Authorization Request to Approve Job Announcement & Establish Register for Library Page (Half-time) - Internal, Commissioner Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Spain, Creek, and Hagen vote aye. Secretary Rogers declared the motion carried.

Authorization Request to Approve Job Announcement & Establish Promotional Register for Water Plant Operator III, Commissioner Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Spain, Creek, and Hagen vote aye. Secretary Rogers declared the motion carried.

Authorization Request to Approve Job Announcement & Establish Eligible Register for Water Plant Operator III, Commissioner Creek moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners Spain, Creek, and Hagen vote aye. Secretary Rogers declared the motion carried.

Proposal to Amend Civil Service Rules

Secretary Rogers discussed the proposed changes to the following Civil Service Rules:  
(Exhibit A enclosed)

- Rule 1-1, Definitions
- Rule 1-6, Residency
- Rule 1-8, Officers and Members
- Rule 4-3 Designation of Examinations
- Rule 4-4, General Scope
- Rule 4-5, Format
- Rule 4-6, Rating of Examination
- Rule 4-7, Notice of Results of Examination
- Rule 5-4 A.3, Reinstatement Register
- Rule 5-6, Seniority Preference
- Rule 6-2, From a Reinstatement Register

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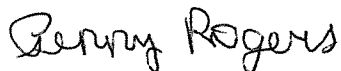
Rule 7-1, Upon Appointment from an Eligible Register or a Lateral Transfer Register  
Rule 8-2, Removal, Discharge or Suspension – Thirty (30) Days or Less  
Rule 9-2, Leave of Absence from Classified Service  
Rule 10-1 A, Temporary Appointments  
Rule 10-2, Internal Transfers  
Rule 10-4, Seniority  
Rule 13-1, Rank to Which One is Demoted

Commissioner Spain moved the Proposal to Amend Civil Service Rules be approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Spain, Creek, and Hagen vote aye. Secretary Rogers declared the motion carried.

Vice Chair Hagen called for Other Business:

There being no other business, Commissioner Creek moved to adjourn the meeting, seconded by Commissioner Spain, and upon call of the roll, Commissioners Spain, Creek, and Hagen voted aye. Secretary Rogers declared the meeting adjourned at 12:00 p.m.

Respectfully Submitted,



Penny Rogers  
Secretary