

## **PERSONNEL BOARD**

### **PURPOSE**

The Personnel Board exists to provide a forum for hearing both sides of unresolved employee grievances and disciplinary matters. The Board's goal is to bring out all information pertinent to a case and give all interested parties an opportunity to state their views. The Board can then make recommendations to the Council based on complete information, thus relieving the Council of what can be a very time-consuming process. The Board may perform other advisory roles as directed from time to time which are consistent with the Charter and best use the skills and talents of the Board members.

### **STATUS**

In June 1978 City voters approved an amendment to the Charter that required the Council to set up an advisory board for personnel matters. The Board, responsible to the Council, began operating in July 1979. The Human Resources Department provides staff support the Board requires. (SLOMC Chapter 2.36.540, Ordinance No. 808 [1979 Series])

### **FUNCTIONS**

The Board makes recommendations in two general areas: 1) When an employee appeals a disciplinary action taken against him/her; and 2) When an employee files a grievance that cannot be settled at an administrative level.

In the case of a grievance, the Board will give the CAO an advisory opinion, based on either the written record alone, or on the written record plus sworn testimony taken at a hearing.

For a disciplinary case, the Board always holds a hearing—open or closed, according to the employee's wishes. The Board then forwards its findings and recommendations to the Council.

The Board has the power to subpoena witnesses and documents for its hearing. If either party asks for a subpoena before the hearing, the Board must issue it. After the hearing begins, subpoenas may be issued at the Board's discretion.

Three members constitute a quorum. A member may vote on a recommendation only if he/she is present for the entire hearing, or if the member certifies he/she has listened to a recording, or read the transcript of that portion of the hearing that he/she missed.

### **MEMBERS**

The Personnel Board has five members. Although there are no special qualifications for appointment, some knowledge or background in personnel matters is helpful.

## **MEETINGS**

The Board meets when a personnel matter requires it. The meetings are held at a time mutually convenient to Board members, staff and other involved persons.

## **TERMS/LIMITS**

Members of the Board serve a term of four years. Members are eligible for re-appointment for an additional four years. Members are subject to a term limit of eight years, or two consecutive four-year terms.