

## ACTION AGENDA

THE REGULAR SESSION OF THE CIVIL SERVICE COMMISSION (CSC) WAS HELD ON MONDAY, JANUARY 28, 2019, AT 5:30 P.M. IN THE COCHISE COUNTY BOARD OF SUPERVISORS HEARING ROOM LOCATED AT 1415 MELODY LANE, BUILDING G, BISBEE, ARIZONA

### **Commission Members**

Ken Budge - Present

Nancy Jacobsen - Present

Cathe Wright - Present

Daniel S. Duchon – Staff Liaison - Present

Joni Giacomino – Council Liaison - Present

The following items will be considered, discussed, and/or decided upon at this meeting:

1. Roll Call
2. Approval of the minutes from the October 22, 2018 Regular Session of the Civil Service Commission.

**Motion:** Cathe Wright moved to approve the minutes from the October 22, 2018 regular session of the civil service commission.

**Second:** Ken Budge                      **Vote:** Unanimous

3. Call to the Public - none
4. Presentation discussion, and possible recommendations of proposed updates to the Personnel Rules and Regulations – Daniel S. Duchon

Mr. Duchon presented, and the commission discussed the following proposed policies.

- a. Definitions Section
- b. Hiring Contingencies
- c. Hiring Policy
- d. Internal Hires
- e. Light Duty – Return to Work
- f. Probation Policy
- g. Alternative Appointments

Mr. Budge recommended adding a clause so that interim appointments were not mandatory.

- h. Volunteers
- i. Harassment Policy Update

***PERSONS NEEDING SPECIAL ACCOMMODATIONS TO ATTEND THIS MEETING SHOULD CONTACT DANIEL S. DUCHON, STAFF LIASION AT (520) 432-6271 AT LEAST TWENTY-FOUR HOURS BEFORE THE MEETING.***

- j. Whistleblower Policy
- k. PTO Cash-out

Mr. Budge recommended holding this policy until finance can review the financial impacts, and determine how it will be budgeted.

- l. Nepotism and Conflict of Interest Policy Update

Mr. Budge recommended clarifying the language regarding administrative or operation control to read direct supervisory control.

**Motion:** Mr. Budge moved to recommend the policies A through J, and K, be approved by Council, including the verbal recommendations the Civil Service Commission made during this meeting.

**Second:** Nancy Jacobsen                      **Vote:** Unanimous

- 5. For the Good of the Order – none
- 6. Member Comments – Mr. Budge requested the commission consider evaluating new and revised job classifications. Ms. Jacobson discussed attending Employee Council meetings, and working together.
- 7. Staff Report – Mr. Duchon discussed current projects of the HR department
- 8. Adjournment

**Motion:** Ken Budge moved to adjourn.

**Second:** Cathe Wright              **Vote:** Unanimous  
Adjourned at 6:50 pm.