



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Amy Bonfrisco
Commissioner Angelique Davis
Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director
Teresa R. Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns.

DATE: Monday, December 20, 2021

TIME: 2:00 p.m.

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m504ad9f45a4f4e655576ca21fa4e02f7>

Join by meeting number

Meeting number (access code): 2486 914 2471 Meeting password: EQmRwa7Pq78

Tap to join from a mobile device (attendees only)

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Join by phone

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You can also dial 173.243.2.68 and enter your meeting number.

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**CIVIL SERVICE COMMISSION
MEETING AGENDA
December 20, 2021, 2:00 p.m.**

AUDIO/VIDEO TECH CHECK

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

ACTION ITEMS

5. APPROVAL OF MEETING MINUTES
 - September 20, 2021-Monthly Meeting
 - October 18, 2021-Working Retreat
 - November 15, 2021-Special Joint Meeting of the CSC & PSCSC
6. 2022 Commission
 - Chair Selection
 - 2022 Meeting Schedule

DISCUSSION ITEMS

7. EXECUTIVE DIRECTOR REPORT
 - Year End Departmental Work and Budget Update
8. CASE STATUS REPORT and LOGISTICS DISCUSSION
 - LaBelle v. Parks-CSC No. 21-01-04-*New Appeal*
9. EXECUTIVE SESSION (May be cancelled if not needed)
10. OLD/NEW BUSINESS
11. ADJOURN

NEXT CSC MEETING: TBD
END OF AGENDA

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729
Tel (206) 233-7118, Fax: (206) 684-0755 <http://www.seattle.gov/CivilServiceCommissions/>

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5. APPROVAL OF MEETING MINUTES

- **September 20, 2021-Monthly Meeting**
- **October 18, 2021-Working Retreat**
- **November 15, 2021-Special Joint Meeting of the
CSC & PSCSC**



CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director

Teresa R. Jacobs, Executive Assistant

September 20, 2021
Civil Service Commission Monthly Meeting
Approved: December 20, 2021

1. **CALL TO ORDER:** Commission Chair Amy Bonfrisco called the meeting to order at 2:04 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

2. **INTRODUCTIONS**

Commission and Staff in Attendance:

Commission Chair Amy S. Bonfrisco
Commissioner Angelique M. Davis
Commissioner Mary Wideman-Williams
Andrea Scheele, Executive Director
Teresa Chen, Assistant City Attorney

Not in Attendance:

Teresa Chen, Assistant City Attorney

3. **LAND ACKNOWLEDGEMENT:** Commission Chair Bonfrisco opened the meeting with the Land Acknowledgment-*The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.*
4. **PUBLIC COMMENT:** No one requested to speak.
5. **APPROVAL OF MINUTES-AUGUST 16, 2021:**The commission reviewed the minutes of August 16, 2021. Commissioner Davis moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. Commissioner Wideman Williams abstained from the vote due to her absence from the August meeting. The minutes were approved acclamation and will be signed by the chair.

- 6. CASE STATUS REPORT/APPEALS/UPDATES:** The commission reviewed the case status report. There were no new appeals.
- 7. CSC ADMINISTRATION RETREAT SCHEDULING & TOPIC PLANNING:** The commission will hold its retreat on August 18. The focus of the retreat will be RSJ measurable goals, recruitment for the commission vacancy at the conclusion of Commissioner Davis' third term, possible discussion of hiring a hearing officer to hear appeals that may result from separations due to the vaccine mandate.
- 8. EXECUTIVE DIRECTOR REPORT:**
Departmental Work Update-Ms. Scheele reported that staff continues to work from home and will continue to monitor the governor's proclamation on open public meetings. **Budget Update-** Ms. Scheele reported we are still under budget for the year. Six chairs were purchased to replace commissioner and staff chairs. There are no other significant expenditures planned for the remainder of the year. Ms. Scheele reported the mayor will announce her budget on September 24. **CSC Outreach Update: Training-**Ms. Scheele reported she recently met with the City's Labor Negotiators and stated it was a very positive meeting where she went over the existence of the Civil Service Commission of which they were not all aware. Ms. Scheele reported she will continue outreach to City departments.
- 9. OLD/NEW BUSINESS:**
- **Joint Meeting with the PSCSC:** Staff will send an email to the PSCSC commissioners to schedule a meeting November. The meeting will be to discuss Merit Leave and the AWI for the Executive Director.
 - **Executive Director Performance Evaluation:** The chairs of each commission will collaborate to put together a performance evaluation of the Executive Director.
- 10. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):**There was no Executive Session.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:45 pm

Respectfully submitted on December 20, 2021, for the CSC:

Amy Bonfrisco
CSC Chair

Teresa R. Jacobs
Executive Assistant

Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>



CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Amy Bonfrisco

Commissioner Angelique Davis

Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director

Teresa R. Jacobs, Executive Assistant

October 18, 2021
Civil Service Commission Retreat
Approved: December 20, 2021

1. **CALL TO ORDER:** Commission Chair Amy Bonfrisco called the retreat to order at 1:04 pm. The retreat was held via WebEx per the Washington Governor's Proclamation No. 20-28.
2. **LAND ACKNOWLEDGEMENT:** Teresa Jacobs, the Commission's Executive Assistant opened the retreat with a Land Acknowledgement to the Coast Salish land and the Duwamish, Suquamish, Stillaguamish, and Muckleshoot Tribes.
3. **INTRODUCTIONS: Commissioners:** Commission Chair Amy Bonfrisco, Commissioner Angelique M. Davis, Commissioner Mary Wideman-Williams. **Staff/Assistant City Attorney:** Andrea Scheele, Executive Director, Teresa R. Jacobs, Executive Assistant, Teresa Chen, Assistant City Attorney
4. **RECAP/PROGRESS APRIL RETREAT:** Ms. Scheele gave a recap and progress update on the work that has been done since the April retreat. Ms. Scheele shared that the focus has been on the Civil Service Commissions' commitment to making racial equity visible.
Website: Staff updated the website to add the four values of the commission: Equity; Accountability; Independence; and Transparency. Ms. Scheele updated the commission on accessibility improvements to the website, updated forms, how to navigate the appeal process, and clarity on the Step 3 Grievance process, which employees are required to

exhaust prior to filing an appeal with the CSC. Next steps are an employee pamphlet, video training, and continued accessibility improvements. **Training:** Ms. Scheele provided a recap on the outreach to several departments in the city and upcoming trainings. Staff will also attend trainings on Anti-Harassment and Anti-Discrimination, and Public Accommodation. **Accommodation:** Teresa Jacobs, Executive Assistant, gave an overview of reasonable accommodations for CSC meetings and hearings. Ms. Jacobs went over the City's accommodation and how it can provide services for the public and employees who participate in our processes.

5. **RSJI DISCUSSION AND GOALS:** Ms. Scheele explained the Step 3 Grievance process. In 2013 CSC began requiring grievance exhaustion before filing an appeal. Ms. Scheele shared data from 2000 to 2021, showing a significant decrease in appeals filed with the commission over time.

6. **ADMINISTRATION**

- **Hiring process for CSC Hearing Officer:** This item was tabled.

7. **EXECUTIVE SESSION**

- **Discuss performance of a public employee:** The commission went into Executive Session at 3:21 pm. The Executive Session ended at 3:41 pm.

8. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the retreat at approximately 3:52 pm

Respectfully submitted on December 20, 2021, for the CSC:

Amy Bonfrisco
CSC Chair

Teresa R. Jacobs
Executive Assistant

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CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Joel A. Nark

Commissioner Dorothy Leggett

Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director

Teresa R. Jacobs, Executive Assistant

Joint Special Meeting of the
Public Safety Civil Service Commission and Civil Service Commission

November 15, 2021

Approved December 20, 2021 (CSC)

Approved January 20, 2022 (PSCSC)

Call to Order: Public Safety Civil Service Commission Chair Stacy Connole called the Special Joint meeting to order at 2:04 pm. The meeting was held via WebEx.

Public Comment: No public comment was given.

1. **CALL TO ORDER & LAND ACKNOWLEDGEMENT:** Commissioner Connole called the meeting to order and opened with a land acknowledgement.

2. **INTRODUCTIONS (In Attendance)**

PSCSC Commissioners: Chair Stacy Connole, Commissioner Dorothy Leggett, Commissioner Joel Nark

CSC Commissioners: Chair Amy Bonfrisco, Commissioner Mary Wideman-Williams

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant

Exams Unit: Kwang Kim, F&P Exams, Administrative Specialist

Fire/Police/Guests: Hannah Kosten, Fire, Dale Hitsman, Sr. Business Partner, SDHR

(Not In Attendance): CSC Commissioner Angelique Davis

PUBLIC COMMENT: No members of the public requested to give public comment.

3. **EXECUTIVE DIRECTOR REPORT**

- **Executive Director Report: CSC Update-**Executive Director Scheele updated the commission on the term expiration for CSC Commissioner Angelique Davis. Commissioner Davis's term will expire on December 31. Director Scheele reported Commissioner Davis has graciously agreed to sit in for meetings

only until a replacement has been appointed. The commission may consider hiring a pro tem if needed for a hearing. Ms. Scheele reported that she met with the Office of the Hearing Examiner, and Hearing Examiner Vancil said that OHE has capacity to hear appeals delegated by the CSC.

- **Outreach:** Ms. Scheele reported she provided trainings to Seattle IT & FAS on the civil service system and the Commission. **PSCSC Update-**Ms. Scheele reported that she is meeting with the Fire and Police departments on the 2022 exam season, and how to best support the departments' hiring and promotional needs.
- **Budget Update:** The budget to actuals report was not available to review. Ms. Scheele reported that CIV is on track to underspend 18k from the 2021 budget. Additional money will be available in the 2022 budget for legal and administrative support and an increase of 15k for subscriptions and other services.
 - **Q & A with Executive Director:** There were no questions.

4. EXECUTIVE SESSION

- **To discuss performance of a public employee (Performance Evaluation, Salary Increase, Merit Leave, AWI/COLA):** The commission went into Executive Session at 2:26 pm The Executive Session ended at 2:56 pm an extension of the Executive Session began at 2:56 pm. The extension of the Executive Session ended at 3:06 pm. The commission went back on the record.

5. ACTION ITEMS/ VOTES

- **Executive Director Salary Increase:** Commission Chair Connole moved to increase the Executive Director salary by 9%. The motion was not seconded. Commissioner Connole withdrew the motion. Commissioner Nark moved to increase the Executive Director salary by 7%. The motion passed unanimously.
- **Executive Director Merit Leave (0-6 days):** Commissioner Wideman-Williams moved to award a Merit Leave of 6 days. Commissioner Nark seconded the motion. The motion passed unanimously.
- **Executive Director AWI/COLA (yes/no):** Commission Chair Bonfrisco moved with a yes to approve the AWI/COLA. Commissioner Wideman-Williams seconded the motion. The motion passed unanimously.

6. OLD/NEW BUSINESS: There was no old or new business discussion.

7. ADJOURN: No other business was before the Commissions. Commission Chair Connole adjourned the meeting at 3:20 pm

Respectfully submitted on 12/20/2021 for the CSC and on 1/20/2022 for the PSCSC by:

Teresa R. Jacobs
Executive Assistant

Stacy Connole
PSCSC Chair

Amy Bonfrisco
CSC Chair

End of Minutes

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6. 2022 Commission

- Chair Selection
- 2022 Meeting Schedule

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Rules of Practice and Procedure

City of Seattle

CIVIL SERVICE COMMISSION

Adopted: May 22, 2014

2.03 SELECTION OF CHAIR

The Chair shall be elected from among the Commissioners by majority vote for a one year term. A Commissioner may serve two consecutive terms as Chair.

2.04 DUTIES OF THE CHAIR - The Chair:

- A.** Shall preside over Commission meetings.
- B.** Shall rule on matters of parliamentary procedure.
- C.** Shall act as primary supervisor for the Executive Director.
- D.** May sign correspondence on behalf of the Commission.

2.05.1 ACTIONS OF THE CHAIR

The Chair's actions are subject to review and modification by a majority vote of the full Commission.

2.05.2 DELEGATION OF CHAIR'S DUTIES

In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.

Memo

To: Civil Service Commissioners
From: Teresa R. Jacobs
Date: December 20, 2021
Re: 2022 Meeting Dates

Commissioners:

Below are the CSC meeting dates through December of 2022. As in the past, the Commission can accept the dates for the meetings and if conflicts arise, change the meeting date or cancel. If the commission decides to defer a meeting, it can be addressed prior to the meeting date. If we are back in the office we can continue to schedule meetings via WebEx in the event a commissioner cannot attend in person.

Thank you.

January 17, 2022 (Holiday)	February 21, 2022 (Holiday)	March 21, 2022
April 18, 2022	May 16, 2022	June 20, 2022
July 18, 2022	August 15, 2022	September 19, 2022
October 17, 2022	November 21, 2022	December 19, 2022

See attached for your information:

Office of the Attorney General; Chapter 3 Open Public Meetings Act
<https://www.atg.wa.gov/open-government-resource-manual/chapter-3>

WASHINGTON STATE OFFICE OF THE ATTORNEY GENERAL

Chapter 3 OPEN PUBLIC MEETINGS ACT

Chapter last revised: October 31, 2016

3.6 The OPMA Requires Notice of Meetings

A “meeting” under the OPMA is either a “regular” meeting or a “special” meeting, with different notice requirements for each. So, for example, a meeting designated as a “retreat,” “study session,” or “workshop” is, for OPMA purposes, either a regular or a special meeting, depending on how it is held.

A. Regular Meetings

The OPMA requires agencies to identify the time and place their governing bodies will hold regular meetings, which are defined as "recurring meetings held in accordance with a periodic schedule declared by statute or rule." [RCW 42.30.075](#). State agencies subject to the OPMA must publish their schedule in the [Washington State Register](#), while local agencies (such as cities and counties) must adopt the schedule "by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body." [RCW 42.30.075](#); [RCW 42.30.070](#). Although the OPMA does not require local agency governing bodies to meet inside the boundaries of their jurisdiction, there is general agreement that agencies should not schedule meetings at locations that effectively exclude the public. Other statutes may require certain entities to hold their meetings at particular locations, such as [RCW 36.32.080](#), which requires a board of county commissioners to hold regular meetings at the county seat, or at the alternate locations specified in that statute.

If a scheduled regular meeting falls on a holiday, it must be held on the next business day. [RCW 42.30.070](#).

The OPMA requires agencies with governing bodies to make the agenda of regular meetings available online at least 24 hours in advance of the meeting. [RCW 42.30.077](#). This requirement does not apply if the agency does not have a website or if it employs fewer than 10 full-time equivalent employees. Also, an agency can modify the agenda after it is posted online. A failure to comply with the notice requirement with respect to a regular meeting will not invalidate an otherwise legal action taken at the meeting.

Other laws and local governing body rules may require additional regular meeting notice and publication and/or posting of a preliminary agenda. See, e.g., [RCW 35.23.221](#), [RCW 35A.12.160](#).

B. Special Meetings

Whenever an agency has a meeting at a time other than a scheduled regular meeting, it is conducting a "special meeting." [RCW 42.30.080](#). For each special meeting, the OPMA requires at least 24 hours' written notice to:

- the members of the governing body, delivered personally, or by mail, fax, or email;
- media representatives (newspaper, radio, and television) who have filed a written request for notices of a particular special meeting or of all special meetings, delivered personally, or by mail, fax, or email; and
- the public, by posting on the agency website and by prominently posting it at the main entrance of the agency's principal location and at the meeting site if the meeting will not be held at the agency's principal location.

An agency is not required to post the public notice on its website if it does not have one, if it has fewer than 10 full-time equivalent employees, or if doesn't employ personnel whose job it is to maintain the website.

The OPMA does not provide any guidance as to whether the media's written request for notice must be renewed; it is advisable, however, to periodically renew such requests to ensure that they contain the proper contact information for the notice and have not been misplaced or inadvertently overlooked due to changes in agency personnel.

The notice of a special meeting must specify the time and place of the meeting and "the business to be transacted," which would normally be an agenda. At a special meeting, final disposition by the agency is limited to the matters identified as the business to be conducted in the notice. The statutory language suggests that the governing body could discuss, but not finally dispose of, matters not included in the notice of the special meeting.

A member of the governing body may waive the required notice by filing a written waiver or by simply appearing at the special meeting. *Estey v. Dempsey* (1985). The failure to provide notice to a member of the governing body can only be asserted by the person who should have received the notice, not by any person affected by action at the meeting. *Kirk v. Pierce County Fire Protection Dist. No. 21* (1981).

C. Emergency Meetings

The OPMA provides that, in the event of an emergency such as a fire, flood, or earthquake, meetings may be held at a site other than the regular meeting site, and the notice requirements of the OPMA are suspended during the emergency. [RCW 42.30.070](#). An agency should, however, provide special-meeting notice of an emergency meeting, if practicable. [RCW 42.30.080\(4\)](#).

The courts have found that an agency must be confronted with a true emergency that requires immediate action, such as a natural disaster, for its governing body to hold an emergency meeting that does not comply with the OPMA. It has been held that a strike by teachers did not justify an "emergency" meeting by the school board. *Mead School Dist. No. 354 v. Mead Education Ass'n* (1975).

D. Adjournments, Cancellations and Continuances

The OPMA establishes procedures for a governing body to adjourn a regular or special meeting and continue that meeting to a time and place identified in an order of adjournment. [RCW 42.30.090](#).

Less than a quorum of a governing body may adjourn and continue a meeting under these procedures, or the clerk or secretary of the body may do so if no members are present. Notice of the meeting adjournment must be the same that is required for special meetings in [RCW 42.30.080](#), and a copy of the order or notice of adjournment must be posted on or near the door of the place where the meeting was held. Although the OPMA does not address cancellations, presumably the same process could be followed in cancelling a meeting.

Public hearings held by a governing body may be continued to a subsequent meeting of the governing body following the procedures for adjournment in [RCW 42.30.090](#). [RCW 42.30.100](#).

See also [adjournment discussion](#) in [MRSC's Open Public Meetings Act publication](#).

7. EXECUTIVE DIRECTOR REPORT

- Year End Departmental Work and Budget Update

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December 2021

			TRANS_TYPE							
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Balance before Encumbrances	Available Balance	% Spent	% Available (After Encumbrances)	
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00	2,969.06		(269.06)	(269.06)	110.0%	-10.0%	
		549020 - Isf-Fas Alloc	108,285.00	108,284.52		0.48	0.48	100.0%	0.0%	
		541310 - Services-Legal Notices	500.00			500.00	500.00	0.0%	100.0%	
		541320 - Services-Court Reporters	500.00			500.00	500.00	0.0%	100.0%	
		541550 - Services-Parking	500.00			500.00	500.00	0.0%	100.0%	
		542900 - Rentals-Other	2,000.00	1,982.69		17.31	17.31	99.1%	0.9%	
		544050 - Reimburse-Meetin Refresh&Meals	200.00			200.00	200.00	0.0%	100.0%	
		545010 - Travel Costs-Out-Of-City	1,500.00			1,500.00	1,500.00	0.0%	100.0%	
		545030 - Travel Costs-Conf, Conv, Sem	1,533.00			1,533.00	1,533.00	0.0%	100.0%	
		546010 - Fees-Dues & Memberships	1,000.00	87.50		912.50	912.50	8.8%	91.3%	
		549070 - Isf-ltd Alloc	20,698.00	20,724.00		(26.00)	(26.00)	100.1%	-0.1%	
		549080 - Isf-ltd Billed	353.00	2,044.23		(1,691.23)	(1,691.23)	579.1%	-479.1%	
		549100 - SDHR Allocation	10,287.00	9,429.75		857.25	857.25	91.7%	8.3%	
		542020 - Rentals-Parking	600.00			600.00	600.00	0.0%	100.0%	
		541120 - Services-Technology		1,059.01		(1,059.01)	(1,059.01)			
		532020 - Equipment-Software Purchases	1,000.00			1,000.00	1,000.00	0.0%	100.0%	
		533900 - Inventory-Other		115.83		(115.83)	(115.83)			
		545040 - Travel Costs-In City	600.00			600.00	600.00	0.0%	100.0%	
		541280 - Services-Courier And Delivery	500.00			500.00	500.00	0.0%	100.0%	
		541380 - Services-Admin Charges	1,550.00			1,550.00	1,550.00	0.0%	100.0%	
		541140 - Services-Legal Services		35.00		(35.00)	(35.00)			
		531010 - Supplies-Subscrips/Pubs/Books			4,609.02		(4,609.02)	(4,609.02)		
		544010 - Reimburse-Conf,Seminar,Reg Fee			275.00		(275.00)	(275.00)		
		541900 - Services-Other			275.63		(275.63)	(275.63)		
	VCCIVILSV - Civil Ser	541380 - Services-Admin Charges			100,000.00	100,000.00	100,000.00	0.0%	100.0%	
		541250 - Services-Recycling	50.00			50.00	50.00	0.0%	100.0%	
		541260 - Services-Disposal Of Materials	50.00			50.00	50.00	0.0%	100.0%	

December 2021

Nonpersonnel Svcs Total		154,406.00	151,891.24	100,000.00	102,514.76	102,514.76	59.7%	40.3%
Personnel Svcs	VADMIN - Leadersh	248,874.00		27,935.00	276,809.00	276,809.00	0.0%	100.0%
	510010 - Salaries & Wages							
	510020 - Holiday		6,365.28		(6,365.28)	(6,365.28)		
	520010 - Fica	19,409.00	969.89		18,439.11	18,439.11	5.0%	95.0%
	520020 - Medicare	4,857.00	226.86		4,630.14	4,630.14	4.7%	95.3%
	520070 - Insurance Prem-Health & Dental	12,876.00	36,240.00		(23,364.00)	(23,364.00)	281.5%	-181.5%
	520090 - Insurance-Group Fund Life	263.00	8.96		254.04	254.04	3.4%	96.6%
	520100 - Insurance-Longterm Disability	50.00	1.32		48.68	48.68	2.6%	97.4%
	520300 - Pension-City Retirement Sys		2,721.06		(2,721.06)	(2,721.06)		
	520080 - Insurance-Wash St FML	379.00	24.62		354.38	354.38	6.5%	93.5%
	520110 - Insurance-Death Benefit Pay	24.00	15.15		8.85	8.85	63.1%	36.9%
	520320 - Employee Assistance Premium	48.00	44.88		3.12	3.12	93.5%	6.5%
	510030 - Sick Leave		2,364.95		(2,364.95)	(2,364.95)		
	520011 - Fica Fsa Dcap & Health		787.58		(787.58)	(787.58)		
	510040 - Vacation		2,738.00		(2,738.00)	(2,738.00)		
	510240 - Executive Leave Used		5,328.00		(5,328.00)	(5,328.00)		
	520120 - Allowances-Special		1,824.00		(1,824.00)	(1,824.00)		
	VCCIVILSV - Civil Serv							
	510010 - Salaries & Wages		197,240.05	21,800.00	(175,440.05)	(175,440.05)	904.8%	-804.8%
	510020 - Holiday		2,284.32		(2,284.32)	(2,284.32)		
	510070 - Part Time-Salaries & Wages	34,057.00	31,820.00		2,237.00	2,237.00	93.4%	6.6%
	520010 - Fica		14,394.45		(14,394.45)	(14,394.45)		
	520020 - Medicare		3,366.41		(3,366.41)	(3,366.41)		
	520090 - Insurance-Group Fund Life		116.96		(116.96)	(116.96)		
	520100 - Insurance-Longterm Disability		19.58		(19.58)	(19.58)		
	520300 - Pension-City Retirement Sys	46,322.00	33,871.88		12,450.12	12,450.12	73.1%	26.9%
	520080 - Insurance-Wash St FML		353.25		(353.25)	(353.25)		
	510110 - Salaries & Wages-Temp/Intermit	1,166.00			1,166.00	1,166.00	0.0%	100.0%
	520110 - Insurance-Death Benefit Pay		20.85		(20.85)	(20.85)		
	510030 - Sick Leave		2,617.45		(2,617.45)	(2,617.45)		
	510040 - Vacation		6,182.36		(6,182.36)	(6,182.36)		
	510240 - Executive Leave Used		761.44		(761.44)	(761.44)		
Personnel Svcs Total		368,325.00	352,709.55	49,735.00	65,350.45	65,350.45	84.4%	15.6%
		522,731.00	504,600.79	149,735.00	167,865.21	167,865.21	75.0%	25.0%
		522,731.00	504,600.79	149,735.00	167,865.21	167,865.21	75.0%	25.0%

8. CASE STATUS REPORT and LOGISTICS DISCUSSION

- **LaBelle v. Parks-CSC No. 21-01-04-New Appeal**

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729
Tel (206) 233-7118, Fax: (206) 684-0755 <http://www.seattle.gov/CivilServiceCommissions/>

The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact Teresa.jacobs@seattle.com

APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)

<p>Appeal No. <u>CSC No. 21-01-041</u></p> <p>Date Filed <u>11-26-21</u> <u>See Note</u></p>	<p>Note: Original date of filing: October 15, 2021</p> <p>Appeal Acknowledgement, jurisdiction, and timeliness determination by the Executive Director issued November 18, 2021</p>
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Full Name of Appellant <u>Bret T. LaBelle</u>	Work Address <u>4476 35th Ave SW, Seattle WA 98126</u>
Residence Address [REDACTED]	Work Telephone <u>206 [REDACTED]</u>
City <u>Seattle, WA</u>	State <u>WA</u>
Zip <u>98108</u>	Employee ID [REDACTED]
Home/Cell Phone [REDACTED]	Department <u>PARKS AND RECREATION</u>
Email [REDACTED]	Job Title <u>GOLF GREENS II</u>

<p>1. WHAT ACTION IS BEING APPEALED? (CHECK ONE)</p> <p>If this is an appeal of a disciplinary matter, please note the date of the final disciplinary action: _____</p>	<p><input type="checkbox"/> Demotion (5.01A)</p> <p><input type="checkbox"/> Suspension <input type="checkbox"/> Probation <input checked="" type="checkbox"/> Discharge (5.01B)</p> <p><input type="checkbox"/> City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C.):</p>
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What Personnel rule, regulation, or provision, do you believe was violated?

There was 3 situations brought in. Not 1 of them held any ground because so minor. (back page) →

The Real Reason this
for me getting terminated
is for all the various
reasons I can explain and
keep it clear so
everyone will see the
real reason. and I Ruth

1. Using the word
Never on a text on the
people's. Not said during
working hrs. And I
only said it has to do with
text. After work's hrs.

2. I went to co-workers
and I mentioned I'd
like him for talking
hes and him give him for shenanigans
I think no-way is full of shenanigans

3. Not retards
to people's

Section 2

<p>Reason for this appeal: <u>Because it has never been honestly presented</u> <u>Everyone involved have the wrong impression: see back of page</u></p>	<p>Remedy Sought (What do you want?): <u>I want to return to one of your gift courses full time employment.</u></p>
<p>2. UNION: If you are a member of a union, what is the name of your union? <u>242 LABORERS</u></p> <p>Local Number: <u>242</u></p>	<p><input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.</p> <p>This matter <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT the subject of arbitration pursuant to a collective bargaining agreement.</p>
<p>3. EMPLOYEE GRIEVANCE PROCEDURE: Did you receive notification of your right to a timely resolution of this grievance from your Department?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (SMC 4.04.070)</p>	<p>If you filed a grievance through the Employee Grievance Procedure, what was the outcome?</p> <p><u>Well I have just part. My Union Rep who quit has information that I hope to get.</u></p>
<p><input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)</p>	

Please include with your appeal form the Step 3 Grievance decision of your employing department and Investigatory Report from SDHR, and any documents or correspondence that you have received from the Department related to your appeal. To meet timely filing of your appeal, these documents can be sent after filing this document.

4. ATTORNEY/AUTHORIZED REPRESENTATIVE:

An attorney or a representative is NOT required for the appeal process.

Do you have an attorney or another person representing you for this appeal? YES NO

If yes, please have your attorney submit a NOTICE OF APPEARANCE to the Commission Office and the Department.

All documents and information related to the appeal will go to the attorney or representative.

Name: _____ Firm: _____

Address: _____ Email: _____

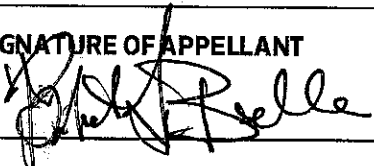
5. APPELLANT:

If you do not have an attorney or a representative, please enter the address where documents related to this appeal should be sent:

Mailing Address: _____

Personal Email: _____

Home/Cell Phone: _____

SIGNATURE OF APPELLANT 	DATE 11.26.2021
SIGNATURE OF ATTORNEY OR REPRESENTATIVE: (IF FILLING OUT THIS FORM):	DATE

City of Seattle Civil Service Commissions

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Tel (206) 437-5425, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

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9. EXECUTIVE SESSION (May be cancelled if not needed)

10. OLD/NEW BUSINESS

11. ADJOURN

City of Seattle Civil Service Commissions

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