



City of Seattle

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 Jacobs, Executive Assistant

AGENDA*

THE CIVIL SERVICE COMMISSION

**The Agenda is subject to change to address immediate Commission concerns.*

DATE: Monday, July 19, 2021

TIME: 2:00 pm

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m3856a83a2c05bed921edb0e61e812223>

Join by meeting number

Meeting number (access code): **1464 53 1715** Meeting password: **EQmRwa7Pq78**

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,1464531715## United States Toll (Seattle)

+1-408-418-9388,,1464531715## United States Toll

Join by phone

+1-206-207-1700 United States Toll (Seattle)

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Global call-in numbers

Join from a video system or application

Dial **1464531715@seattle.webex.com**

You can also dial **173.243.2.68** and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

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AGENDA

The Civil Service Commission

July 19, 2021

Meeting documents will be posted to the commission website the day of the meeting.

<http://www.seattle.gov/civil-service-commission/monthly-meetings>

AUDIO/VIDEO TECH CHECK

CHAIR (CSC 2.05)

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

5. HRIU EDUCATION & OUTREACH

STEVE ZWERIN, DIRECTOR & SONIA JOHNSON, SR. INVESTIGATOR OF HRIU

6. APPROVAL OF MINUTES

- [May 17, 2021](#)

7. CASE STATUS REPORT/NEW APPEALS/APPEAL UPDATES

- [Case Status Report](#)

8. CSC ADMINISTRATION

9. EXECUTIVE DIRECTOR REPORT

- [Departmental Work Update](#)
- [Budget Update](#)
- [CSC Outreach Update](#)

10. OLD/NEW BUSINESS

11. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

ADJOURN

NEXT MEETING: August 18, 2021 @ 2:00 pm

***Agendas and Special Meeting Notices** You may sign up at the CSC website <http://www.seattle.gov/civil-service-commission> to receive regular and special meeting agendas and notices. **Request for public records** can be made through the City Public Records Request Center: <http://www.seattle.gov/public-records>

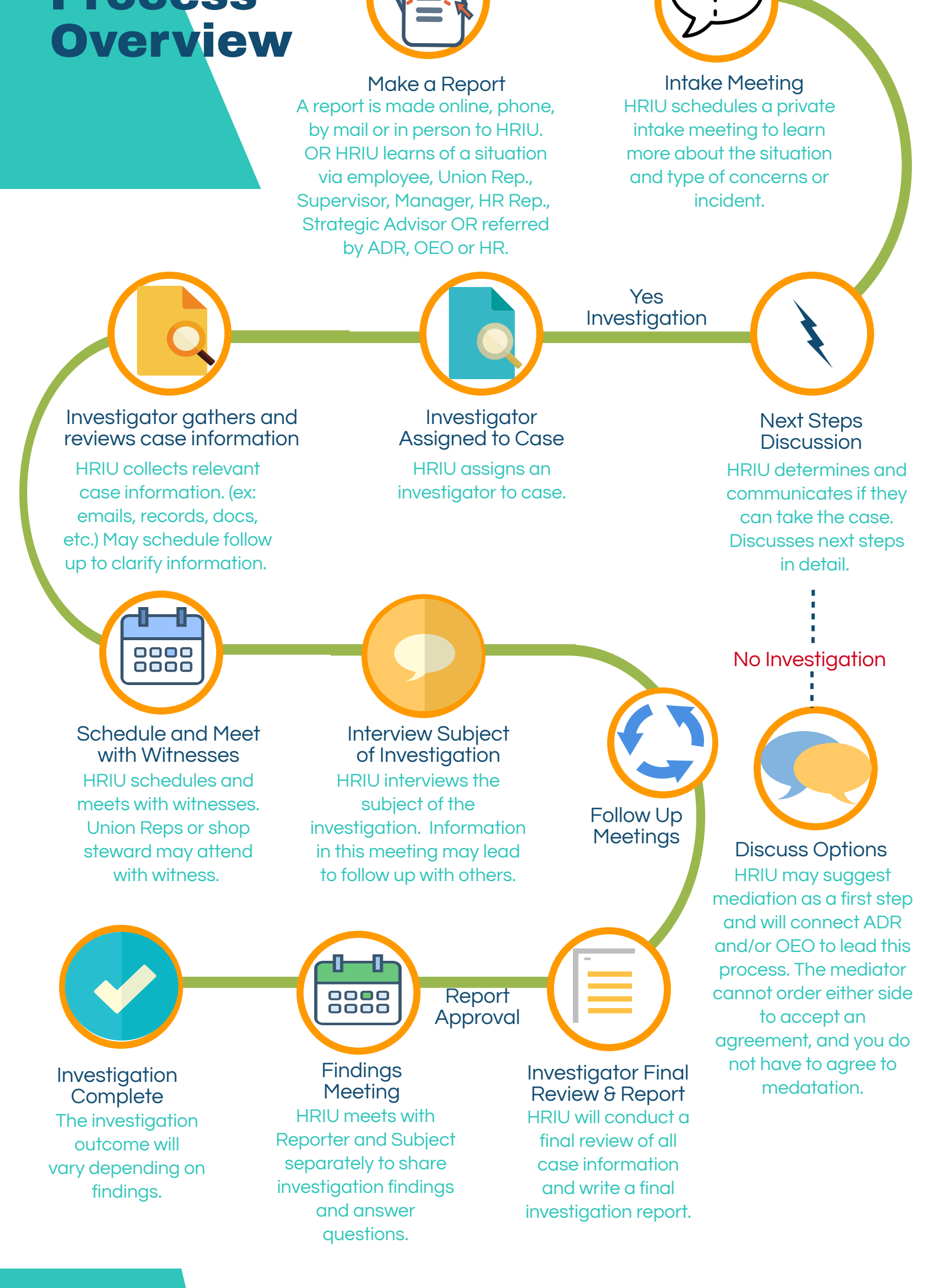
5. HRIU EDUCATION & OUTREACH

STEVE ZWERIN, DIRECTOR & SONIA JOHNSON, SR. INVESTIGATOR OF HRIU

Human Resources Investigation Process

At a Glance

Acronyms
 HRIU - Human Resources Investigations Unit
 ADR- Alternative Dispute Resolution
 OEO- Office of the Employee Ombud
 HR - Human Resources



During the Investigation

Anytime During the Investigation
 Either side may request to stop the investigation and try to resolve the matter through ADR/OEO. The investigator may check in with either party to recommend this option as well.

Regular Updates
 The HRIU Investigator will typically update you on the investigation's progress every week or every other week.

Human Resources Investigation Unit (HRIU)
steve.zwerin@seattle.gov
Intake line: 206-733-9888
seattle.gov/human-resources/rules-and-resources/human-resources-investigations-unit

Human Resources Investigation

Frequently Asked Questions

- What does HRIU Investigate?**
 HRIU investigates complaints that someone has violated City Personnel Rule (PR) 1.1, and/or related policies. This includes allegations of harassment, discrimination, and misconduct.
- Who can request an HRIU investigation?**
 Any current or former City of Seattle employee, their management, Human Resources representative, union representative, or shop steward may request an investigation.
- How do I request an investigation?**
 Email or call our office. An HRIU investigator will listen to your concerns and figure out whether they are within HRIU's scope, as defined by City policy.
- I'm scared of retaliation. What will you do to protect me?**
 The City takes concerns about retaliation seriously, as listed in section 1.1 of the Personnel Rules. It could be considered retaliation to discipline or fire someone because they brought a good faith concern to the HRIU. If at any time you believe you're being retaliated against, please contact the HRIU immediately.
- Can I file a complaint anonymously?**
 In some cases, yes. In limited situations, and under unique circumstances, we can conduct a Director Initiated Investigation (DII). If the HRIU determines that a DII is an appropriate approach, the HRIU director could file a charge on behalf of an employee who is unable to do so themselves. If this is something you want to learn more about, please discuss with someone on the HRIU team.
- Will you tell me the result of the investigation?**
 For the Reporter and Subject, yes. However, to protect the Reporter and Subject, witnesses will simply be notified that the investigation is complete. They will not receive a copy of the investigation's findings.
- Are there time limits?**
 Yes. Matters that occurred more than 18 months prior to an HRIU request cannot be accepted for an HRIU investigation, in accordance with Seattle Municipal Code.
- What if I disagree with the findings?**
 You'll have a chance to discuss that with the investigator before the end of the investigation. If we've missed something important that could have changed the investigation's outcome, we will review it, and if relevant, rewrite the report. If the report is final, and you still disagree, you can write a response (rebuttal) to the investigation. The response will be part of the investigation file.
- What happens if HRIU cannot take my case?**
 We will refer you to other options that may work best to address your situation.
- What if I don't want my issue to be investigated?**
 Under PR 1.1.5, the HRIU must investigate serious allegations of harassment brought to its attention. For all other situations, we help the Reporter determine whether an investigation or another process is their best option. Typical options may include any of the following:
 1) Proceeding with an HRIU investigation.
 2) Filing a grievance or appeal (i.e., for disciplinary action).
 3) Meeting with OEO or ADR to discuss possible conflict resolution options.
- Are communications with HRIU confidential?**
 Information about HRIU investigations is provided only to those with a "business need to know," such as the person(s) accused, the department director, and Human Resources leaders. HRIU investigators ask interviewees to please not discuss their testimony with others, as it might discourage others from participating. However, because the City is a public entity, information contained in HRIU files may be subject to disclosure under the Public Records Act. Other information may be disclosed if required by law, such as a subpoena or court order.
- Is my information subject to public disclosure?**
 Under Washington State law, the Reporter's and witnesses' names are redacted when there is a public disclosure request. There are narrow exceptions, but in most cases these names would not be disclosed.
- Can I get fired because of this investigation?**
 If the Subject of the investigation is found to have committed a policy violation or another serious matter, they could be subject to discipline, up to and including termination.
- Can you subpoena people during the investigation?**
 We don't have subpoena power. However, most people cooperate with the investigation. In the rare cases when someone is unwilling to cooperate, we can work with SDHR, department Human Resources, the Law Department, or that employee's management to get cooperation.
- Does HRIU discipline or fire people?**
 The HRIU does not have that authority. At the end of the investigation, we share our investigation report with the Reporter, Subject, and department Human Resources. The department's appointing authority (usually the department leader) determines what disciplinary action, if any, is warranted.
- If you do not discipline or fire people, what is the point?**
 If we find a policy violation, we call it out to leadership, management, department Human Resources, SDHR, and others. They take our recommendations very seriously and are expected to take appropriate action. Even in cases where we don't find a policy violation, we often raise other concerns, such as a need for management coaching or training, communication challenges on the team, underlying conflicts, and more. We frequently refer matters to ADR or OEO after an investigation to help resolve those ongoing issues.

Human Resources Investigation Unit (HRIU)
steve.zwerin@seattle.gov
Intake line: 206-733-9888
seattle.gov/human-resources/rules-and-resources/human-resources-investigations-unit

6. APPROVAL OF MINUTES

- **May 17, 2021**



City of Seattle

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 Jacobs, Executive Assistant

May 17, 2021

Civil Service Commission Monthly Meeting

Approved: July 19, 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**

In Attendance:

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive Assistant

3. **Commission Chair Bonfrisco opened the meeting with the Land Acknowledgement:**

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. **APPROVAL OF MINUTES**

February 16, 2021: The commission reviewed the minutes of February 16, 2021.

Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. The minutes were approved.

March 15, 2021- The commission reviewed the minutes of March 15, 2021. Commissioner

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

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

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.

Bonfrisco moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. Commissioner Davis abstained. The minutes were approved.

April 19, 2021-The commission reviewed the April 19, 2021 work retreat minutes.

Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Davis seconded the motion. The minutes were approved.

5. CASE STATUS REPORT/APPEALS/UPDATES:

The commission reviewed the case status report. Executive Director Scheele reported an appeal was withdrawn prior the meeting and there are no current appeals.

6. CSC ADMINISTRATION

April 19 Commission Retreat- Follow Up-Ms. Scheele provided a follow up on discussion of anti-racism at the April 19 work retreat. The commission discussed focus on the commission's commitment to anti-racism. Ms. Scheele shared with the commission that staff created a page on the website where its work on anti-racism will be available for viewing. The commission will work toward determining what the racial equity plan of action should be for 2022. **Jurisdiction**-Director Scheele updated the commission on the work she is doing to provide clarity to employees on jurisdiction of the commission. Ms. Scheele stated that when appeals are filed, there can be overlap of an appeal that goes to another department, determining the priority of a matter, and whether it is under Civil Service jurisdiction all while keeping in mind deadlines for filings. The commission discussed how to address the matter. Possible adjustments in language in the municipal code or the personal rules, a recommendation to amend the City Charter, as well as clarifying Commission Rules of Practice and Procedure. Ms. Scheele informed the commission that she will continue to work on this matter. No action was taken by the commission.

Scheduling 2nd Half of Work Retreat-The commission will hold the continuation of the April 19 Work Retreat on October 18, 2021. **Financial Interest Statements**-Ms. Jacobs reported all commissioner's returned the 2020 Financial Interest Statements and are 100% compliant.

7. EXECUTIVE DIRECTOR REPORT

Departmental Work Update-Ms. Scheele reported that the PSCSC is preparing for a hearing scheduled for three days in September. **HRLT**-Ms. Scheele reported she is facilitating the May 26 HRLT meeting. **Budget Update**-The current budget was not updated at the time of this meeting. Staff will provide the report to the commission when it is received.

8. OLD/NEW BUSINESS- No Old/New business.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:59 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/19/2021

/s/ Amy S. Bonfrisco 7/19/2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
Commission Chair

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>

7. CASE STATUS REPORT/NEW APPEALS/APPEAL UPDATES

- **Case Status Report**

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT
July 2021**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
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No New or Open Appeals

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DATE DISMISSED	PRESIDING OFFICER
20-01-017	Smith	FAS	9-14-2020		Suspension	2-10-21-Appellant Withdrew Appeal. Hearing Scheduled for March 2-5, 2021- Canceled	CSC
20-07-013	Kim	SPU	1-4-2021		Appeal Dismissed by the Executive Director	Appellant appeared before the Commission at its March meeting. The Commission upheld the decision of the Executive Director. An Order was issued April 8, 2021	CSC

8. CSC ADMINISTRATION

9. **EXECUTIVE DIRECTOR REPORT**

- **Departmental Work Update**
- **Budget Update**
- **CSC Outreach Update**

- **Departmental Work Update**

- **Budget Update**

July 2021

			TRANS_TYPE					% Available	
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Balance before Encumbrances	Available Balance	% Spent	(After Encumbrances)
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00	117.47		2,582.53	2,582.53	4.4%	95.6%
		549020 - Isf-Fas Alloc	108,285.00	63,165.97		45,119.03	45,119.03	58.3%	41.7%
		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	800.11		1,199.89	1,199.89	40.0%	60.0%
		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	12,089.00		8,609.00	8,609.00	58.4%	41.6%
		549080 - Isf-ltd Billed	353.00	1,374.17		(1,021.17)	(1,021.17)	389.3%	-289.3%
		549100 - SDHR Allocation	10,287.00	5,143.50		5,143.50	5,143.50	50.0%	50.0%
		542020 - Rentals-Parking	600.00			600.00	600.00	0.0%	100.0%
		541120 - Services-Technology		769.60		(769.60)	(769.60)		
		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		2,230.76		(2,230.76)	(2,230.76)		
		544010 - Reimburse-Conf,Seminar,Reg Fee		275.00		(275.00)	(275.00)		
	VCCIVILSV - Civil Serv	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%
Nonpersonnel Svcs Total			154,406.00	86,203.91		68,202.09	68,202.09	55.8%	44.2%
Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	248,874.00		27,935.00	276,809.00	276,809.00	0.0%	100.0%

Personnel Svcs	VCADMIN - Leadersh	510020 - Holiday		3,405.28		(3,405.28)	(3,405.28)		
		520010 - Fica	19,409.00	496.40		18,912.60	18,912.60	2.6%	97.4%
		520020 - Medicare	4,857.00	116.10		4,740.90	4,740.90	2.4%	97.6%
		520070 - Insurance Prem-Health & Dental	12,876.00	21,140.00		(8,264.00)	(8,264.00)	164.2%	-64.2%
		520090 - Insurance-Group Fund Life	263.00	5.04		257.96	257.96	1.9%	98.1%
		520100 - Insurance-Longterm Disability	50.00	0.78		49.22	49.22	1.6%	98.4%
		520300 - Pension-City Retirement Sys		1,378.38		(1,378.38)	(1,378.38)		
		520080 - Insurance-Wash St FML	379.00	12.47		366.53	366.53	3.3%	96.7%
		520110 - Insurance-Death Benefit Pay	24.00	3.15		20.85	20.85	13.1%	86.9%
		520320 - Employee Assistance Premium	48.00	44.88		3.12	3.12	93.5%	6.5%
		510030 - Sick Leave		1,254.95		(1,254.95)	(1,254.95)		
		520011 - Fica Fsa Dcap & Health		356.12		(356.12)	(356.12)		
		510040 - Vacation		296.00		(296.00)	(296.00)		
		510240 - Executive Leave Used		3,552.00		(3,552.00)	(3,552.00)		
		520120 - Allowances-Special		1,392.00		(1,392.00)	(1,392.00)		
	VCCIVILSV - Civil Serv	510010 - Salaries & Wages		107,248.28		(107,248.28)	(107,248.28)		
		510020 - Holiday		380.72		(380.72)	(380.72)		
		510070 - Part Time-Salaries & Wages	34,057.00	18,800.00		15,257.00	15,257.00	55.2%	44.8%
		520010 - Fica		7,776.81		(7,776.81)	(7,776.81)		
		520020 - Medicare		1,818.77		(1,818.77)	(1,818.77)		
		520090 - Insurance-Group Fund Life		63.48		(63.48)	(63.48)		
		520100 - Insurance-Longterm Disability		10.62		(10.62)	(10.62)		
		520300 - Pension-City Retirement Sys	46,322.00	17,880.65		28,441.35	28,441.35	38.6%	61.4%
		520080 - Insurance-Wash St FML		189.50		(189.50)	(189.50)		
		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		285.54		(285.54)	(285.54)		
		510040 - Vacation		2,459.88		(2,459.88)	(2,459.88)		
Personnel Svcs Total			368,325.00	190,388.65	27,935.00	205,871.35	205,871.35	48.0%	52.0%
			522,731.00	276,592.56	27,935.00	274,073.44	274,073.44	50.2%	49.8%
			522,731.00	276,592.56	27,935.00	274,073.44	274,073.44	50.2%	49.8%

- **CSC Outreach Update**

10. OLD/NEW BUSINESS

11. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)