



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, September 20, 2021

TIME: 2:00 pm

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m06c72a007355b5dd1f133f2244870a0b>

Meeting number (access code): 146 098 8837 Meeting password: EQmRwa7Pq78

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,1460988837## United States Toll (Seattle)

+1-408-418-9388,,1460988837## United States Toll

Join by phone

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

+1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial [1460988837@seattle.webex.com](tel:1460988837@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

September 20, 2021

Meeting documents will be posted to the commission website on or before 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. APPROVAL OF MINUTES
 - August 16, 2021

6. CASE STATUS REPORT/NEW APPEALS/APPEAL UPDATES
 - Case Status Report

7. CSC ADMINISTRATION
 - Retreat Scheduling & Topic Planning

8. EXECUTIVE DIRECTOR REPORT
 - Vaccine Mandate
 - Departmental Work Update-Alternative Work Arrangements
 - Budget Update
 - CSC Outreach Update

9. OLD/NEW BUSINESS

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

ADJOURN

NEXT MEETING: October 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>

CHAIR (CSC 2.05)

1. CALL TO ORDER

2. INTRODUCTIONS

3. LAND RECOGNITION

5. APPROVAL OF MINUTES

- **August 16, 2021**



City of Seattle

CIVIL SERVICE COMMISSIONS

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Staff

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August 16, 2021

Civil Service Commission Monthly Meeting

Approved: September 20, 2021

1. **CALL TO ORDER:** Commission Chair Amy Bonfrisco called the meeting to order at 2:02 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
Andrea Scheele, Executive Director
Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant

Not in Attendance:

Commissioner Mary Wideman-Williams

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-JULY 19, 2021:** The commission reviewed the minutes of July 19, 2021. Commissioner Davis moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. 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.

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>

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7. CSC ADMINISTRATION RETREAT SCHEDULING & TOPIC PLANNING: The commissioners provided dates they are available to hold the second part of the CSC retreat. Ms. Scheele will provide dates to Commissioner Wideman-Williams who is not present. Ms. Scheele suggested possible topics to add to the retreat, they are RSJI goals, commission recruitment for the position that will be opening when Commissioner Davis' position opens at the end of the year, and the commission hearing its own appeals or delegating to a commission hearing officer. Ms. Scheele informed the commission that staff is looking at recruitment for additional hearing officers for CSC.

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. There are no significant expenditures for the month. **CSC Outreach Update: Training-**Ms. Scheele reported on the trainings she recently conducted with the Human Resources Leadership Team for Seattle Municipal Court and People, Culture, and Logistics team for Seattle Department of Transportation. Ms. Scheele also reported she has a future training with the City's Labor Negotiators.

9. OLD/NEW BUSINESS: None

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 2:28 pm

X

Amy Bonfrisco
Chair

X

Teresa R. Jacobs
Executive Assistant

6. CASE STATUS REPORT/NEW APPEALS/APPEAL UPDATES

- **Case Status Report**

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT
September 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

7. CSC ADMINISTRATION

- Retreat Scheduling & Topic Planning

8. EXECUTIVE DIRECTOR REPORT

- **Vaccine Mandate**
- **Departmental Work Update-Alternative Work Arrangements**
- **Budget Update**
- **CSC Outreach Update**

From: [Durkan, Jenny](#)
To: [Durkan, Jenny](#)
Subject: Protecting the Safety of Employees and Their Families
Date: Monday, August 09, 2021 1:12:01 PM

Dear City Family,

As the initial epicenter of COVID-19, our city workforce embarked upon a monumental endeavor to serve our community. Throughout the past 17 months, we have all had to adapt to a changing “new normal” as we worked together to reduce the spread of COVID-19 in our communities. Our collective work together has led Seattle to be the safest major city in the country with the lowest number of cases, hospitalizations, and deaths.

But our work to protect our families, community, and employees must also match a virus that is constantly evolving. Soon, I’ll be joining Governor Inslee and County Executive Dow Constantine to announce that we will be requiring City of Seattle executive branch employees to be fully vaccinated by October 18, 2021.

Seattle is already leading the country on our vaccination rates: over 82.5% of residents 12 and older have received at least one dose of the vaccine. There is no doubt that vaccines work, and that they are our best defense against the highly contagious Delta variant. In our city and countywide data, we see how vaccines are preventing serious illness, hospitalizations, and deaths even as we have lifted most capacity restrictions at all businesses in the state and more than 60% employees have returned to their work sites.

There has not been a reported death of a Seattle resident since July 11, and Seattle has averaged some of its lowest hospitalizations of the entire pandemic. Of the 1.45 million residents fully vaccinated in King County, 0.1% have had a positive test result following vaccination, 0.004% have been hospitalized for COVID-19 and 0.001% have died due to COVID-19.

The spread of the Delta variant has required that we continue to ensure we are making decisions that our safe for our employees and their families. We cannot forget the basics of keeping ourselves and our families safe: vaccines, testing, distancing and face coverings. With that, I wanted to provide a few updates:

- **Starting Monday, October 18, 2021, City workers will be required to be fully vaccinated as a condition of employment.** This applies to all City workers in executive departments, regardless of whether or not you are reporting to the office, unless you have a religious or medical exemption. Employees will be required to verify and submit proof of vaccination by Monday, October 18. In the coming weeks, we will be creating a new system for verifying employee vaccination status, and we will have more to share on that soon. Employees who applied and are verified to have a medical or religious exemption will be required to undergo COVID-19 testing weekly and be required to distance. All employees will continue to be required to wear face coverings in indoor public settings. [You can find more information in our COVID-19 FAQs.](#)
- **Teleworking employees can continue teleworking through at least mid-October unless**

there is a business need for their return. Over the next two months, the City will be returning employees to reopen public facing counters and community centers and will continue to open library branches. We believe this can be done safely. In addition, teleworking employees can continue to have the option to work from their office. All employees will continue to be required to wear face coverings in indoor public settings. The City will continue issuing the temporary COVID-19 telework allowance and downtown City parking garages will remain \$7 per day.

- **New Alternative Work Arrangements will be available after mid-October, subject to supervisor approval.** We know that while some of you have grown accustomed to teleworking during this time, in-person interactions are important to our work culture and employees' wellbeing by creating opportunities for relationship building, collaboration, and creativity. We must deliver on services for our residents, communities and businesses. Seattle HR will begin rolling out a new AWA process later this week.

Make no mistake, this is the right decision to save lives and protect city workers. Vaccines protect not only vaccinated people but also those who come into contact with them. It is crucial that in our workplaces where we work, eat, have meetings, and laugh together, we make sure we are doing what we can to keep ourselves and our colleagues, our children and families, customers, and members of the public safe from serious illness, hospitalization, or death from this virus. That is why I am implementing this vaccine mandate, and every step of the way, we will continue to make decisions based on the science and public health guidance to save lives.

This has been one of the most consequential times in the history of our City – and every step of the way, City of Seattle employees have been there on the front lines, delivering for our residents and working to keep our communities safe.

As always, thank you for your hard work and dedication to the people of Seattle at a time that is immensely challenging for all of us personally. Continue to take care of one another. We have shown that collective, positive action works.

Sincerely,

Jenny

From: [Scheele, Andrea](#)
To: [Jacobs, Teresa](#)
Subject: FW: New Alternative Work Arrangement (AWA) Platform Live!
Date: Thursday, August 26, 2021 4:30:22 PM
Attachments: [How to Request an Alternative Work Arrangement \(AWA\) 081021.pdf](#)
[image001.png](#)

Andrea Scheele (she/her/hers)

Executive Director, Civil Service Commissions

City of Seattle | [Civil Service Commission](#) and [Public Safety Civil Service Commission](#)

Phone: 206-233-7118 | Cell: 206-437-5425 | Fax: 206-684-0755 | andrea.scheele@seattle.gov

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From: Email Broadcast <Email_Broadcast@seattle.gov>
Sent: Monday, August 16, 2021 8:46 AM
To: Email Broadcast <Email_Broadcast@seattle.gov>
Subject: New Alternative Work Arrangement (AWA) Platform Live!

The following email has been approved for Citywide Broadcast by the Mayor's Office.

Point of Contact for this broadcast: shr_info@seattle.gov

Hello Colleagues,

First, I want to acknowledge that nearly 60% of City staff have continued to report to the office or worksite to provide in-person services. We see you and we thank you. A thank you is also owed to everyone for their patience and grace as we've navigated this pandemic together. We continue to learn about and react to the virus. Know that the City is closely monitoring COVID case counts and updates to Public Health guidance with your safety in mind. In the meantime, we continue to prepare for all employees to return to the worksite. To that end, I am writing to inform you that the City's [Return To Worksite website](#) and AWA platform is live for employee use. The website includes real-time resources and grants access to:

- **News and updates** about RTW plans and developments.
- **Training resources** to help supervisors and managers learn strategies that best support employees.

- **Workplace protocols** that help foster a greater sense of responsibility to maintain safety as we transition back to work.
- **Employee, Manager, and HR resources** are available on the website to support many of your individual needs or help you may require if you are unsure where to locate them.
- [The new Alternative Work Arrangement \(AWA\) Application Platform](#) is the method employees will use to submit a new AWA for approval and access AWA guidelines for employees and managers and FAQs.
- The [“How to Request an Alternative Work Arrangement”](#) guide that details the steps required to submit an [AWA request](#) for your immediate supervisor and director to review. The guide is also attached to this email for your convenience.

Please remember:

- In light of the Mayor’s Telework Directive ending October 18, 2021, City of Seattle executive branch employees who want to continue teleworking are expected to submit their AWA requests by September 3. Employees are expected to return to onsite work at their regular City worksite for their normal work hours unless they have an approved new AWA and have been approved to start working their new alternative work arrangement.
- In order for an employee to continue working on an AWA, it must be renewed on a yearly basis. Managers and employees should re-evaluate AWAs at the mid-year point to see if any adjustments need to be made.
- If you are starting a new compressed schedule, please work closely with your supervisor and department HR Partners to make sure you start your new schedule on the correct day. The compressed schedule start date may differ from when your telework agreement begins.
- We have included tools and resources at City’s [Return To Worksite website](#) to guide you in planning or answer questions you may have.

While we are striving towards returning to our everyday lives as City employees, we are not forgetting that the pandemic is not over. As I mentioned earlier The City is closely monitoring COVID case counts and updates to Public Health guidance. We have issued an updated [face covering policy](#) over the past week in response to Public Health’s July 26 [Indoor Masking Directive](#). This week, you also received [Mayoral Directive #9](#), within the policy are mandatory vaccination as a condition of employment for all City employees starting October 18, and the continuation of teleworking through mid-October. [You can find more information in our](#)

[COVID-19 FAQs](#). For the latest information on the Delta variant, please visit the [COVID-19 SharePoint](#).

Thank you,

-Kimberly Loving

			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	81,213.39		27,071.61	27,071.61	75.0%	25.0%
		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	1,393.56		606.44	606.44	69.7%	30.3%
		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	15,543.00		5,155.00	5,155.00	75.1%	24.9%
		549080 - Isf-ltd Billed	353.00	1,688.78		(1,335.78)	(1,335.78)	478.4%	-378.4%
		549100 - SDHR Allocation	10,287.00	6,858.00		3,429.00	3,429.00	66.7%	33.3%
		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		2,677.27		(2,677.27)	(2,677.27)		
		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	111,063.81		43,342.19	43,342.19	71.9%	28.1%
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		5,181.28		(5,181.28)	(5,181.28)			
		520010 - Fica	19,409.00	813.56		18,595.44	18,595.44	4.2%	95.8%	
		520020 - Medicare	4,857.00	190.29		4,666.71	4,666.71	3.9%	96.1%	
		520070 - Insurance Prem-Health & Dental	12,876.00	27,180.00		(14,304.00)	(14,304.00)	211.1%	-111.1%	
		520090 - Insurance-Group Fund Life	263.00	6.86		256.14	256.14	2.6%	97.4%	
		520100 - Insurance-Longterm Disability	50.00	1.02		48.98	48.98	2.0%	98.0%	
		520300 - Pension-City Retirement Sys		2,265.53		(2,265.53)	(2,265.53)			
		520080 - Insurance-Wash St FML	379.00	20.51		358.49	358.49	5.4%	94.6%	
		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		1,624.95		(1,624.95)	(1,624.95)			
		520011 - Fica Fsa Dcap & Health		504.32		(504.32)	(504.32)			
		510040 - Vacation		1,850.00		(1,850.00)	(1,850.00)			
		510240 - Executive Leave Used		5,328.00		(5,328.00)	(5,328.00)			
		520120 - Allowances-Special		1,584.00		(1,584.00)	(1,584.00)			
		VCCIVILSV - Civil Serv	510010 - Salaries & Wages		147,124.57		(147,124.57)	(147,124.57)		
			510020 - Holiday		761.44		(761.44)	(761.44)		
			510070 - Part Time-Salaries & Wages	34,057.00	24,800.00		9,257.00	9,257.00	72.8%	27.2%
			520010 - Fica		10,728.01		(10,728.01)	(10,728.01)		
			520020 - Medicare		2,508.94		(2,508.94)	(2,508.94)		
			520090 - Insurance-Group Fund Life		84.62		(84.62)	(84.62)		
			520100 - Insurance-Longterm Disability		14.18		(14.18)	(14.18)		
			520300 - Pension-City Retirement Sys	46,322.00	24,872.55		21,449.45	21,449.45	53.7%	46.3%
			520080 - Insurance-Wash St FML		261.56		(261.56)	(261.56)		
			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		1,665.65		(1,665.65)	(1,665.65)		
		510040 - Vacation		3,602.04		(3,602.04)	(3,602.04)			
		510240 - Executive Leave Used		380.72		(380.72)	(380.72)			
Personnel Svcs Total			368,325.00	263,435.48	27,935.00	132,824.52	132,824.52	66.5%	33.5%	
			522,731.00	374,499.29	27,935.00	176,166.71	176,166.71	68.0%	32.0%	
			522,731.00	374,499.29	27,935.00	176,166.71	176,166.71	68.0%	32.0%	

9. OLD/NEW BUSINESS