

**City of Seattle**  
**Civil Service Commission**  
**December 9, 2009**

**Call to Order:** Commissioner Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hirakawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**Not in Attendance:**

Commission Chair Casson

• **PUBLIC COMMENT**

**Aloncita Monroe** addressed the Commission regarding the appeal of Oliver v. DoIT. **Samuel Tucker** addressed the Commission on fairness and transparency of departments during the lay-off process.

**ACTION ITEMS**

1. **Approval of Minutes:**

**Approval of November 18, 2009 Meeting Minutes:** The Commission reviewed the November 18, 2009 minutes. Commissioner Hirakawa moved to accept the minutes as written. Commissioner Jewell seconded the motion. The motion passed.

2. **Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

**Executive Session:** The Commission went into Executive Session at 9:50 a.m. The Executive Session ended at 10:05

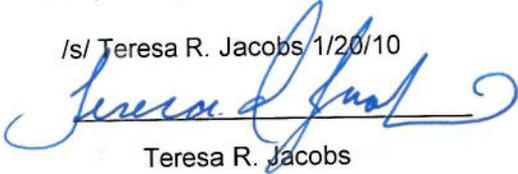
- **New: Robertson v. Retirement:** The Commission agreed to waive the time limits, request a response brief from the Department and allow the Appellant to reply to the response. Responses will be limited to facts related to the issue and whether the appellant was terminated with cause.
- **Review: Oliver v. DoIT:** Commissioner Jewell moved to defer a decision to allow Commissioners time to review new documents related to the appeal. The Commission will revisit the matter at its January 20, 2010 meeting and if needed a special meeting will be called. Commissioner Hirakawa seconded the motion. The motion passed.

DISCUSSION ITEMS

3. Monthly Summit (Budget) Report: Ms. Graham-Walton reported the budget is on target for the year.
4. Layoff Questions before the Commission: Questions regarding seniority, service credit and bumping rights have been brought before the Commission by several employees facing possible layoff in the upcoming year. Employees are concerned about bumping and seniority rights as a result of reallocations and reclassifications. Further research and a meeting between the Executive Director and the Personnel Department may ensue.
5. Old/New Business: No Old/New Business
6. Other:
  - **Adjourn: The meeting adjourned at 10:35 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 1/20/10

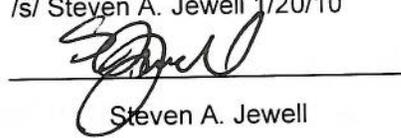


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 1/20/10



Steven A. Jewell

Commission Chair

1/20/10

Date

**City of Seattle**  
**Civil Service Commission**  
**January 20, 2010**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:35 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Ellis H. Casson  
Commissioner Gregg Hirakawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

• **PUBLIC COMMENT**

Employees from various City departments were present to address the Commission regarding the Mayor's recent Executive Orders related to employment. The Commission agreed to schedule a Special Meeting of the Commission to allow employees time to address the Commission with their concerns.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of December 9, 2009 Meeting Minutes:** The Commission reviewed the December 9, 2009 minutes. Commissioner Hirakawa moved to accept the minutes as written. Commissioner Jewell seconded the motion. Commissioner Casson abstained. The motion passed.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

**Executive Session:** The Commission went into Executive Session at 9:45 a.m. to discuss the Tucker, Oliver and Robertson appeals. The Executive Session ended at 10:20 a.m.

**Review: Lockwood, et al. v. City Light:** The Commission will forward the appeal to the Personnel Director, as the issue is not within its jurisdiction. However, the Commission will look into pursuing legislation to change the SMC, allowing for continuous service credit for civil service employees in positions that are reclassified or reallocated. Commissioner Hirakawa moved to forward the appeal. Commissioner Casson seconded the motion. The motion passed.

- **Review: Tucker v. City Light:** Commissioner Hirakawa moved to hold the appeal in abeyance pending the outcome of Step 3 of the Interdepartmental grievance procedure. Commissioner Casson seconded the motion. The motion passed.
- **Review: Oliver v. DoIT:** The Commission will issue a Memorandum Decision and Modified Decision on Hearing. Commissioner Hirakawa moved that the HO's decision be modified and the Commission issues an order that a new PDQ that accurately reflects the employee's duties and responsibilities be submitted to the City's Personnel Department. Commissioner Casson seconded the motion. The motion passed.
- **New: Robertson v. Retirement:** The Commission will hold the appeal in abeyance for 90 days while the parties are in settlement talks. Commissioner Hirakawa moved to hold the appeal in abeyance. Commissioner Casson seconded the motion. The motion passed.

**DISCUSSION ITEMS**

3. **Issuing Subpoenas to Minors as Witnesses in an Appeal:** Commission Chair Jewell moved to table the discussion until the February 17 meeting. No other Commissioners objected. The motion passed.
  4. **Old/New Business:** No Old/New Business
- **Adjourn: The meeting adjourned at 10:40 a.m.**

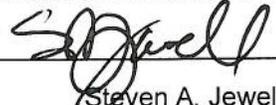
Respectfully Submitted:

/s/ Teresa R. Jacobs 2/17/10

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/17/10

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Steven A. Jewell  
Commission Chair

\_\_\_\_\_  
2/17/10  
Date

**City of Seattle  
Civil Service Commission  
February 10, 2010  
Special Meeting**

**Call to Order:** Commission Chair Steven Jewell called the special meeting to order at 9:30 a.m. The meeting was in Suite 4050/4060 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Ellis H. Casson  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant

• **PUBLIC COMMENT**

The Commission held a special meeting to allow employees from various City departments to address the Commission regarding the Mayor's recent Executive Orders related to employment. A number of employees attended the Commission's January meeting for this purpose, but time and space did not allow for this to happen. 26 people signed up to address the Commission. The Commission will review comments and discuss next steps at its February 17, 2010 meeting.

- **Adjourn: The meeting adjourned at 10:50 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 2/17/10

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/17/10

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Steven A. Jewell  
Commission Chair

2/17/10

Date



**City of Seattle**  
**Civil Service Commission**  
**February 17, 2010**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:35 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Ellis H. Casson  
Commissioner Gregg Hirakawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

- **PUBLIC COMMENT**  
No one signed up to speak

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of January 20, 2010 Meeting Minutes:** The Commission reviewed the January 20, 2010 minutes. Commissioner Hirakawa noted minor edits. Commissioner Jewell seconded the motion. The motion passed and the minutes were adopted as corrected.

**Approval of February 10, 2010 Special Meeting Minutes:** The Commission reviewed the February 10, 2010 Special Meeting Minutes. Commissioner Hirakawa moved to approve the minutes. Commissioner Casson seconded the motion. The motion passed and the minutes were adopted as written.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

**Executive Session:** The Commission went into Executive Session at 9:40 a.m. to discuss the Robertson, Combs, Miceli and McClure appeals. The Executive Session ended at 10:20 a.m.

- **Review: Robertson v. Retirement:** The Commission received an appeal from Mr. Robertson. The Commission agreed to hold this appeal in abeyance for 90 days along with the most recent appeal that is also in abeyance, while parties are in settlement talks. Commissioner Jewell moved to hold the appeal in abeyance. Commissioner Hirakawa seconded the motion. The motion passed.

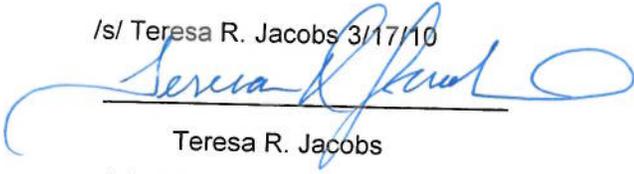
- **Review: Combs v. City Light and Miceli v. City Light:** Commissioner Jewell moved to dismiss the appeals because the Department does not contest the merits of the issue. The Commission believes a decision on the issue should be made by the City's Personnel Director. Commissioner Jewell moved to dismiss the appeal and forward to Personnel. Commissioner Hirakawa seconded the motion. The motion passed.
- **Review: McClure v. City Light:** The Commission agreed that the issue of repayment for administrative leave be forwarded to the Office of the Hearing Examiner. The Respondent's Attorney requested that the Commission consider a letter she submitted. The Commission went into a second Executive Session at 10:50 a.m. to discuss and review the letter submitted by Assistant City Attorney Katrina Kelly, representing City Light in the McClure v. City Light Appeal. The Executive Session ended at 10:55 a.m. The Commission affirmed the decision of the Executive Director to forward the Respondent's letter to the Office of the Hearing Examiner for consideration, delegating the issue of determining jurisdiction of repayment of administrative leave related to this appeal. Commissioner Jewell moved to delegate the issue to the Hearing Examiner. Commissioner Hirakawa seconded the motion. The motion passed.

#### **DISCUSSION ITEMS**

3. **Monthly Summit (Budget Report):** The Executive Director reported to the Commission that the budget is on target for February.
  4. **Discussion of 2/10 Special Meeting Re: Public Comment on Mayor's Executive Order:** The Executive Director presented a summary of comments and issues presented at the 2/10 Special Meeting. The Commission will continue to discuss this issue.
  5. **Issuing Subpoenas to Minors as Witnesses in an Appeal:** The Commission agreed that no changes will be made to the process that Hearing Examiner's follow when a minor is called as a witness..
  6. **Old/New Business:** No Old/New Business
  7. **Other: Customer Service Survey:** The Commission reviewed the recent survey submitted by an Appellant. Branda Andrade from SCL requested that the Commission also consider sending out a customer service survey to Departments.
- **Adjourn: The meeting adjourned at 10:40 a.m.**

Respectfully Submitted:

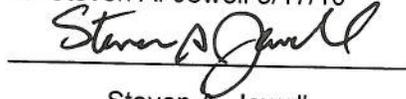
/s/ Teresa R. Jacobs 3/17/10



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 3/17/10



Steven A. Jewell  
Commission Chair

3/17/10  
Date



**City of Seattle**  
**Civil Service Commission**  
**March 17, 2010**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Ellis H. Casson

Commissioner Gregg Hirakawa

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

- **PUBLIC COMMENT**

- Bradley Combs signed up to speak/ask questions about his appeal Combs v. Personnel

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of February 17, 2010 Meeting Minutes:** The Commission reviewed the February 17, 2010 minutes. Commissioner Hirakawa moved to accept the minutes as written. Commissioner Casson seconded the motion. The motion passed and the minutes were adopted as written.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

**Executive Session:** The Commission went into Executive Session at 9:40 a.m. to discuss the Cunningham, Taylor, Smith and Combs appeals. The Executive Session ended at 10:35 a.m.

- **Review: Cunningham v. Parks** Mr. Cunningham filed an appeal with the Commission regarding suspension. The appeal was delegated to the Office of the Hearing Examiner. The Hearing Examiner issued a Findings of Fact and Decision; neither party filed a Petition for Review. Commissioner Hirakawa was the Reviewing Officer. The Commission will postpone the decision until the next meeting in April to allow the Reviewing Officer more time to review the issue further.
- **Update: Tucker v. City Light:** Mr. Tucker submitted an appeal to the Commission after exhausting the Internal Grievance process. The appeal has been delegated to the Office of the Hearing Examiner.
- **New: Hemmelgarn v. Fleets:** The Commission reviewed the new appeal and will assign to a Hearing Officer.
- **New: Taylor v. City Light:** The Commission reviewed the new appeal filed regarding Performance

Evaluation and violations of City Personnel Rule 1.5 and will assign to a Hearing Officer.

- **New: Smith v. City Light:** The Commission reviewed the new appeal regarding demotion/salary reduction. Commissioner Hirakawa moved to refer the appeal to the Office of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed.
- **Review: Combs v. City Light:** Mr. Combs addressed the Commission regarding his appeal. Commissioner Casson moved to send a letter to the Personnel department giving fourteen days to respond to Mr. Combs appeal. Commissioner Hirakawa seconded the motion. The motion passed.

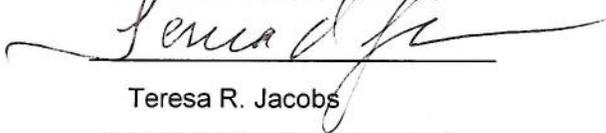
#### **DISCUSSION ITEMS**

3. **Monthly Summit (Budget Report):** The Executive Director reported to the Commission that the budget is on target for March.
  4. **Continuation of Discussion of 2/10 Special Meeting:**
    - The Executive Director notified the Commission that an anonymous letter was sent to the Commission office regarding "staffing plans."
    - Commission staff will summarize issues and actions of the Commission regarding the public comment that was presented at the 2/10 special meeting and later post and update them on the Commission's web site.
  5. **Personnel Rule 1.4.3 Internal Grievance Procedure, Step 3 v. SMC 4.04.260:**

The Commission discussed and it does not see any inconsistency between the Code and the Commission Rule.
  6. **Old/New Business:** No Old/New Business
  7. **Other:** Publicola Article
- **Adjourn: The meeting adjourned at 11:05 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 6/16/10



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 6/16/10



Steven A. Jewell  
Commission Chair

6/16/10

Date



**City of Seattle**  
**Civil Service Commission**  
**April 21, 2010**

**Call to Order:** Commissioner Ellis H. Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Ellis H. Casson  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**Not Present:** Commission Chair Steven Jewell

• **PUBLIC COMMENT**

Branda Andrade, Employee Relations Manager, City Light addressed the Commission regarding the appeal of J. Smith v. City Light.

Gary Maehara, City Light Interim HR Director, addressed the Commission regarding his intent to file a motion to disqualify the hearing officer in the appeal of Taylor v. City Light.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of March 17, 2010 Meeting Minutes:** Commissioner Hiramawa motioned to table the approval of the minutes until the May meeting when the Commission Chair would be present. Commissioner Casson seconded the motion. The motion passed.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

- **Executive Session: Executive Session:** The Commission went into executive session at 10:00 a.m. The executive session ended at 10:3 a.m.

**Review: Cunningham v. Parks** Mr. Cunningham filed an appeal with the Commission regarding a suspension. The appeal was delegated to the Office of the Hearing Examiner. The Hearing Examiner issued a Findings of Fact and Decision; neither party filed a Petition for Review. Commissioner Hiramawa was the Reviewing Officer. Commissioner Hiramawa moved to affirm the decision of the

Office of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed and the appeal will be dismissed.

- **Review: Fawthrop CSC No. 10-06-00/Kobayashi CSC No. 10-06-010 vs. Office of the Mayor:** Commissioner Hirakawa moved to direct the Executive Director to dismiss each appeal as there are no alleged substantive violations of the Personnel Rules or Ordinance. Commissioner Casson seconded the motion. The motion passed.
- **Review: Taylor v. City Light (SCL)--CSC No. 10-07-005:** The Commission reviewed SCL's motion to disqualify the Hearing Officer (HO) presiding in the appeal. In its motion SCL stated the HO was prejudiced and cited the HO's discussion in the Tucker v. City Light appeal. . The Commission did not find that the Hearing Officer demonstrated actual or the appearance of bias in his decision and noted that City Light was the prevailing party in the appeal. Commissioner Hirakawa moved to deny the motion. Commissioner Casson seconded the motion. The motion to dismiss.
- **Review: Smith v. City Light --CSC No. 10-03-006:** The Commission reviewed the appeal regarding demotion/salary reduction. Commissioner Hirakawa moved to refer the appeal to the Office of the Hearing Examiner for a determination on jurisdiction. Commissioner Casson seconded the motion. The motion passed.

#### DISCUSSION ITEMS

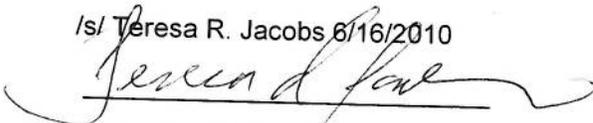
3. **Monthly Summit (Budget Report) Supplemental for Hearing Officer:** The Executive Director reported to the Commission that due to the number of appeals the Commission has early in the year, there is a possibility funds will be exhausted by year end. Ms. Graham-Walton notified the Commission that a request for a supplement to the budget can be submitted and/or appeals can be delegated to the Office of the Hearing Examiner, submitted by Brief, or heard by the Commission.
4. **Continuation of Discussion of 2/10 Special Meeting—Referral Disparate Impact to Seattle Office for Civil Rights:** The Commission continued the discussion on this issue and no action was taken.
5. **Security Concerns—Appeal Hearings:** The Executive Director informed the Commission that security concerns have arisen in a few appeals and thought it necessary that the Commission is aware of the security procedures staff has in place for hearings when there is a concern for the

safety of any party. The Commission agreed that the current procedures (notifying the HO and building security and allowing the concerned party to bring in security) is reasonable and appropriate.

6. **Old/New Business:** No Old/New Business
  7. **Other:** Move meeting to May 12 due to Executive Director Vacation. Staff will check with Commissioners regarding their availability.
- **Adjourn:** The meeting adjourned at 10:36 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 6/16/2010

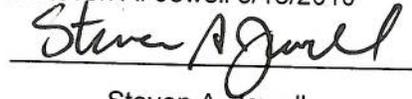


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 6/16/2010

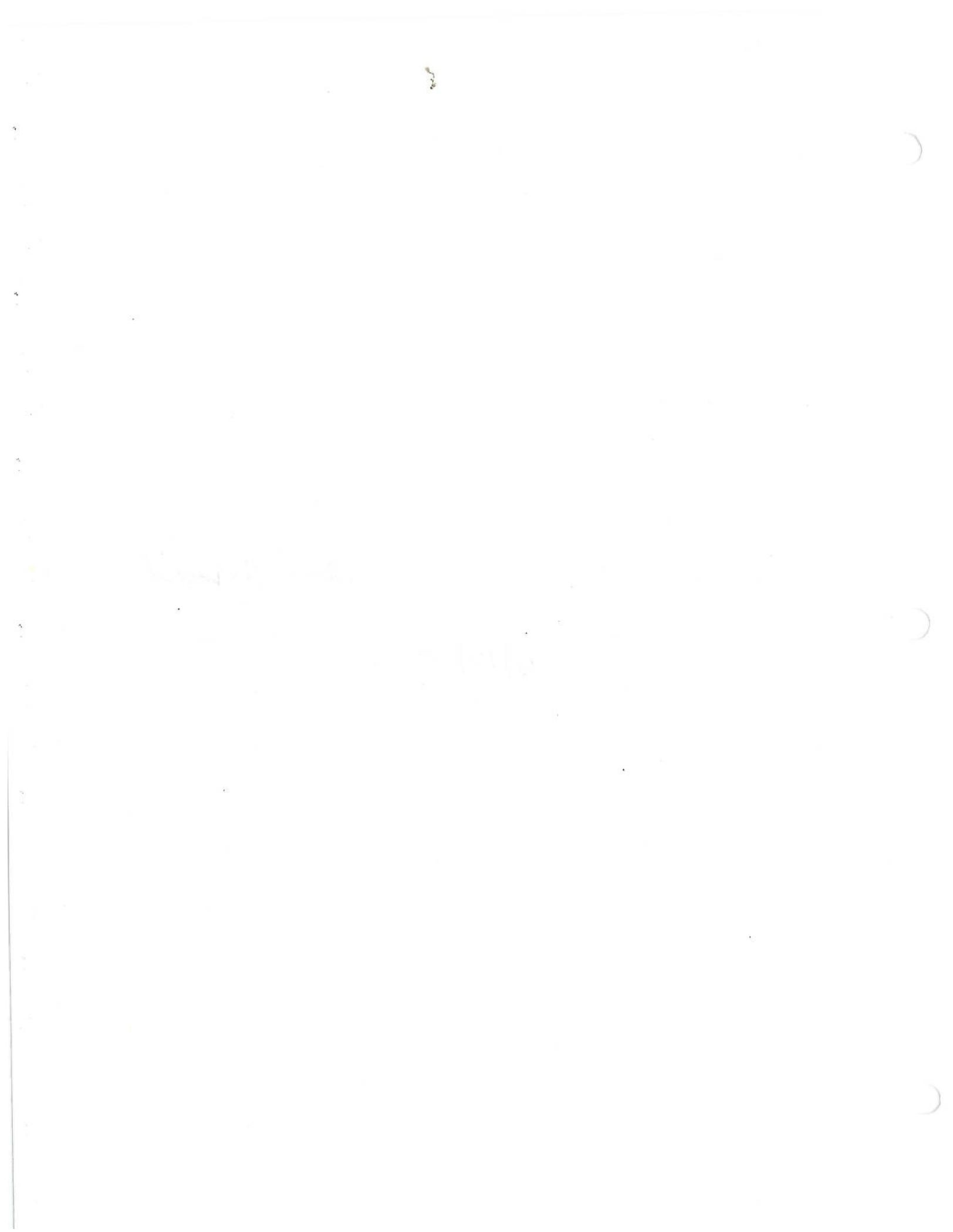


Steven A. Jewell

Commission Chair

6/16/10

Date



**City of Seattle**  
**Civil Service Commission**

CHAIR STEVEN JEWELL  
**June 16, 2010**

**Call to Order:** Commissioner Ellis H. Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

• **PUBLIC COMMENT**

Branda Andrade, Employee Relations Manager, City Light addressed the Commission regarding the appeal of J. Smith v. City Light.

Gary Maehara, City Light Interim HR Director, addressed the Commission regarding his intent to file a motion to disqualify the Hearing Officer in the appeal of Taylor v. City Light.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of March 17, 2010 Meeting Minutes:** Commissioner Hiramawa motioned to table the approval of the minutes until the May meeting when the Commission Chair would be present. Commissioner Casson seconded the motion. The motion passed.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

- **Executive Session: Executive Session:** The Commission went into executive session at 10:00 a.m. the executive session ended at 10:30 a.m.

**Review: Anderson v. Seattle Center—CSC No. 09-01-013:** The Commission reviewed the Decision of the Office of the Hearing Examiner and Petition for Review filed by the appellant. Commissioner Hiramawa was the Reviewing Officer. Commissioner Hiramawa moved to affirm the findings of OHE's that the termination was for just cause. Commissioner Casson seconded. The motion passed.

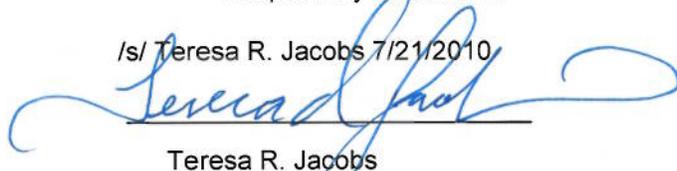
- **Review: Smith v. City Light --CSC No. 10-03-006:** The Commission considered the decision of the Office of the Hearing Examiner (OHE) regarding the Appellant's "demotion"/salary reduction. The appeal was referred to the OHE for a determination on jurisdiction. The OHE found that because the appellant did not exhaust the internal grievance process the Commission does not have jurisdiction over the appeal. Commission H<sup>OR</sup>akawa moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded. The motion passed. Staff was asked to dismiss the appeal, but also draft a letter to HR Managers and Directors that express the Commission's concern over employees being held accountable to a process that they may not be aware of and thus losing their employment rights.

### DISCUSSION ITEMS

3. **Monthly Summit (Budget Report) Supplemental for Hearing Officer:** The Executive Director reported to the Commission that the budget is at 40% for the year. Staff will continue to be watchful of Hearing Officers' salaries which could easily exceed budget if the number of appeals received stays constant. To help prevent this, appeals will be referred to the OHE.
  4. **Old/New Business:** The Commission discussed draft legislation for this year. Ms. Graham-Walton will present a summary of the issues/rules at the next Commission meeting.
  5. **Other:** The Commission reviewed a letter submitted anonymously regarding City Light employment exams. The Commission took no further action on the issue.
- **Adjourn: The meeting adjourned at 10:30 a.m.**

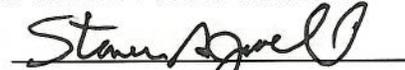
Respectfully Submitted:

/s/ Teresa R. Jacobs 7/21/2010

  
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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 7/21/2010

  
\_\_\_\_\_  
Steven A. Jewell  
Commission Chair

7/21/10  
Date

**City of Seattle**  
**Civil Service Commission**  
**July 21, 2010**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hirakawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

• **PUBLIC COMMENT**

Patsy Taylor, City Light Labor Coordinator, addressed the Commission regarding hearing conduct.

Branda Andrade, City Light Employee Relations Manager, addressed the Commission in response to Ms. Taylor's comments.

Jackie Taylor, City Light, Customer Service/Energy Delivery addressed the Commission regarding Lateral Transfers.

Gary Maehara, City Light Interim HR Director, addressed the Commission regarding the hearing process.

Samuel Tucker addressed the Commission regarding City Light's treatment of employees, and gave a commendation to the CSC.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of June 16, 2010 Meeting Minutes:** Commissioner Jewell moved to approve the minutes as amended. Commissioner Casson seconded the motion. The motion passed.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

**Review: Anderson v. Seattle Center—CSC No. 09-01-013:** The Commission reviewed the Decision of the Office of the Hearing Examiner and Petition for Review filed by the appellant. Commissioner Hirakawa was the Reviewing Officer. Commissioner Hirakawa moved to affirm the findings of OHE that the termination was for just cause. Commissioner Casson seconded. The motion passed.

**Review: McClure v. City Light—CSC No. 09-01-009:** (Commissioner Jewell recused himself) The Commission reviewed the Decision of the Office of the Hearing Examiner and Petition for Review filed by the appellant. Commissioner Casson was the Reviewing Officer. Commissioner Casson moved to affirm the findings of the OHE. The Commission does not have jurisdiction over the issue of repayment for paid administrative leave and there was justifiable cause for a one-day suspension. Commissioner Hirakawa seconded. The motion passed.

### **DISCUSSION ITEMS**

3. **Potential Legislation to Address Personnel Rules Concerns/Letter to Departments Regarding Exhaustion of Grievance Procedure Re: Smith Decision:** The Commission discussed holding a Public Hearing and accepting written and oral comments to address potential legislation in the following areas that have been issues of appeals.
  - Seniority for Reclass/Reallocation
  - Letters in File
  - Notification of 3 Step (Grievance Procedure)
  
5. **Monthly Summit (Budget Report) Supplemental for Hearing Officer:** The Executive Director reported to the Commission that staff will continue to be watchful of Hearing Officers' salaries which could easily exceed budget if the number of appeals received stays constant. To help prevent this, appeals will be referred to the OHE.
  
6. **Old/New Business:** No Old/New Business
  
7. **Other:** If there are no issues in need of Commission attention between now and the August meeting. The August meeting will be deferred until September.

- **The following item was taken out of order and included in the Executive Session:**

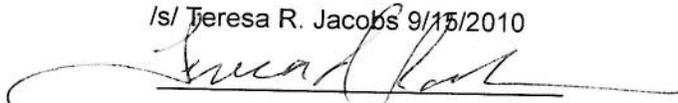
**Executive Session:** The Commission went into executive session at 10:40 a.m. the executive session ended at 11:40 a.m.

4. **Hearing Conduct: Review of Taped Hearing Proceedings-Taylor v. City Light—CSC No. 10-07-005:** (Commissioner Jewell recused himself) The Commission listened to the taped proceedings of the Taylor v. City Light prehearing with Chris Mathews presiding CSC hearing officer. The Commission took no further action on this issue.

**Adjourn: The meeting adjourned at 11:40 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 9/15/2010



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 9/15/2010



Steven A. Jewell  
Commission Chair

9/15/10

Date



**City of Seattle**  
**Civil Service Commission**  
**September 15, 2010**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1650 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT Re: Personnel Related Issues: See Item #3**

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of July 21, 2010 Meeting Minutes:** Commissioner Casson moved to approve the minutes. Commissioner Hiramawa seconded the motion. The motion passed.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

- **Executive Session:** The Commission went into Executive Session at 9:35 a.m. to discuss personnel related issues. The Executive Session ended at 10:10 a.m.

- **Decision and Petition for Review Tucker v. Seattle City Light—CSC No. 09-04-017:**

The Commission reviewed the Decision from the Office of the Hearing Examiner and the Petition for Review filed by the appellant. Commissioner Hiramawa served as the Reviewing Officer. Commissioner Hiramawa moved to affirm the OHE's findings - but wants the Commission to pursue the issue of employee rights in layoff situations. Commissioner Casson seconded. The motion passed.

**DISCUSSION ITEMS**

**3. PUBLIC HEARING: Written/Oral Comment**

The Commission held a public hearing to address the following personnel related issues:

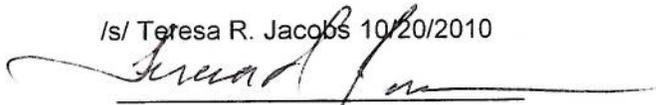
- A "Statute of Limitation" on letters of reprimand
- Written notification to employees of the requirement to exhaust the 3 step internal grievance process prior to filing an appeal on issues other than suspension, demotion and termination
- Loss of service credit as a result of a position reallocation or reclassification

The Commission reviewed the written comment and several people signed up to speak. The Commission will take into consideration the views the speakers provided at this meeting and will take all into consideration.

**Adjourn: The meeting adjourned at 10:25 a.m.**

Respectfully Submitted:

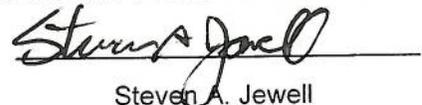
/s/ Teresa R. Jacobs 10/20/2010



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 10/20/2010



Steven A. Jewell  
Commission Chair

10/20/10  
Date

**City of Seattle**  
**Civil Service Commission**  
**October 20, 2010**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1650 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hirakawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

- Darwyn Anderson, Acting Personnel Director addressed the Commission regarding Item #3-Follow-up Discussion to 9/15/10 Public Hearing on Personnel Related Issues
- Gary Maehara of City Light addressed the Commission on Loss of Service Credit (Prospective not Retroactive)
- Jennifer Greenlee of City Light addressed the Commission regarding the Grievance Process and Reprimands
- Amanda Pay of Municipal Court and Mary Beth Josef of Parks addressed the Commission regarding letters of reprimand

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of September 15, 2010 Meeting Minutes:** Commissioner Casson moved to approve the minutes. Commissioner Hirakawa seconded the motion. The motion passed.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

- **New Appeal:** Rivera v. SPU-CSC No. 10-02-013 has been delegated to the Office of the Hearing Examiner.

**DISCUSSION ITEMS**

**3. Follow-Up Discussion to September 15, 2010 Public Hearing on Personnel Related Issues:**

The Commission will move forward with draft legislation for review at the next scheduled meeting

- Loss of service credit as a result of a position reallocation or reclassification

**4. Monthly Summit (Budget) Report:** The Executive Director reported staff would continue to monitor the budget for year-end expenses.

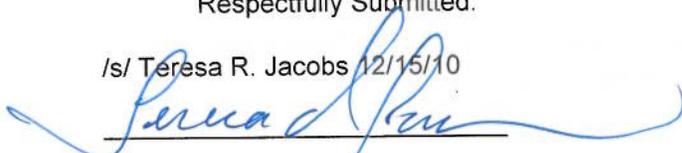
**5. Old/New Business:** None

**Other: Carroll Letter/Response:** The Commission discussed a response letter to Terry Carroll, Chair of the Public Safety Civil Service Commission regarding consolidation of the Commissions.

**Adjourn: The meeting adjourned at 10:15 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 12/15/10

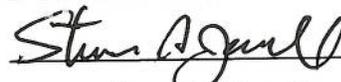


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 12/15/10



Steven A. Jewell

Commission Chair

12/15/10  
Date