

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

OCTOBER 11, 2005

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on October 11, 2005 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:30 a.m.

Commission Members present: Vice-Chairman R. Steve Corbitt, C. Michael Allen, and Ervina S. Jarrett.

Other Members present: Ron Deardorff, Human Resources Manager, Michael Safley, Metro Legal Department - Attorney.

Members not present: Chairman William H. Farmer and Dorothy S. Berry were not able to attend the meeting.

SEPTEMBER 13, 2005 MINUTES: Vice-Chairman Corbitt called the meeting to order and said the first order of business was to determine if there were any amendments, corrections or questions of the minutes from the last regular meeting.

***With nothing further, Commissioner Allen moved for approval.
Commissioner Jarrett seconded the motion and the Commission approved without objection.***

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
*Bone, Joe	Building Inspector 2	Return from Medical Pension	9/01/2005
*Return from Medical Pension to same classification			

FINANCE

Crutchfield, Andrea M.	Application Tech 2	Promotion	8/27/2005
Gibbs, Amanda L.	Application Tech 2	Promotion	8/27/2005
Broughton, Letanga R.	Application Tech 3	Promotion	8/27/2005
Green, Kathy R.	Finance Officer 2	Promotion	9/12/2005
Hartlage, Kenneth J.	Finance Officer 3	Promotion	9/12/2005
Hudson, Chinita T.	Finance Officer 3	Promotion	9/12/2005
Stephens, Jeremy L.	Finance Officer 3	Promotion	9/12/2005

FIRE

Smotherman, William R.	Fire Marshal-Assistant	Promotion	9/01/2005
*Hamilton, John D.	Fire Fighter 2	Class Change	9/01/2005
*Jones, Ronald S.	Fire Fighter 2	Class Change	9/01/2005
*Zervas, Christopher G.	Fire Fighter 2	Class Change	9/01/2005
^Washington, Kela M.	Office Support Rep 2	Department Transfer/Lateral	9/16/2005

*Class change from EMT2 (PS 4) to Fire Fighter 2 (PS 4)

^Department Transfer from Water to Fire, same classification

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>GENERAL SERVICES</u>			
*Luckado, Loretta	Technical Specialist 1	Return from Medical Pension	9/12/2005

*Return from Medical Pension to same classification

HUMAN RESOURCES

Dillard, Gregory B.	Human Resources Analyst 2	Promotion	9/01/2005
Gilbert, Malinda C.	Human Resources Analyst 2	Promotion	9/01/2005
Hayes, Antonia C	Human Resources Analyst 2	Promotion	9/01/2005
Lusk, Jason J.	Human Resources Analyst 2	Promotion	9/01/2005
Waltenbaugh, Seth P	Human Resources Analyst 2	Promotion	9/01/2005
*Brown, Robin C	Human Resources Manager	Department Transfer/Lateral	8/27/2005
^Saad, Sharon V.	Application Tech 1	Re-Classification	9/01/2005

*Department Transfer from Water Services to Human Resources, same classification

^Re-Classification from Office Support Rep 2 (SR5) to Application Tech 1 (SR7), due to a Position Audit

JUVENILE COURT

Nielsen, Janet L	Probation Officer 2	Promotion	9/12/2005
*McWhorter, Sally A.	Office Support Rep 2	Transition to Civil Service	8/29/2005

*Department Transfer from Juvenile Court Clerk (Non-Civil Service) to Juvenile Court (Civil Service)

MUNICIPAL AUDITORIUM

Cox, Dennis L.	Building Maintenance Mechanic	Promotion	9/10/2005
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PARKS

*Bryant, William T	Maintenance & Repair Worker 1	Return from Disability Pension	9/02/2005
Cothran, Brenna R.	Museum Specialist 2	New Hire	9/16/2005
McWhorter, Mead A.	Park Police 1	New Hire	9/09/2005
Luckett, Phil J.	Facilities Manager	New Hire	8/22/2005
Holleman, John M.	Specialized Skills Supervisor	New Hire	8/26/2005
Freeman, Vicki L.	Custodian 1	New Hire	9/16/2005
Kesic, Sanela	Custodian 1	New Hire	9/16/2005
Catalan, Irineo	Maintenance & Repair Worker 2	Promotion	9/09/2005
King, William D.	Maintenance & Repair Worker 2	Promotion	8/19/2005
Love, Timothy D.	Maintenance & Repair Worker 2	Promotion	9/09/2005
Reding, Michael E.	Maintenance & Repair Worker 2	Promotion	8/19/2005
Van Tassel, Danny R	Maintenance & Repair Worker 2	Promotion	9/09/2005
^Hale, Jeremy T.	Maintenance & Repair Worker 3	Voluntary Reduction - Salary Grade	9/02/2005

*Return from IOD Pension to same classification

^Voluntary reduction from Maintenance and Repair Leader (TI7) to Maintenance and Repair Worker 3 (TG6)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PLANNING COMMISSION</u>			
Bass, Josie L.	Administrative Services Officer 2	Promotion	9/1/2005
<u>POLICE</u>			
Givens, Christine M.	Police Crisis Counseling	New Hire	9/16/2005
McKissick, Shasta A.	Police Operations Assistant 1	New Hire	9/16/2005
Cregan, Justin S.	Police Security Guard 1	New Hire	9/16/2005
Doughtie, Patrick L.	Police Security Guard 1	New Hire	9/16/2005
Laird-Phillips, Sandra Y	Office Support Specialist 2	Promotion	8/16/2005
<u>PUBLIC LIBRARY</u>			
Alsdurf, Mamie C.	Librarian 1	New Hire	9/12/2005
Bischoff, Deborah L.	Librarian 1	New Hire	9/12/2005
Lane, Jennifer B.	Librarian 1	New Hire	9/12/2005
Morse, Sara L.	Librarian 1	New Hire	9/12/2005
Weedman, Barbara F.	Library Manager 3	New Hire	9/12/2005
<u>PUBLIC WORKS</u>			
*Epperson II, Harvey	Maintenance & Repair Worker 1	Transition to Civil Service	9/26/2005
*Harris, Jason D.	Maintenance & Repair Worker 1	Transition to Civil Service	9/26/2005
*Hatcher, Kortland N.	Maintenance & Repair Worker 1	Transition to Civil Service	9/26/2005
Warwick, Stacy R.	Signal Tech 3	Promotion	9/12/2005
^Tidwell, Randy L.	Equipment Operator 3	Return from Pension	9/20/2005
Fudge III, Jon Y.	Maintenance & Repair Worker 2	Promotion	9/26/2005
Rector, Mikal T.	Maintenance & Repair Worker 2	Promotion	9/26/2005
Shirley, Gerrod D.	Compliance Inspector 1	Promotion	9/26/2005
**Allen, Donald R.	Technical Specialist 1	Class Change/Lateral	8/29/2005
Wahlstrom, Sharon K	Pub Works Asst Dir-Finance & Adm	Promotion	9/12/2005
*Transition to Civil Service from Seasonal Status			
^Return from IOD Pension to same classification			
**Class Change from Maintenance and Repair District Supervisor (TS11) to Technical Specialist 1 (SR11)			
<u>SOCIAL SERVICES</u>			
Barre, Abdelghani B	Contract Administrator	Promotion	9/06/2005
Chappell, Edwina P.	Contract Administrator	New Hire	9/06/2005
<u>WATER SERVICES</u>			
Cooper, Casey D.	Engineer In Training	New Hire	8/27/2005
Adkins, Tony E	Customer Service Field Rep 1	Re-Hire	8/27/2005
Himes, Terrence D.	Customer Service Field Rep 1	New Hire	8/27/2005
Plummer, Floyd	Customer Service Field Rep 1	New Hire	8/27/2005
Sanchez, Julio	Customer Service Field Rep 1	New Hire	8/27/2005
Greer, Faye D.	Office Support Rep 2	New Hire	9/12/2005
Mefford, Traci L.	Office Support Rep 2	New Hire	8/27/2005

MOTION: *After some discussion, Commissioner Allen moved for approval of the appointments as listed above. Seconded by Commissioner Jarrett and the Commission approved without objection.*

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Aronson, Joshua P.	Emer Telecommunications Off 1	Resignation	Emergency Comm Ctr	8/28/2005
Jones, Charles E	Emer Telecommunications Mgr	Resignation	Emergency Comm Ctr	8/17/2005
Johnson, James V	Probation Officer 1	Pensioned	Juvenile Court	9/01/2005
Chadwell, Gary R	Building Maintenance Mechanic	Pensioned	Municipal Auditorium	9/15/2005
Burns, Thomas M	Parks & Recreation Assistant Dir	Pensioned	Parks	8/19/2005
Holt Jr., Jack D	Maintenance & Repair Worker 2	Resignation	Parks	9/07/2005
McKirby, Jessie P.	Circulation Assistant 2	Pensioned	Public Library	9/02/2005
Osborn, Glenna K.	Circulation Assistant 2	Resignation	Public Library	8/31/2005
Darvin, Tiffany L.	Office Support Rep 1	Resignation	Public Works	8/26/2005
Gann Jr., William H.	Equipment Operator 3	Pensioned	Public Works	9/15/2005
Potter, Cary P.	Maintenance & Repair Worker 1	Dismissal	Public Works	9/03/2005
Bolton, Christopher L.	Correctional Officer 1	Resignation	Sheriff	9/04/2005
Doherty, Patrick	Correctional Officer 1	Resignation	Sheriff	8/25/2005
Linder, Adam M.	Correctional Officer 1	Resignation	Sheriff	9/01/2005
Parrish, Angela L.	Correctional Officer 1	Dismissal	Sheriff	8/22/2005
Smith, Timika R.	Correctional Officer 1	Resignation	Sheriff	8/31/2005
Spencer, Christopher L.	Correctional Officer 1	Resignation	Sheriff	9/08/2005
Thomas, Lorna R.	Correctional Officer 1	Resignation	Sheriff	8/17/2005
Taylor, Meryl A.	Social Worker 3	Resignation	Social Services	9/02/2005
Mitchell, Emerald M.	Office Support Rep 2	Resignation	Water Services	8/23/2005
Patterson, Jerrita A.	Office Support Rep 2	Resignation	Water Services	8/19/2005
Wilee, William E	Administrative Services Officer 4	Pensioned	Water Services	8/31/2005

MOTION: *After some discussion, Commissioner Allen moved to accept the Termination/ Pension report for the dates and reasons stated. Seconded by Commissioner Jarrett and the Commission approved without objection.*

ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Applications Tech 3 - Business Solutions	Open	Finance
Finance Administrative - Budgets	Dept	Finance
Finance Officer 3 - Budgets	Dept	Finance
Technical Spec 2 - Architect	Open	Finance
Fire Assistant Training Officer	Dept	Fire
Finance Manager - MPS	Dept	General Services
Probation Officer 2	Open	Juvenile Court
Office Support Rep 2	Dept	Legal
Library Manager 3 - Edmondson	Open	Library
Building Maintenance Mechanic - Municipal	Open	Municipal Auditorium
Museum Spec 2 - Registrar	Open	Parks
Finance Manager - Police	Open	Police
Compliance Inspector 1 - Enforcement	Dept	Public Works
Customer Service Field Rep 3 - Convention Center	Dept	Public Works
Equipment Operator 3	Dept	Public Works
Maintenance & Repair Worker 2 – Public Works	Dept	Public Works
Public Works Assistant Director - Finance & Admin	Dept	Public Works
Signal Tech 3 - Sign Shop	Dept	Public Works
Contract Administrative - Immigration	Open	Social Services
Contract Administrative - Integrated Services	Open	Social Services
Equipment Operator 2 - Days	Dept	Water Services

ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Equipment Operator 2 - Storm	Dept	Water Services
Equipment Operator 3 - Days	Dept	Water Services
Industrial Maintenance Supervisor 2	Dept	Water Services
System Services Manager	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
08/22/2003	Administrative Services Officer 3 - Accts	37	Open
04/30/2003	Finance Manager - Payroll	05	Open
11/22/2004	Auto Service Writer	28	Open
09/08/2003	Equipment & Supply Clerk 2	31	Open
06/10/2003	Administrative Services Off 2 - Domestic Violence	11	Open
09/21/2004	Administrative Services Officer 2	31	Open
04/22/2004	Program Manager 2	02	Dept
11/20/2003	Engineer 2	08	Open

MOTION: *After some discussion, Commissioner Allen moved to accept the Register Report as submitted. Seconded by Commissioner Jarrett and the Commission approved without objection.*

DEPARTMENTAL ITEMS**FINANCE**

REQUEST: Mr. David Manning, Director, represented by Erin Hampton, requested approval to Hire Above Base Ms. Sharon Simmons, Application Technician 3, Step 3, effective October 3, 2005. SR09

The position of Application Tech 3 is responsible for scheduling of software training classes for the Business Solutions division. This position requires an experienced person to work independently and able to manage multiple projects. Ms. Simmons was hired temporarily in August 2005 with Business Solutions. She has fourteen (14) years of experience in scheduling, presentation and use of all major office applications and she far exceeds the qualifications needed for this position.

MOTION: *After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Commissioner Allen and the Commission approved without objection.*

JUVENILE COURT

REQUEST: Judge Betty Adams-Green, represented by Phoebe Johnson, requested approval for an Increment Advance for Mr. David Streeter, Warrant Officer 1, from Step 2 to Step 3, effective October 21, 2005.

Mr. Streeter, a Juvenile Court Warrant Officer, has been assigned responsibilities over and above the typical warrant officer duties. He presently pulls dockets for all courtrooms and provides court officers with assignments, conducts roll call, activates and deactivates all arrest orders, tracks leave, is a liaison for the department, inspects vehicles and assumes responsibility of supervisor in the absence of his superiors.

MOTION: *After some discussion, Commissioner Allen moved for approval of the request as listed. Seconded by Commissioner Jarrett and the Commission approved without objection.*

POLICE

REQUEST: Chief Ronal Serpas, represented by Rhonda Latteral, requested approval for the following:

- a. Open Range - Pay Adjustment for Tim James, IS Advisor 1, effective October 16, 2005
- b. Open Range - Pay Adjustment for Hernan Andrade, IS Advisor 1, effective October 16, 2005
- c. Increment for Brenda Hambrick, IS Communication Tech 2, Step 7 to Step 9
- d. Increment Advance for Leland Greer, Computer Operator 2, Step 2 to Step 4

Tim James, Herman Andrade, Brenda Hambrick and Leland Greer, in addition to their daily activities have accepted additional responsibilities to help implement the ARMS project. The Advanced Records Management System project will consolidate nine (9) hardware/software platforms containing 122 different applications into one consolidated hardware/software solution. This project is to be completed by 2007.

MOTION: *After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Commissioner Allen and the Commission approved without objection.*

HUMAN RESOURCES

Ms. Dorothy S. Berry, Interim Director, submits the following for the Commission’s consideration and appropriate action:

(1: Request for Employee Bonus Awards – Water Services

Evelyn L. Fontana, Engineer 2	\$250.00
Gloria Jackson-Campbell, Administrative Services Officer 4	250.00
Gary R. Ragland, Customer Service Asst. Manager	250.00
Marilyn F. Tidwell, Administrative Services Officer 3	250.00
Lisa M. Earls, Application Technician 1	250.00
Karen J. Johnson, Office Support Representative 3	250.00
Louis T. Jones, Office Support Specialist 2	250.00
Kevin T. Nunley, Engineering Technician 3	250.00
Mindy R. Thomason, Application Technician 3	250.00
Jack Watkins, Engineering Technician 3	250.00
George A. Williamson, Finance Officer 3	250.00
Judy E. Ward, Customer Service Asst. Manager	250.00
Martha R. Justice, Administrative Services Officer 4	250.00

Ann Dooley said Water Services is required to back up OEM 911 in the event of an emergency. The employees, who volunteered to assist OEM, went above and beyond to provide assistance. These individuals were trained to answer the phones, answer questions and locate emergency assistance.

MOTION: *After some discussion, Commissioner Jarrett moved for approval of the request as listed. Commissioner Allen did not vote and the motion died for lack of a seconded, therefore the Commission did not approve the request.*

(2: Appeal of Medical Disqualification by Brett Bjork, Police Officer Trainee

Brett Bjork was disqualified as a Police Officer applicant due to his failure to meet required Hearing standards. He provided medical evaluations from two private physicians to support his appeal. Metro Medical Examiner Chris Fletcher reviewed the physician evaluations relative to Army Regulation 40-501, specifically for hearing standards. Dr. Fletcher responded that Mr. Bjork does not meet the medical/hearing requirements for Police Officer Trainee.

The Department of Human Resources recommended that the Commission should uphold the Medical examiner's decision to disqualify Mr. Bjork in accordance with Civil Service Rule 7.3 and Army Regulation 40-501.

Jim Lynch said Mr. Bjork was contacted and was not able to attend the meeting.

ACTION: *This matter was deferred to the November 8th meeting.*

(3: Review - Order Granting Motion to Dismiss – Marc Hicks, Fire/Dismissal

Marc Hicks, Nashville Fire Department, was dismissed from employment with the Metropolitan Nashville Fire Department for Violation of Civil Service rule 6.7 provisions #4, 11, and 33 dealing with Absence without notification and Conduct unbecoming. Mr. Hicks appealed this decision to the Civil Service Commission. Andrew McClanahan, Metro Attorney, represented the Fire Department and Mr. Hicks was represented by Attorney Mark Mayhew.

Andrew McClanahan, Metro Legal Attorney, was present before the Commission. Mr. Mark Mayhew, Attorney for Marc Hicks was not able to attend the meeting.

MOTION: *After some discussion, Commissioner Allen moved for approval of the Motion to Dismiss the Order for Failure to Prosecute, as submitted by Administrative Law Judge Robert Fellman. Seconded by Commissioner Jarrett and the Commission approved without objection.*

(4: Review of Initial Order – James Ballentine, Water Services /30 Days Suspension & Full Demotion

James Ballentine was demoted from a Water Maintenance Technician II to a Water Maintenance Technician I and was suspended for thirty (30) days without pay from the Department of Water Services. He was charged with violation of provisions in Civil Service rule 6.7 – provisions #16 which deals with inability to perform duties when reasonable accommodation has been considered and can not be made. Mr. Ballentine appealed this decision to the Civil Service Commission. Administrative Law Judge John Hicks was assigned by the State to hear the case. Margaret Darby, Metro Legal Department, represented the Water Services Department and Ballentine was represented by Attorney Jeff Frensley.

On June 13, 2005, Administrative Law Judge John Hicks entered an Initial Order providing that the decision to suspend and demote Ballentine shall be reversed, and that Ballentine shall be reinstated to a Water Maintenance Technician II, receive back pay, and shall be paid for Attorney fees. On June 28, 2005, Metro Attorney Margaret Darby filed a Petition for Reconsideration of the Initial Order. Both parties have since filed additional briefs for review. Margaret Darby, Metro Attorney and Jeff Frensley, Attorney for the Appellant, were present before the Commission for oral argument. Vice-Chairman Corbitt addressed both attorneys and said due to Chairman Farmer's absence, the Commission could not act on this case with less than the same number that were present when it was presented the first time. Both attorneys said they would be able to attend the next meeting.

ACTION: *This matter was deferred to the November 8th meeting.*

(5: Review of Initial Order Linda Washington, Sheriff's Office/Dismissal

Correctional Officer Linda Washington was dismissed from the Davidson County Sheriff's Office for Violation of Sheriff's Office policy, section 1-1-312, #26 and 36, dealing with knowingly making false statements and unnecessary use of force. Officer Washington appealed her Dismissal to the Commission. The case was assigned to Administrative Law Judge Ann Johnson. Officer Washington was represented by Attorney Bob Lynch and Rita Roberts-Turner, Metro Attorney, represented the Parks Department. On September 12, 2005, Administrative Law Judge Ann Johnson rendered a decision by Initial Order stating that Termination was appropriate and shall be upheld.

Rita Roberts-Turner, Metro Attorney was present before the Commission, however, Bob Lynch, Attorney for Ms. Washington, was not present, but sent word by Ms. Turner that he does not plan to appeal the decision.

MOTION: *After some discussion, Commissioner Allen moved for approval of the Initial Order as submitted by Administrative Law Judge Ann Johnson. Seconded by Commissioner Jarrett and the Commission approved without objection.*

(6: Review of Initial Order Kevin Harris, Parks/5 Days Suspension

Park Police Officer Kevin Harris was suspended five (5) days without pay from the Metropolitan Department of Parks and Recreation for violation of Civil Service rule 6.7 – provision #11, violation of departmental rules, policies and procedures – Jurisdictional limits applicable to Park Police. Officer Harris appealed his suspension to the Commission. The case was assigned to Hearing Officer R. Steve Corbitt. Officer Harris was represented by Attorney Worrick Robinson and Tom Cross, Metro Attorney represented the Parks Department. The case was heard on September 13, 2005 and on September 14, 2005, Hearing Officer Corbitt entered an Initial Order to Affirm the five (5) days suspension without pay.

Tom Cross, Metro Attorney was present before the Commission for review. Worrick Robinson, Attorney for Mr. Harris was not available.

MOTION: *After some discussion, Commissioner Allen moved for approval of the Initial Order as submitted by Hearing Officer R. Steve Corbitt. Seconded by Commissioner Jarrett and the Commission approved without objection.*

(7: Review of Initial Order – Jeb Johnston, Police/10 Days Suspension

Officer Jeb Johnston was suspended ten days without pay from the Metropolitan Police Department for violation of General Order 95-19, section VI, dealing with truthfulness, seeking release of prisoners and Civil Service rule 6.7 – provision #11, 13, 32, and 33 – Dishonesty and Conduct unbecoming. Officer Johnston appealed his suspension to the Commission and the case was assigned to Hearing Officer Michael Allen. Officer Johnston was represented by Attorney John Brown and Doug Sloan, Metro Attorney, represented the Police Department.

The case was heard on August 9, 2005 before Commissioner Allen and on September 19, 2005 an Initial Order was entered to Overturn the ten (10) days suspension without pay and further ordered that Officer Johnston be made whole.

Lora Fox, Metro Attorney and John M.L.Brown, Attorney for Jeb Johnston, were present for the Commission review.

MOTION: *After some discussion, Commissioner Jarrett moved for approval of the Initial Order as submitted by Hearing Officer Michael Allen. Seconded by Commissioner Allen and the Commission approved without objection.*

(8: JOB DESCRIPTION REVISIONS

Police Lieutenant
Police Officer 1
Police Officer 2 – Field Training Officer
Police Officer 2
Police Captain
Police Sergeant

ACTION: *This matter was deferred to the November 8th meeting.*

(9: Request approval of Memorandum of Understanding between The Nashville Police Civilian Association and Metropolitan Government of Nashville and Davidson County.

The Human Resources Department recommended approval of the Memorandum of Understanding with the Police Civilian Association for three years. The term of the MOU will extend through June 30, 2008.

MOTION: *After some discussion, Commissioner Allen moved for approval of the request as listed. Seconded by Commissioner Jarrett and the Commission approved without objection.*

(10: Request approval of an Amendment/Revision to the Fraternal Order of Police/Memorandum Of Understanding, Article 11, Section 2, Payroll Deductions of Union Dues.

The Fraternal Order of Police requested the Commission for approval to amend/review the current Memorandum Of Understanding.

Proposed:

The written authorization for payroll deductions shall only be revocable as provided herein. Such revocation shall be initiated by written notice on forms provided by the REPRESENTATIVE (see addendum #1), signed and dated by the affected employee, and delivered to the REPRESENTATIVE. Within fifteen (15) days of receipt of the completed form, the REPRESENTATIVE shall submit the form to the METRO Payroll Department. Upon receipt of the completed written notice, signed and dated by both the employee and the REPRESENTATIVE, the METRO Payroll Department shall stop the payroll deduction as follows:

- Dues deductions will be stopped on the first pay day of the month for forms received between 11th and 25th of the prior month.
- Dues deductions will be stopped on the second pay day of the month for forms received between 26th of the prior month through the 10th of the current month.

In no event shall the request remain unsatisfied beyond thirty (30) days of receipt by the METRO Payroll Department.

All parties involved had been consulted in good faith and were in agreement with this amendment / revision.

MOTION: *After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Commissioner Allen and the Commission approved without objection.*

(11: Communiqués from the public on pending hearings

No report was made.

With nothing further, the regular meeting adjourned at 8:50 a.m.

ATTEST:

APPROVED:

Mr. Ron Deardorff, HR Manager
Civil Service Commission

William H. Farmer, Chairman
Civil Service Commission