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2 An act relating to Hillsborough County;
3 amending chapter 96-519, Laws of Florida;
4 revising the powers and duties of the
5 Hillsborough County Civil Service Board to
6 include provisions relating to employee
7 grievances; providing a definition; providing
8 an effective date.

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10 Be It Enacted by the Legislature of the State of Florida:

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12 Section 1. Subsection (3) of section 7 of chapter
13 96-519, Laws of Florida, is amended to read:

14 Section 7. Creation of civil service board; method of
15 conducting business; powers and duties.--

16 (3) The board shall:

17 (a) Adopt and amend rules for the uniform
18 administration of this act following a minimum of 30 days'
19 notice of the proposed rule to each appointing authority.

20 (b) Employ a director, legal counsel, and such other
21 employees as necessary to carry out the purpose of this act.
22 The director must meet the following minimum qualifications:
23 graduation from an accredited 4-year college or university
24 with a major course of study in business administration,
25 public administration, psychology, or a related field and at
26 least 5 years of progressively responsible personnel
27 experience, including 3 years in a responsible supervisory
28 position. The director should possess broad knowledge of all
29 aspects of personnel management. The director shall perform
30 such duties as are required by the board.

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1 (c) Deputize and designate, in any agency containing
2 more than 500 classified positions, the person in charge of
3 personnel in that agency as the agent for the board to perform
4 duties delegated by the board.

5 (d) Ascertain and record the qualifications, duties,
6 and responsibilities appertaining to all positions in the
7 classified service and classify such positions in accordance
8 with the requirements contained in this act.

9 (e) Recruit personnel for all classified positions,
10 determine the relative qualifications of persons who seek
11 employment in any class or position, and, as a result thereof,
12 establish certified employment lists for the classes of
13 positions.

14 (f) Establish a system for evaluation of performance.

15 (g) Adopt classification, benefits, and pay plans for
16 classified positions as provided in this act.

17 (h) Establish guidelines for leaves of absence without
18 prior board approval up to a period of 12 months. An extension
19 may be granted by the appointing authority only if the
20 appointing authority certifies to the board before the
21 expiration of the initial period that the extension is not an
22 avoidance of the duty to properly fill a classified position.

23 (i) Establish and maintain a roster of classified
24 employees, appointments, resignations, promotions, and
25 transfers.

26 (j) Make investigations concerning the enforcement and
27 effect of this act and require observance of its provisions
28 and the rules adopted under it.

29 (k) Establish provisions and procedures for employee
30 grievances, including appeals thereof to the board. Such
31 procedures may provide for appeals to be heard by three-member

1 panels of the board. A grievance is defined as any dispute or
2 disagreement involving wages, hours of work, or conditions of
3 employment between an employee and management.

4 (l)~~(k)~~ Hear and determine appeals from disciplinary
5 actions as provided in this act.

6 (m)~~(l)~~ Establish a procedure for reductions in force
7 and a method from reemployment.

8 (n)~~(m)~~ Keep records necessary for the proper
9 administration of this act.

10 (o)~~(n)~~ Make an annual report to be distributed to all
11 appointing authorities.

12 (p)~~(o)~~ Perform all other acts necessary to accomplish
13 the purposes of this act.

14 Section 2. This act shall take effect upon becoming a
15 law.

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