

CITY OF MIAMI CIVIL SERVICE BOARD



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CIVIL SERVICE BOARD WORKSHOPS AND TRAINING



The Civil Service Board Office conducts workshops and trainings for employees throughout the year. Our goal is to keep employees informed of the Civil Service Board, Rules and Regulations, and Policies & Procedures. Below are a few workshops offered and their objectives:

Civil Service Board Basics: Provides participants with an overview of the Civil Service Board,, its purpose and functions, Rules and Procedures. This is an expanded training covering the information received in New Employee or Supervisor Orientation.

Disciplinary Appeals Process Workshop: Provides an overview of Civil Service Rule 14 – Dismissals, Suspensions, Demotions and Resignations, as it relates to classified, permanent employees who have been dismissed, suspended, demoted to a previous classification or ordered to forfeit vacation or earned overtime, and the process for appealing such disciplinary actions.

CITY OF MIAMI CIVIL SERVICE BOARD

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We're on the web!
http://citynet/Civil_Service

Mission/Vision

To ensure that City employees in the classified service are hired, promoted, and retained based upon merit, efficiency, character, and industry and not political patronage, the Civil Service Board will enforce the principles of a merit-based system of employment.

We are the "Watchdog" for the fair and consistent application of Civil Service Rules and Regulations for the benefit of City of Miami employees, administration, and residents.



We are the Watchdog



Grievance and Abuses Workshop: Provides participants an overview of Civil Service Rule 16 - Grievances and Abuses as it relates to the process employees should follow to remedy complaints involving abuse of power claims, violations of Civil Service Rules or other employment issues not involving discipline.

Other Training: We also provide training courses concerning the provisions and procedures of other often-cited Rules, such as: Rule 4 (Policy Functions), Rule 9 (Probation), Rule 12 (Layoff, Resignation and Reinstatement), etc.

CALENDAR

The City of Miami Civil Service Board currently meets every other Tuesday at 10:00am, in the City Hall Commission Chambers, unless otherwise noticed. Our upcoming schedule of events is as follows:

- January 6, 2015, 10am - Civil Service Board Meeting, City Hall, Commission Chambers
- January 13, 2015, 10am-12pm - Training: "Civil Service Board Basics", MRC, 1st Floor Training Room
- January 20, 2015, 10am - Civil Service Board Meeting, City Hall, Commission Chambers
- February 3, 2015, 10am - Civil Service Board Meeting, City Hall, Commission Chambers
- February 5, 2015, 10am-12pm - Training: "The Probationary Employee", MRC, 1st Floor Training Room
- February 17, 2015 - Civil Service Board Meeting, City Hall, Commission Chambers
- March 3, 2015, 10am - Civil Service Board Meeting, City Hall, Commission Chambers
- March 17, 2015, 10am - Civil Service Board Meeting, City Hall, Commission Chambers