



City of Annapolis

160 Duke of Gloucester Street
Annapolis, Maryland 21401



Signature Copy

O-35-23

..Title

Civil Service Board Duties – For the purpose of clarifying and streamlining Civil Service Board duties to those related to holding hearings and deciding appeals regarding issues involving civil service employees.

..Body

CITY COUNCIL OF THE City of Annapolis

Ordinance 35-23

Introduced by: Mayor Buckley

Referred to:

Rules and City Government Committee

AN ORDINANCE concerning

Civil Service Board Duties

FOR the purpose of clarifying and streamlining Civil Service Board duties to those related to holding hearings and deciding appeals regarding issues involving civil service employees.

BY enacting with amendments the following portions of the Code of the City of Annapolis, 2023 Edition:
3.12.050

SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that the Code of the City of Annapolis shall be amended to read as follows:

**Title 3 - CIVIL SERVICE ADMINISTRATION
Chapter 3.12 - Civil Service Administration
Section 3.12.050 - Civil Service Board--Duties.**

Explanation:

~~Strikethrough~~ indicates matter stricken from existing law.

Underlining indicates an amendment (change) to the City Code.

Amendments:

Underlining & black - copyediting or reformatting of existing law

Underlining & red - new matter added to the code.

Underlining & blue - amendment

The Civil Service Board shall be responsible for:

- ~~A. Approving the classification and establishment of minimum qualifications for all civil service positions upon the recommendation of the Human Resources Manager. Any new or reclassified position that will result in a financial impact to the budget shall be subject to funding approval through the annual budget process or the budget transfer process defined in Section 6.16.020 of the City Code;~~
- ~~B. Making recommendations to the City Council as provided in this chapter;~~
- ~~C. Making recommendations to the appointing authorities and City Council designed to promote the morale and training of the civil service employees;~~
- ~~D.A. Hearing and deciding all appeals from civil service employees as provided by Chapter 3.16 of this Code, intolerable working conditions and other areas enumerated in the rules and regulations of the Personnel System.~~
- B. Making recommendations to the appointing authorities and City Council designed to promote the morale and training of the civil service employees.

Title 3 - CIVIL SERVICE ADMINISTRATION

Chapter 3.12 - Civil Service Administration

Section 3.12.060 - Classification.

The Human Resources Manager is responsible for the classification and the reclassification of each position in the civil service system. Each position shall be classified in a job description on the basis of the kind and level of duties and responsibilities assigned to the position. A job description may include one position or several similar positions. The positions classified in one job description shall be sufficiently alike to permit the use of a single descriptive title, the same minimum qualifications, and the same pay scale. ~~Job descriptions and any subsequent revisions shall be forwarded to the Civil Service Board for approval.~~

Title 3 - CIVIL SERVICE ADMINISTRATION

Chapter 3.12 - Civil Service Administration

3.04.010 Definitions.

"Employment agreement employee" means an other excluded service employee: (1) who, is required to execute an employment agreement; (2) who is not specifically placed in the civil service system by ~~the Civil Service Board~~ Human Resources Manager or designated as exempt service by the City Council; (3) who does not meet the definition of a temporary employee; and (4) who has an employer-employee relationship with the City as further described in Chapter 3.10. This includes employees whose positions are fully funded by grant sources that preclude benefits or compensation to which civil service employees are entitled.

"Other excluded service" includes all other persons rendering limited-term or temporary employee services except those specifically placed in the civil service system by ~~the Civil Service Board~~ Human Resources Manager or those designated as exempt

service by the City Council. Any positions not included in the civil service or the exempt service are considered to be "other excluded service."

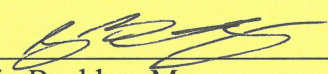
SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that this ordinance shall take effect upon passage.

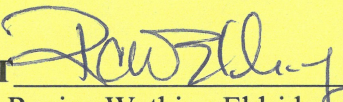
ADOPTED this 11th day of December 2023.

Aye: 8 Mayor Buckley, Alderwoman O'Neill, Alderwoman Pindell Charles, Alderwoman Finlayson, Alderman Schandelmeier, Alderman Gay, Alderman Savidge, and Alderman Arnett

Absent: 1 Alderwoman Tierney

**THE ANNAPOLIS CITY
COUNCIL**

 Date: 1/17/24
Gavin Buckley, Mayor

ATTEST  Date: 1/17/24
Regina Watkins-Eldridge, MMC,
City Clerk

