

***PUBLIC NOTICE***  
**– PLEASE BE ADVISED –**

Civil Service Commission  
Final Publication of Rule Amendment(s) 9.20, 9.21 & 9.22

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Adoption of the Rule(s) Amendment was heard & approved at the Public Civil Service Commission Meeting held on April 24, 2026.

***15.10 Authorized:***

The Commission shall have power to change, amend, revoke or modify these rules, or any rule herein or any part thereof, by a majority vote of the Commission provided one week of notice of such proposed change, together with the text of the proposal shall be given by publication in the City Record and by posting on the bulletin board in the office of the Commission.

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**Rule 9.00 Discharges, Suspensions and Demotions**

**9.20 Pre-Disiplinary Conference**

A. When discharge, suspensions or demotions is contemplated as to an officer or employee in the classified service, the appointing authority or the secretary of a board or commission in the City service shall give such officer or employee oral or written notice of the action contemplated and an opportunity to respond.

**9.21 Notice of Suspension for Three (3) Scheduled Work Days or Less**

When, after following the procedures set forth in Rule 9.20, an appointing authority decides to suspend the officer or employee with or without pay for purposes of discipline for a period of three (3) scheduled work days or less at any one time, the appointing `of the suspension. Said notice shall include the reason(s) for the suspension and the duration thereof. At the same time such written notice is delivered to the suspended officer or employee by the appointing authority, a duplicate copy thereof shall be sent to the Civil Service Commission. The Commission will entertain no appeal from a suspension of three (3) work days or less. Successive suspensions are not permitted.

**9.22 Notice of Suspension for More than Three (3) Scheduled Work Days, Discharge or Reduction in Rank**

When, after following the procedures set forth in Rule 9.20, an appointing authority decides that the officer or employee is to be discharged, suspended pending discharge, suspended with or without pay for more than three (3) scheduled work days, or reduced in rank or compensation, the appointing authority shall promptly notify said officer or employee in writing of such decision, setting forth the charge and the specifications therefore. The charging letter shall further inform the officer or employee that he/she must advise the Civil Service Commission if he/she desires to have a disciplinary hearing before the referee to be selected by the Commission, and that the Commission must receive such request for a hearing in writing within ten (10) working days of the charging letter. At the same time, as such, written notice is delivered to the officer or employee, a duplicate copy thereof shall be sent to the Civil Service Commission. Failure to request a hearing within the required (10) working days will cause to stand uncontested, and in such cases the Commission shall submit the uncontested charging letter to the Director of the employees department for review.