



CSC/AD
DATE 11/01/11 BY [signature]
APPROVED

**PIERCE COUNTY CIVIL SERVICE COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, December 13, 2011**

AGENDA ITEM I: Call to Order

The regular meeting of the Pierce County Civil Service Commission (PCCSC) for Sheriff's Employees was called to order at 5:02 p.m. on Tuesday, December 13, 2011. The meeting was held in Conference Room D, Hess Building, 901 Tacoma Avenue South, Tacoma, Washington.

COMMISSIONERS PRESENT: Commissioner Richard Sokolowski, Chair; Commissioner Gail Merritt-Smith; Commissioner Linda Thomas

STAFF PRESENT: Sherry Hieb, Human Resources Analyst/Civil Service; Phil Prettyman, Assistant Prosecuting Attorney

AGENDA ITEM II: Approval of Minutes

It was moved by Commissioner Thomas and seconded by Commissioner Merritt-Smith to approve the minutes of the September 13, 2011 regular meeting and the September 27, 2011 special meeting. The motion carried.

AGENDA ITEM III: Approval of Leave Without Pay Over 30 Days

Commission approval for leave without pay over 30 days is being requested for Bruce Barham, Ricardo Cruz and Timothy Kavanaugh, per attached memo.

It was moved by Commissioner Merritt-Smith and seconded by Commissioner Thomas to approve leave without pay over 30 days for all individuals concerned. The motion carried.

NEXT MEETING:

The next regular meeting of the Civil Service Commission is scheduled for January 10, 2012.

ADJOURN: The meeting adjourned at 5:04 p.m.

Respectfully submitted:

Sherry Hieb
Human Resources Analyst – Civil Service

PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER





Pierce County

Human Resources Department

Betsy Sawyers
Director

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Tacoma, Washington 98405-4670
(253) 798-7480

To: Betsy Sawyers, Human Resources Director
Paul Pastor, Sheriff
Civil Service Commission
From: Martha Keogh, EEO/ADA Specialist-Pierce County Human Resources
Date: October 28, 2011

Section 9.12 Leave of Absence without Pay of the Civil Service Rules states, in part, the following:

"The Appointing Authority has the power to grant leaves of absence without pay for up to thirty (30) days. Leave without pay beyond thirty (30) days must be approved by the Civil Service Commission, except that Commission approval is not required for leave of absence without pay due to service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) or other applicable laws."

Also, the collective bargaining agreement for the positions listed below indicate that an unpaid leave of absence over 30 days and up to one year may be granted with the approval of the Sheriff or designee, the Human Resources Director or designee and the Civil Service Commission.

The following Sheriff's Department employees are in an unpaid leave of absence status for a period of 30 days or more.

Table with 5 columns: EMPLOYEE NAME, POSITION, BEGIN, ESTIMATED RETURN TO WORK DATE, REASON. Rows include Bruce Barham, Ricardo Cruz, and Timothy Kavanaugh.

Due to the requirements of the collective bargaining agreement and Civil Service Rule, Section 9.12, the undersigned approve the unpaid leave of absence beyond 30 days for the employees listed above.

Human Resources Director or designee 10/28/2011 Date

Sheriff or designee 10-31-11 Date

Civil Service Commission or designee 12-13-11 Date

