



CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Mary Wideman-Williams

Commissioner Evan Chinn

Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns.

DATE: Monday, June 27, 2022

TIME: 3:00 p.m.

LOCATION: WebEx and CSC Hearing Room, 16th floor of Seattle Municipal Tower. To attend in person, request access to the 16th floor from SMT security at building entry and follow the signs on 16.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m4d0b045c6805fa729197f8d4cf0b6451>

Join by meeting number

Meeting number (access code): 2480 058 5976

Meeting password: TjGazuTN682

Tap to join from a mobile device (attendees only)

+1-408-418-9388,,24800585976## United States Toll

Join by phone

+1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial 24800585976@seattle.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

**CIVIL SERVICE COMMISSION
MEETING AGENDA
June 27, 2022 @ 3:00 p.m.**

AUDIO/VIDEO TECH CHECK

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

ACTION/DISCUSSION ITEMS

5. WELCOME AND INTRODUCTION, NEW EMPLOYEE-ELECTED CIVIL SERVICE COMMISSIONER
6. APPROVAL OF MEETING MINUTES (*may be postponed if not available*)
 - May 16, 2022-CSC Monthly Meeting
7. ETHICS TRAINING- Exec. Director Wayne Barnett, Ethics & Elections Commission
8. CSC RETREAT- SCHEDULING AND TOPIC BRAINSTORM

STANDING ITEMS

9. CASE STATUS REPORT and APPEALS UPDATE
 - *Griffith v. SPU*- CSC No. 22-01-013- OHR appeal hearing scheduled to commence August 15, 2022
 - *Garza v. SDOT*, CSC No. 22-01-015- Dismissal Order
 - *Sivage v. SDOT*, CSC 22-01-014- Status Report
10. EXECUTIVE DIRECTOR REPORT
 - Departmental Work and Budget Update
11. EXECUTIVE SESSION (May be cancelled if not needed)
12. OLD/NEW BUSINESS
13. ADJOURN

**NEXT CSC MEETING: July 18, 2022, 2 pm
END OF AGENDA**

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. LAND
ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

ACTION/DISCUSSION ITEMS

5. WELCOME AND INTRODUCTION, NEW EMPLOYEE-ELECTED CIVIL SERVICE COMMISSIONER
6. APPROVAL OF MEETING MINUTES (*may be postponed if not available*)
 - May 16, 2022-CSC Monthly Meeting

TOP OF THE



**Be ethical and
be your best!**

SEEC




SEATTLE ETHICS &
ELECTIONS COMMISSION

Seattle's Ethics Code is a statement of our shared values: Integrity, Impartiality, Independence, and Transparency. These shared values help us build and maintain an ethical culture in our workplaces and our



business relationships. The foundation of the public's trust in our work, the Code is our written pledge that when we conduct City business, our allegiance is first and foremost to the people of Seattle.



Going Out On a Limb

Conflicts of Interest Put You in a Precarious Position

It doesn't happen every day, or even every year, but sometimes our responsibilities as City employees could have an impact on our lives away from the workplace. In such a situation, ask yourself these questions:

- *Do I have a personal financial interest in a matter I'm supposed to be working on?*
- *Does someone in my immediate family, or someone who lives with me, have a financial interest in this matter?*
- *Does a business or non-profit that I serve as an officer, director, trustee, partner or employee have a financial interest in this matter, or does an organization I'm seeking employment at, or have an arrangement for future employment with?*
- *Does someone who employed me in the last year, or someone who was a client of mine or my firm's in the past year, have a financial interest in this matter?*

If your answer to any of these questions is ever "yes," you must disqualify yourself from working on the matter. One



of the key values that underlines our Ethics Code is that we do our work impartially, without any conflict between our duties to the public and our personal interests. (There's a narrow exception for dealing with your past employers and past clients; get in touch with us if that's your situation, and we'll walk you through what you'll need to know before you participate in any actions that affect them.)

Showing Your Roots

If There's a Question About a Connection, Don't Try To Bury It.

What if you answer “no” to all of the questions about financial interests, but there is still something about your role in a project that might be questionable?

For example, what if you're serving on an interview panel and your sister's boyfriend is a candidate? He's been attending family celebrations and vacations for years; should you really be helping decide whether he gets a job in your department? Wouldn't your boss—or another person being interviewed—hit the roof if she knew about the relationship?

In these kinds of cases, another one of our treasured values—transparency—comes into play. Make a written disclosure to your department head and to the SEEC, putting all the facts on the table. Be open. Put it on the record that you have some connections that could cause someone to question your independence. Have a conversation with your supervisor, and a couple of outcomes are possible. They could decide that it's best for you to not be involved in the project, to keep the integrity of the process from being questioned. Or they could be comfortable with

you participating, subject perhaps to some additional managerial oversight. Either way, what happens is a matter of public record.

If you or your supervisor want to consult with the SEEC about what to do, our office stands ready to assist you in making decisions that promote confidence in government.

Use It, Don't Abuse It

City Resources Are Only To Be Used For City Business

The Ethics Code provides assurances to taxpayers that City resources are being used for City purposes. Does

that mean that you shouldn't make a

dentist appointment from your

work phone, or read a

newspaper online at

your lunch hour? Of

course not. As long

as you're deliver-

ing an honest

day's work to

the taxpayers,



you don't need to be concerned about occasional use of your phone or computer for personal purposes. (However, you should learn and follow your department's policies, which may be more strict than the Ethics Code.)

THESE KINDS OF ACTIVITIES WOULD VIOLATE THE ETHICS CODE:

- *Using your City position to provide yourself or someone else with something that's not available to the public. For example, having a colleague write you a permit that wouldn't be available on the same terms to anyone else in Seattle.*
- *Using City resources to conduct a private business. If you've got a second job, make sure you do it on your own time, so that the City isn't paying you to work for someone else. Make sure you're not using City facilities or equipment to conduct that second job. Even if you're using your own equipment, you shouldn't conduct a private business from your City work site.*
- *Using City resources for campaign purposes. Even if you're using your own equipment, you shouldn't do campaign work from your City work site.*
- *Using confidential information you learn through your City work for a non-City purpose.*

Keeping Your Values Priceless

Don't Let Gifts And Favors Compromise Your Integrity

Accepting favors from people you do City business with calls into question your ability to be impartial in your dealings with them. Are you going to come down hard on a contractor for missing a costly deadline when that contractor has just bought you lunch and let you use one of their Seahawks

season tickets? Even if you

are sure you won't

let that interfere

with your judgment,

how will the public view

the matter?

Taking favors

calls your integrity into question,

reflecting poorly on

you and the City.



Before you take anything from someone with whom you've got dealings at the City, it's best to check in with the SEEC. If you're involved in regulatory or contractual dealings with the person offering you lunch or tickets to a ballgame, you're probably going to have to decline. But if it's a small gift that you'll share with your coworkers, or the person offering you lunch isn't someone you've got official dealings with, then it's probably OK. But the rules are complex, so it's best to get advice before accepting gifts or anything of value.

It Doesn't End With “Goodbye”

*Even If You Leave, The Code Still
Applies*

Whether you are retiring, going to a new job, or moving across the country, you still must keep the public trust. The City's Ethics Code provides assurances that City employees won't misuse their time at the City for their private gain or the private gain of others.

RULES TO REMEMBER

- *After you've gone, you can never divulge or use confidential information that you gained through your employment at the City of Seattle.*
- *For the first year after you leave, you cannot communicate with anyone at your old department on behalf of someone involved in a matter with the City.*
- *Also for the first year, you cannot participate in the competitive selection process for a city contract if while you were with the city you helped design the contract, the scope of work, or the process to be used in the selection of the contractor.*
- *Finally, for two years after you leave City employment, you cannot assist anyone on a matter in which you participated while with the City. Any help you could provide would likely qualify as a violation of the Ethics Code. To 'assist' means to act or offer to act in any way that helps, aids, advises, furnishes information or otherwise to provide assistance to another person believing that the assistance will be of use to another person and intending it to be of assistance.*

A Fair Process

And a Thorough Investigation

When the SEEC receives information suggesting that someone has violated the Ethics Code, staff conducts an investigation. The goal of the investigation is to develop a complete and accurate account of what happened.

At the close of that investigation, the Executive Director can either dismiss the case, or conclude that there was a violation and take further action. If the Executive Director determines that further action is required, the person under investigation can enter into a settlement of the charges with the Executive Director, or the SEEC can hold a hearing to determine whether there has been a violation.

At the close of the hearing, the SEEC can conclude that the Executive Director has failed to prove a violation, and dismiss the charges, or conclude that there was a violation, in which case the SEEC will set a penalty. SEEC decisions can be appealed to Superior Court.




ZERO TOLERANCE FOR RETALIATION

The City values its employees who report when they learn of something going on that isn't right. If a City employee retaliates against someone who has reported wrongdoing, or threatens or intimidates someone in an attempt to interfere with their effort to report wrongdoing, or cooperate in an investigation, that employee will violate the Ethics Code and face up to a \$5,000 penalty from the Commission.

WHO WE ARE, WHAT WE DO

The SEEC is an independent City Commission that administers and enforces four codes covering Whistleblower Protection, Ethics, Elections, and Lobbying. The six member SEEC staff investigates allegations of wrongdoing, and provides advice and training to all levels of government. The Commission has the authority to impose fines for violations of the Ethics, Elections, and Lobbying Disclosure Codes.



KNOWLEDGE IS POWER!

The SEEC conducts regular trainings that are advertised through the Personnel Department. We're also happy to come to your office and discuss the Codes we administer with you or your entire team. If you want to know more about the Ethics Code or the Whistleblower Protection Code, give us a call or stop by our office. If you'd like, you can review the Ethics Code yourself at SMC Chapter 4.16, or the Whistleblower Code at 4.20.800 through 4.20.860. You can also visit us at www.seattle.gov/ethics or on the inweb at inweb/ethics.

WHO SHOULD KNOW AND FOLLOW THE CODE?

All City employees, elected officials, members of boards and commissions, and volunteers are subject to the Ethics Code, as are City consultants, contractors and vendors who provide more than 1,000 hours of services to the City in a 12 month period. The Code uses the term "covered individual" when it refers to people subject to the law.



MAILING ADDRESS:

P.O. Box 94729
Seattle, WA 98124-4729



STREET ADDRESS:

700 Fifth Avenue, Suite 4010
Seattle, WA 98104

MAILSTOP: SMT-40-10

PHONE: (206) 684-8500 Fax: (206) 684-8590

E-MAIL: ethicsandelections@seattle.gov

WEB: <http://www.seattle.gov/ethics>

6. CSC RETREAT- SCHEDULING AND TOPIC BRAINSTORM

STANDING ITEMS

7. CASE STATUS REPORT and APPEALS UPDATE

- *Griffith v. SPU*- CSC No. 22-01-013- OHR appeal hearing scheduled to commence August 15, 2022
- *Garza v. SDOT*, CSC No. 22-01-015- Dismissal Order
- *Sivage v. SDOT*, CSC 22-01-014- Status Report

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
JUNE 2022**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
22-01-013	Griffith	SPU	3-28-2022	5.01B	Discharge	Delegated	OHE
20-01-014	Sivage	SDOT	4-2-2022	5.01B, Personnel Rules (multiple), SMC 4.04.070	Discharge	Under review by ED for jurisdiction and timeliness	TBD

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION
21-01-041	LaBelle	Parks	10-15-2021	5.01B	Discharge	1 st Prehearing held December 10, 2021 Respondent filed a Motion to Dismiss. ED sent an Order Granting Motion Dismiss-1-28-2022
22-05-001	Garza	SDOT	1-13-2022	P.R. 1.4, 1.5, 2.1, 2.2, 2.3, 3.2, 3.3, 3.5, 4.1, 4.3, 11; SMC 4.04.260(A) & PR 5.8.100 Abuse of Employee Evaluation Procedures, retaliation for concerted and protected employment activity	Performance Evaluation	Withdrawal requested. Dismissed

**BEFORE THE HEARING EXAMINER
CITY OF SEATTLE**

**NOTICE OF REMOTE APPEAL HEARING
Hearing Examiner File: CSC-22-01-013**

On **Monday, August 15, 2022** beginning at **9:00 a.m.**, with continuation dates of **Tuesday, August 16, 2022** and **Wednesday, August 17, 2022**, the City Hearing Examiner will hold a public hearing via remote hearing platform Zoom to consider the following matter:

The Appeal of THOMAS GRIFFITH from a civil service decision issued by Director, Seattle Public Utilities, to terminate employment.

The authority for the hearing and the jurisdiction of the Hearing Examiner is derived from Seattle Municipal Code 4.04.250, and the hearing will be conducted in accordance with procedures for hearing contested cases in Chapter 3.02 of the Seattle Municipal Code and the Civil Service Rules of Practice and Procedure. The hearing is open to the public, but only persons qualifying as parties or called by the parties as witnesses will have the opportunity to testify.

Consistent with applicable rules, the parties will each have an opportunity at the hearing to offer testimony and to present witnesses and other evidence that they believe supports their view. To be admitted, evidence must be relevant, come from a reliable source, and have some value toward proving the point of the party who offers it. If a party intends to refer to any exhibits (documents, photographs, etc.) at the hearing, the party must bring copies of the exhibits for the other parties and for the Hearing Examiner.

DATE OF NOTICE: May 25, 2022

Office of Hearing Examiner
P.O. Box 94729
Seattle, Washington 98124-4729
Telephone: (206) 684-0521
Fax: (206) 684-0536

**BEFORE THE HEARING EXAMINER
CITY OF SEATTLE**

CERTIFICATE OF SERVICE

I certify under penalty of perjury under the laws of the State of Washington that on this date I sent true and correct copies of the attached **Notice of Remote Appeal Hearing** to each person listed below, or on the attached mailing list, in the matters of **GRIFFITH v. SEATTLE PUBLIC UTILITIES**, Hearing Examiner File: **CSC-22-01-013** in the manner indicated.

Party	Method of Service
Appellant Thomas Griffith 206-369-5689 tomngriffith@gmail.com	<input type="checkbox"/> U.S. First Class Mail, postage prepaid <input type="checkbox"/> Inter-office Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger
Appellant Legal Counsel Joyce Thomas Frank Freed Submit & Thomas, LLP 206-682-6711 jthomas@frankfreed.com Anne Silver Frank Freed Submit & Thomas, LLP 206-682-6711 asilver@frankfreed.com	<input type="checkbox"/> U.S. First Class Mail, postage prepaid <input type="checkbox"/> Inter-office Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger
Department Spruce Metzger SPU 206-733-9342 spruce.metzger@seattle.gov	<input type="checkbox"/> U.S. First Class Mail, postage prepaid <input type="checkbox"/> Inter-office Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger

<p>Department Legal Counsel Tamara M. Gerrard City Attorney's Office 206-206-615-0768 tamara.gerrard@seattle.gov</p>	<input type="checkbox"/> U.S. First Class Mail, postage prepaid <input type="checkbox"/> Inter-office Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger
<p>Mailing Sarah Gunderson Frank Freed Submit & Thomas, LLP 206-682-6711 sgunderson@frankfreed.com</p> <p>Bibi (Shereeza) Shairulla City Attorney's Office 206-727-3974 bibishairulla@seattle.gov</p> <p>Teresa Jacobs Civil Service Commission 206-386-1301 teresa.jacobs@seattle.gov</p>	<input type="checkbox"/> U.S. First Class Mail, postage prepaid <input type="checkbox"/> Inter-office Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger

Dated: May 25, 2022

/s/ Patricia Cole
Patricia Cole
Executive Assistant

1 **BEFORE THE CITY OF SEATTLE**
2 **CIVIL SERVICE COMMISSION**

3 In the matter of the appeal of

4 **VIVIANA GARZA,**

5 Appellant

6 V.

7 **SEATTLE DEPARTMENT OF**
8 **TRANSPORTATION (SDOT)**

9 Respondent

DISMISSAL ORDER

CSC No. 22-05-001

10 A scheduling order for the first prehearing conference in this matter was served on the
11 parties for Thursday, May 19, at 10:00 a.m. The order stated, "Participation of the parties and
12 their representatives is required at this proceeding, and the appeal will be dismissed if the
13 appellant does not appeal or contact the Executive Director in advance to reschedule." On
14 Wednesday, May 18, the appellant notified the Executive Director by email that she did not wish
15 to proceed with the matter now that she was separated from City employment, and she would not
16 attend the prehearing conference.

17 On May 19, 2022, Executive Director Scheele emailed back to acknowledge the
18 Appellant's intent not to proceed with the appeal and requested that she file a formal withdrawal
19 of appeal. She also cancelled the prehearing conference based on the Appellant's expressed
20 intent that she was withdrawing her appeal. Two weeks have lapsed since that correspondence
21 and cancellation of the prehearing conference. The Appellant has not filed a formal notice of
22 appeal, nor has she requested to reschedule the prehearing conference or to proceed with her
23 appeal. CSC Rule 5.22 provides "[a]n appellant's request to withdraw shall be granted as a matter
of right and the appeal shall be dismissed."

1 **ORDER**

2 Having considered the Appellant's submissions and in accordance with the facts and
3 reasoning set forth above, I find that the Appellant's May 18, 2022, email clearly communicated
4 her intent and request to withdraw her appeal and hereby order that on that basis her appeal is
5 **dismissed.**

6 Dated this 2nd day of June 2022,
7

8 FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION

9 *Andrea Scheele*
10 Andrea Scheele, Executive Director



City of Seattle
CIVIL SERVICE COMMISSION

700 5th Avenue, Suite 1670
PO Box 94729
Seattle, WA 9124-4729
Office: 206-233-7118
Fax: 206-684-0755

APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)
INSTRUCTIONS

Disciplinary appeals to the Commission must be filed within twenty (20) calendar days of delivery of the Step Three grievance response. See [Personnel Rule 1.4-Employee Grievance Procedure](#).

INSTRUCTIONS:

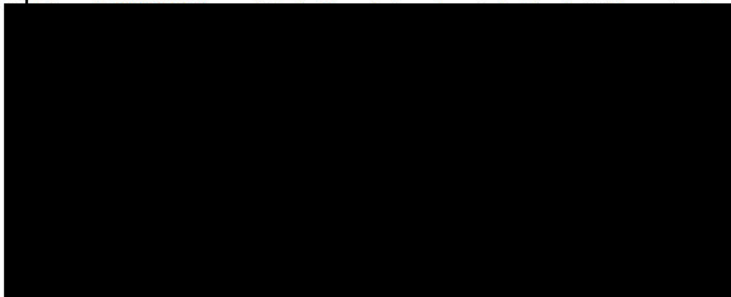
Complete all three pages and attach any related documents or correspondence that is related to your appeal. **Commission staff is teleworking until further notice and temporarily unable to accept appeals in person or through the commission mail slot at SMT.** We will accept a signed .pdf sent via email to the Executive Director Andrea.Scheele@seattle.gov and Cc: Executive Assistant Teresa.Jacobs@seattle.gov. If you are unable to email a .pdf, please send your appeal via US Postal or fax and notify staff by email that you mailed your appeal to the commission office.

Upon receipt of your appeal, the Executive Director will review the appeal. If the appeal is deemed to be timely and within the Commission's jurisdiction, it will be reviewed at the Commission's next regularly scheduled meeting. You and the employing department will be notified of the time and date of the meeting. If your appeal is accepted, staff will follow up with both parties to schedule the first prehearing conference. If you intend to be represented by an attorney, please have the attorney submit a *Notice of Appearance*. **If you are appealing a disciplinary decision, you are required to complete the Employee Grievance Process before your appeal will be accepted by the Civil Service Commission. See [Personnel Rule 1.4](#) for more information about this exhaustion requirement.** For more information about appeal rights and deadlines, please review the Civil Service Rules of Practice and Procedure [Rules of Practice and Procedure](#)

Use additional page(s) if necessary.

APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)

Appeal No. <u>CSC no. 22-01-014</u>	
Date Filed <u>Extension Approvals - 6/10/2022</u>	

Full Name of Appellant	Work Address
Gabrielle Mary Onya Sivage	N/A at this time
Residence Address	Work Telephone
	N/A at this time
	Employee ID
	Can't remember
	Department
	Seattle Department of Transportation
	Job Title
	Grant Oversight Manager

<p>1. <u>WHAT ACTION IS BEING APPEALED?</u> (CHECK ONE) Without my permission or consent SDHR lumped in a complaint for investigation against SDHR-HRIU with the grievance for my discharge. I did as they directed because the persistent abuse gives no reasonable alternative. The Commission was made aware.</p>	<input type="checkbox"/> Demotion (5.01A)
	<input type="checkbox"/> Suspension <input type="checkbox"/> Probation <input checked="" type="checkbox"/> Discharge (5.01B) <input checked="" type="checkbox"/> City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C.):

What Personnel rule, regulation, or provision, do you believe was violated? Preamble 1, Preamble 2, 1.1 and it's stated authorities, SCC Resolution 30291, 1.3, 1.4, 1.8. These references are for the June 2020 version of the personnel rules and authorities

<p>Reason for this appeal <u>Violations of administrative requirements that led to improper investigation and termination. Failure to follow requirements to investigate HRIU wrongdoing despite double jeopardy, bias, squashed materials</u></p>	<p>Remedy Sought (What do you want?): <u>Confidential settlement to resolve obvious and significant abuse in HRIU, SDOT & COS reps in unfair, inconsistent, unknown or unavailable information related to this treatment.</u></p>
<p>2. UNION: If you are a member of a union, what is the name of your union? <hr/> Local Number: _____</p>	<p><input type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.</p> <p>This matter <input type="checkbox"/> IS <input type="checkbox"/> IS NOT the subject of arbitration pursuant to a collective bargaining agreement.</p>
<p>3. EMPLOYEE GRIEVANCE PROCEDURE: Did you receive notification of your right to a timely resolution of this grievance from your Department?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (SMC 4.04.070)</p>	<p>If you filed a grievance through the Employee Grievance Procedure, what was the outcome? <u>I was denied at all levels for all disputes.</u></p> <hr/> <hr/> <hr/>
<p><input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)</p>	

Please include with your appeal form the Step 3 Grievance decision of your employing department and Investigatory Report from SDHR, and any documents or correspondence that you have received from the Department related to your appeal. To meet timely filing of your appeal, these documents can be sent after filing this document.

4. ATTORNEY/AUTHORIZED REPRESENTATIVE:

An attorney or a representative is **NOT** required for the appeal process.

Do you have an attorney or another person representing you for this appeal? YES NO

If yes, please have your attorney submit a **NOTICE OF APPEARANCE** to the Commission Office and the Department.

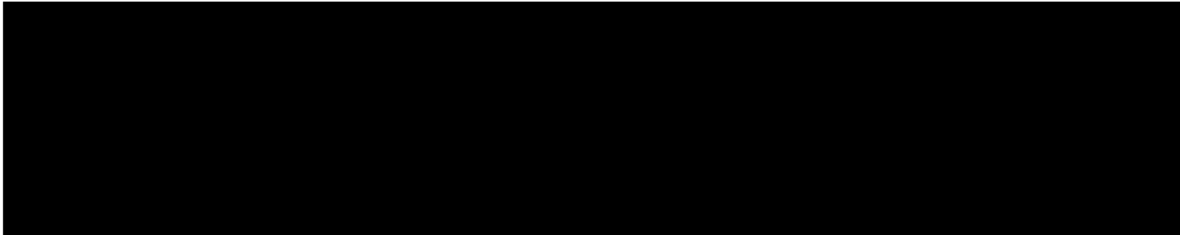
All documents and information related to the appeal will go to the attorney or representative.

Name: _____ Firm: _____

Address: _____ Email: _____

5. APPELLANT:

If you **do not** have an attorney or a representative, please enter the address where documents related to this appeal should be sent:



SIGNATURE OF APPELLANT	DATE
_____	6/10/2022 _____
SIGNATURE OF ATTORNEY OR REPRESENTATIVE: (IF FILLING OUT THIS FORM):	DATE
_____	_____

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729
Tel (206) 437-5425, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request.

8. EXECUTIVE DIRECTOR REPORT

- Departmental Work and Budget Update

9. EXECUTIVE SESSION (May be cancelled if not needed)

10. OLD/NEW BUSINESS

11. ADJOURN

June 2022 Budget to Actions Report, Civil Service Commissions

MASTER_PROJECT_DE	EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Balance before		% Spent	% Available (After Encumbrances)			
							Encumbrances	Available Balance					
MO-VC-V1CIV - Civil	Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00	98.12	(2,700.00)	(98.12)	(98.12)					
			549020 - Isf-Fas Alloc	108,850.00	54,424.92		54,425.08	54,425.08	50.0%	50.0%			
			541310 - Services-Legal Notices	500.00		(380.00)	120.00	120.00	0.0%	100.0%			
			541320 - Services-Court Reporters	500.00		(500.00)							
			541550 - Services-Parking	500.00		(500.00)							
			542900 - Rentals-Other	2,000.00	590.45	(2,000.00)	(590.45)	(590.45)					
			544050 - Reimburse-Meetin Refresh&Meals	200.00		(200.00)							
			545010 - Travel Costs-Out-Of-City	1,500.00		(1,500.00)							
			545030 - Travel Costs-Conf, Conv, Sem	1,533.00		(1,533.00)							
			546010 - Fees-Dues & Memberships	1,000.00		(1,000.00)							
			549070 - Isf-ltd Alloc	25,297.00	12,636.00		12,661.00	12,661.00	50.0%	50.0%			
			549080 - Isf-ltd Billed	354.00	452.11		(98.11)	(98.11)	127.7%	-27.7%			
			549100 - SDHR Allocation	35,862.00	14,942.45		20,919.55	20,919.55	41.7%	58.3%			
			532020 - Equipment-Software Purchases	1,000.00		(1,000.00)							
			545040 - Travel Costs-In City	600.00		(600.00)							
			541280 - Services-Courier And Delivery	500.00		(500.00)							
			541380 - Services-Admin Charges	1,550.00		(1,550.00)							
			541250 - Services-Recycling	50.00			50.00	50.00	0.0%	100.0%			
			541260 - Services-Disposal Of Materials	50.00			50.00	50.00	0.0%	100.0%			
			531010 - Supplies-Subscrips/Pubs/Books	10,000.00	1,839.64	(8,800.00)	(639.64)	(639.64)	153.3%	-53.3%			
			545020 - Travel Costs-Training Classes	600.00		(600.00)							
			544070 - Reimburse-Dues & Membership		25.00		(25.00)	(25.00)					
			541120 - Services-Technology		770.65		(770.65)	(770.65)					
			541140 - Services-Legal Services			115,000.00	115,000.00	115,000.00	0.0%	100.0%			
			Nonpersonnel Svcs Total				195,146.00	85,779.34	91,637.00	201,003.66	201,003.66	29.9%	70.1%
				Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	282,769.00	43,555.33		239,213.67	239,213.67	15.4%	84.6%
						510020 - Holiday		1,355.80	15,625.00	14,269.20	14,269.20	8.7%	91.3%
510070 - Part Time-Salaries & Wages	34,590.00						34,590.00	34,590.00	0.0%	100.0%			
520010 - Fica	15,498.00	3,730.81				4,215.00	15,982.19	15,982.19	18.9%	81.1%			
520020 - Medicare	4,181.00	872.53				1,137.00	4,445.47	4,445.47	16.4%	83.6%			
520070 - Insurance Prem-Health & Dental	30,891.00	19,380.00				7,869.00	19,380.00	19,380.00	50.0%	50.0%			
520090 - Insurance-Group Fund Life	206.00	24.67				57.00	238.33	238.33	9.4%	90.6%			
520100 - Insurance-Longterm Disability	39.00	2.94				11.00	47.06	47.06	5.9%	94.1%			
520300 - Pension-City Retirement Sys	36,996.00	7,797.22				10,059.00	39,257.78	39,257.78	16.6%	83.4%			
520080 - Insurance-Wash St FML		100.23					(100.23)	(100.23)					

MO-VC-V1CIV - Civil	Personnel Svcs	VADMIN - Leadersh	510110 - Salaries & Wages-Temp/Intermit	1,184.00	13,810.40		(12,626.40)	(12,626.40)	1166.4%	-1066.4%		
		520110 - Insurance-Death Benefit Pay	19.00	13.20	5.00	10.80	10.80	55.0%	45.0%			
		520320 - Employee Assistance Premium	38.00	46.08	10.00	1.92	1.92	96.0%	4.0%			
		520011 - Fica Fsa Dcap & Health		220.55		(220.55)	(220.55)					
		510040 - Vacation		1,016.86		(1,016.86)	(1,016.86)					
		510030 - Sick Leave		847.38		(847.38)	(847.38)					
		510240 - Executive Leave Used		1,355.81		(1,355.81)	(1,355.81)					
		510140 - Sick Leave-Temp/Interm Emp		448.00		(448.00)	(448.00)					
		VCCIVILSV - Civil Sen	510010 - Salaries & Wages		41,593.47		(41,593.47)	(41,593.47)				
		510020 - Holiday		1,614.08		(1,614.08)	(1,614.08)					
		510070 - Part Time-Salaries & Wages		11,400.00		(11,400.00)	(11,400.00)					
		520010 - Fica		4,479.44		(4,479.44)	(4,479.44)					
		520020 - Medicare		1,047.63		(1,047.63)	(1,047.63)					
		520090 - Insurance-Group Fund Life		39.07		(39.07)	(39.07)					
		520100 - Insurance-Longterm Disability		6.56		(6.56)	(6.56)					
		520300 - Pension-City Retirement Sys		10,065.13		(10,065.13)	(10,065.13)					
		520080 - Insurance-Wash St FML		118.06		(118.06)	(118.06)					
		520110 - Insurance-Death Benefit Pay		22.80		(22.80)	(22.80)					
		510040 - Vacation		2,040.49		(2,040.49)	(2,040.49)					
		510030 - Sick Leave		4,990.62		(4,990.62)	(4,990.62)					
		510240 - Executive Leave Used		3,669.68		(3,669.68)	(3,669.68)					
		510300 - Other Paid Time Off		8,222.40		(8,222.40)	(8,222.40)					
		Personnel Svcs Total				406,411.00	183,887.24	38,988.00	261,511.76	261,511.76	41.3%	58.7%
						601,557.00	269,666.58	130,625.00	462,515.42	462,515.42	36.8%	63.2%
						601,557.00	269,666.58	130,625.00	462,515.42	462,515.42	36.8%	63.2%