



Date: January 6, 2021
To: Civil Service Commission
From: Christina Pizarro Winting, Executive Director
Subject: CIVIL SERVICE COMMISSION MEETING SCHEDULE

On March 4, 2020 Governor Gavin Newsom declared a state of emergency due to the threat of the spread of COVID-19. A stay at home order was declared to begin March 19, 2020. In anticipation of the stay at home order City Hall was closed to the public beginning March 16, 2020. City staff whose duties allowed for working from home began working from home March 23, 2020. Most of the Civil Service staff have been able to telework 90% of the time from home and continue to do so to this date.

At their special meeting of April 8, 2020, the Civil Service Commission met to discuss the recommendation to meet weekly to meet the ever-changing staffing needs of departments due to the COVID – 19 emergency. The Commission voted to meet weekly beginning April 15, 2020 during the COVID-19 emergency.

At its meeting of September 23, 2020, the Commission had a discussion regarding whether it was still necessary to meet on a weekly basis as it appeared that the requests from departments had slowed down. Staff confirmed that at that time the department staffing requests had leveled out compared to the emergency requests at the beginning of the COVID-19 emergency. In addition, a new development for consideration was the implementation of city-wide furloughs scheduled for the beginning of the fiscal year. All staff would be furloughed every other Friday for the entire fiscal year (10/1/20 – 9/30/21).

Following their discussion, the Commission voted to modify their meeting schedule to every other week, as opposed to their original schedule of meeting on the first and third Wednesday of the month. By meeting every other week, they believed this would allow them to continue to be flexible to meet the needs of city departments while considering the ongoing COVID -19 emergency. The Commission also agreed to review the schedule again in January.

FACTS FOR CONSIDERATION:

There is a current surge in the COVID-19 emergency and therefore staff citywide continue to remain working from home where possible. Staffing issues are again becoming critical as city employees are being impacted by the virus.

Staff has had an opportunity to experience working to complete staff reports for requests from departments for Commission action in both the short weeks when we are on furlough, as well as the long weeks when we are in the office all five days.

Staff has prepared the following charts to review the options of maintaining an every other week schedule or returning to the first and third week of the month schedule.

MEETING EVERY OTHER WEEK	
Commission Meeting Dates	Short Week / Long Week
January 6, 2021	short
January 20, 2021	short
February 3, 2021	short
February 17, 2021	short
March 3, 2021	short
March 17, 2021	short
March 31, 2021	short
April 14, 2021	short
April 28, 2021	short
May 12, 2021	short
May 26, 2021	short
June 9, 2021	short
June 23, 2021	short
July 7, 2021	short
July 21, 2021	short
August 4, 2021	short
August 18, 2021	short
September 1, 2021	short
September 15, 2021	short
September 29, 2021	NO MORE FURLOUGHS
October 13, 2021	
October 27, 2021	
November 10, 2021	
November 24, 2021	
December 8, 2021	
December 22, 2021	
*Red font indicates 3 meetings in one month	

MEETING 1ST AND 3RD WEDNESDAYS	
Commission Meeting Dates	Short Week / Long Week
January 6, 2021	short
January 20, 2021	short
February 3, 2021	short
February 17, 2021	short
March 3, 2021	short
March 17, 2021	short
April 7, 2021	long
April 21, 2021	long
May 5, 2021	long
May 19, 2021	long
June 2, 2021	long
June 16, 2021	long
July 7, 2021	short
July 21, 2021	short
August 4, 2021	short
August 18, 2021	short
September 1, 2021	short
September 15, 2021	short
October 6, 2021	NO MORE FURLOUGHS
October 21, 2021	
November 3, 2021	
November 17, 2021	
December 1, 2021	
December 15, 2021	

RECOMMENDATION:

Staff recommends remaining with the every other week schedule. This allows for all Commission meetings remaining in the fiscal year to be on the short week. Departments can submit requests Thursday of the short week, giving staff five days to complete analysis and prepare staff reports for the agenda that is posted the end of the following week. This flexibility will be appreciated by all involved in preparing for the Civil Service Commission meetings. This schedule can be reviewed at the end of the fiscal year.