

*Civil Service Commission*

## 41-01-Adjudication of Employee Grievances and Appeals

Fund/Agency: 001/41	Civil Service Commission	
Personnel Services	\$140,405	<b>This CAPS accounts for 100 percent of total expenditures.</b>
Operating Expenses	\$46,765	
Recovered Costs	\$0	
Capital Equipment	\$0	
<b>Total CAPS Cost:</b>	<b>\$187,170</b>	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
<b>Total Revenue:</b>	<b>\$0</b>	
<b>Net CAPS Cost:</b>	<b>\$187,170</b>	
Positions/SYE involved in the delivery of this CAPS	2/2	

### ► CAPS Summary

The Civil Service Commission serves as an appellate hearing body to adjudicate employee grievances and appeals. The Commission also reviews and conducts public hearings on proposed revisions to the Personnel Regulations.

### ► Method of Service Provision

Appeals that are classified under the Personnel Regulations as grievable, eligible for a binding decision are heard by the Civil Service Commission, a five-member citizen body, that is appointed by the Board of Supervisors. The Commission meets every Tuesday evening between the hours of 7:30 p.m. and 11:00 p.m. The two staff positions also provide office coverage and customer service during the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.

## Civil Service Commission

Appeals that are eligible for an advisory decision under the Personnel Regulations and appeals received from the non-instructional employees of the Fairfax County Public Schools are heard by a hearing officer assigned by the Commission to hear such appeals. The Executive Director of the Commission serves as the assigned hearing officer. The hearings are conducted during normal business hours.

The Civil Service Commission also conducts public hearings on proposed revisions to the Personnel Regulations and forwards its recommendations to the Board of Supervisors.

### ► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Grievances involving final and binding decisions	NA	41	50	50	50
Grievances involving advisory decisions	NA	9	10	10	10

### ► Mandate Information

This CAPS is State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific State code and a brief description of the code follow:

- Code of Virginia Section 15.1-7 (1) (2) provides for a grievance procedure.