

**RULE 7: MISCELLANEOUS PROVISIONS.**

**Section 7.1 Rules Governing Conduct for Positions in the Civil Service.** All rules governing employee conduct, evaluation of employee conduct, and remedies for nonperformance are contained in Chapter 34, “Personnel Rules,” and are incorporated into these rules and regulations.

**Section 7.2 Investigations by the Civil Service Board.** The civil service board may conduct investigations and subpoena witnesses and the production of records, pursuant to Section 8 of Chapter XVI of the Dallas City Charter.

**Section 7.3 Employee Organizations.** The Civil Service Board acknowledges the right of city employees to join or refrain from joining an organization for the purpose of representation. The Board further recognizes the right of public employees to present grievances through the procedures outlined in chapter 34 of the personnel rules.

**Section 7.4 Reports to the Civil Service Board.**

(a) Reports. Appointing authorities shall make prompt and complete reports to the civil service board of the following matters:

- (1) Appointments, whether temporary, emergency, or permanent.
- (2) Reinstatement appointments.
- (3) Refusal or neglect to accept appointments by a person whose name has been certified as an eligible.
- (4) Transfer of any officer or employee to or from one administrative branch or from one division to another in such branch, or from one position to another.
- (5) Leave of absence.
- (6) Suspensions.
- (7) Removals from the service, and the cause of such removal, whether resignation, discharge, or reduction of force.
- (8) Change in compensation.
- (9) Creation or abolition of any office or place of employment.
- (10) Any material changes in the duties of an officer or employee, or in the organization of departments.
- (11) All other information found needful by the civil service board in the performance of its duties and the completion of any of its various records.

(b) Content of reports. Every report must contain the name and address of the employee affected, together with the date upon which the action takes effect, and such other facts and information as will make it possible for the civil service board to maintain a complete and correct record.

**Section 7.5 Retention of Records.** All original papers, examination papers and questions, certificates, and all other employment records are the property of the civil service board and must be filed in the office of the civil service board or other suitable secure place and kept not less than one year, excepting the application and examination papers of those failing to pass, which may be destroyed after six months. Examination papers, rosters and other records, must be kept in the case of non-competitive examinations as in the case of competitive examinations.

**Section 7.6 Amendments to Rules.**

(a) Amending, repealing, and supplementing the rules. These rules may be amended, repealed, or supplemented by the civil service board at any time, and new rules may be adopted. Seven days before action by the civil service board to amend, repeal, or supplement any of these rules or adopt new rules, notice of such action shall be issued. The notice shall contain the proposed changes or the proposed new rules and the date and place at which the civil service board will hold a public hearing on the proposals. Copies of the notice and of the proposed changes or new rules shall be posted on the city public bulletin board in the office of the civil service board, and elsewhere as the civil service board deems advisable. Copies of the notice and proposed changes or new rules shall be available for inspection by the public and city employees.

(b) Action by the civil service board. After public hearing, the civil service board shall take action on the proposed changes or new rules and, if by majority vote, the changes or new rules are recommended for adoption, the board shall refer them to the city council for final approval.

(c) Referral to city council. A minimum period of 15 days must lapse between a recommended change by the civil service board and action by the city council. All rules and amendments shall become effective upon the date of their approval by the city council. Copies of approved rules and amendments shall be distributed to all city departments and shall be made available for inspection by the public and city employees.