



Mark A. Farrington
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To: City Employees, the Public and Administration

From: Mark Farrington, Director Human Resources, City of Lakeland

Date: August 23, 2023

Re: Proposed Modifications to the Lakeland Civil Service Rules

Purpose: The Civil Service Board has been asked by the Director to consider for approval; revisions and updates to the Lakeland Civil Service Rules. These changes, if subsequently approved will represent and result in a significant refresh of grammar and a reformatted document starting with the Table of Contents and sub-headings. In addition, the Director Civil Services is asking for the following content modifications to address the content sections in order to align with the General Employee Wage Study recommendations presented to the City Commission. These changes will only be implemented if the City Commission approves the City Managers budgetary request.

Modifications

- **2.19 Noncompetitive Labor Division**
 - Recommend Removal: *The Labor division including positions requiring unskilled, semi-skilled and special skills personnel wherein no competitive processes are required for placement.*
- **4.2 Classification and Compensation**
 - Pay Grades
 - Pay Bands
- **4.4 Allocating Positions**
 - Review Committee established by City Manager for new roles
- **5.6 Filling Vacancies**
 - Minimum Age & Good Standing
- **5.8 Definitions of Promotions, Demotions and Lateral Transfers**
 - How pay grade level is determined.
- **8.9 Temporary Assignments**
 - The City has been using an Alternate Rate policy for 10 years or more and this language is no longer relevant.

City Employees, the Public and the Administration may obtain copies of the proposed modifications by contacting Mark Farrington, Director, Human Resources & Civil Services or Heather Bradman, Deputy City Clerk.

Contact information: Mark.Farrington@lakelandgov.net

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Contact Information:

- **Next Steps**
 - Post *Notice of Revisions* on 8/23/2023.
 - Notice of Revisions on 9/7/2023 removed
 - **9/12/2023 Special Civil Service Board Call Meeting**
 - Feedback & Comments provided to the Board
 - 9/21/2023 City Commission 2nd Reading of the FY24 Budget & Approval Meeting

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