

Administrative Board Rule #10¹

Approval of Civil Service Regulations

Whereas, the formal approval by the Administrative Board of Civil Service Commission regulations under Charter Section 4-300 (1)(b) have been for the most part routine and have proven burdensome to Board members; and

Whereas, the Finance Director and the Managing Director have an opportunity in most instances to review the matter prior to submission to the Civil Service Commission; and

Whereas, the Solicitor's Office has indicated that the Charter requirement is confined to approval of regulations which provide for the preparation, maintenance and revision of the subjects in Charter Section 4-300 (1)(b), rather than their content,

Now, therefore, be it resolved, that the Personnel Director be requested to prepare a Regulation for the Civil Service Commission providing that all changes in the position classification plan, the pay plan, hours of work, holidays and annual vacation and sick leave need not require formal approval by the Administrative Board, unless prior approval was withheld by the Cabinet officer or officers whose operation is affected by such resolution; and

Be it further resolved, that where the proposed change involves expenditure of funds such a revision of pay plan, approval of the Finance Director should also be obtained; and

Be it further resolved, that the language of the change in regulation should state that the approval of the appropriate official or officials has been given; and

Be it further resolved, that the Civil Service Commission be requested to approve such a Regulation.

¹Established January 4, 1954.