

**Administrative Board
December 12, 2025**

AGENDA

Agenda Item No. 1

Approval of Minutes from the November 14, 2025 meeting.

Agenda Item No. 2

Request to provide additional compensation to FLSA exempt employees in the Office of the City Representative (OCR) and the Office of Special Events (OSE) per Administrative Board Rule 11(C)(2)(C)(i).

Agenda Item No. 3

Approval of amendment to Administrative Board Rule 11 to increase Administrative Leave from four (4) days to five (5) days and to update the terminology from “funeral leave” to “bereavement leave”.

Agenda Item No. 4

Requests for DROP extensions for employees in the Philadelphia Department of Prisons.

Agenda Item No. 5

Request for a 3-month waiver of residency extension pursuant to Administrative Board Rule 45, for Calvin Jackson, Grants Manager in the Philadelphia Department of Planning and Development.

Agenda Item No. 6

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on November 19, 2025 and submitted for the approval of the Administrative Board.

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