



Weber County Human Resources Policy 2-700

Career Service Council

I. Overview

The Career Service Council was established in accordance with the County Personnel Management Act ([Utah Code 17-33](#)). The Career Service Council is a bipartisan board consisting of three members who are appointed by the County Commission for three-year terms. The Career Service Council hears appeals of merit employees regarding termination, suspension, demotion, transfer for disciplinary reasons ([Human Resources Policy 3-700, Grievance-Appeal Procedures](#)); and extension of probation ([UCA 17-33-5 \(3\)\(b\)\(viii\)](#)).

The Council hears appeals from merit or non-merit employees or volunteers related to claims of discrimination, harassment or retaliation after following the procedures outlined in [Human Resources Policy 3-100 Harassment, Discrimination and Retaliation](#).

The Council also reviews written appeals in cases of applicants rejected for examination and reports final binding appeals decisions, in writing, to the county legislative body ([UCA 17-33-4 \(1\)\(c\)\(ii\)](#)).

II. Policy

The hiring and movement of employees is governed by statute, county ordinance and Human Resources policies. All allocated positions are assigned an employment status.

III. Procedures

A. APPOINTMENT OF CAREER SERVICE COUNCIL

1. There shall be a Career Service Council of three members appointed by the County Commission for three-year terms to expire on June 30.
2. An appointment to fill a vacancy before the natural expiration of a term on the Council shall be only for the unexpired term of the member. Each member of the Council shall hold office until their successor is appointed.
3. The members of the Council shall be persons in sympathy with the application of merit principles to public employment. Members of the Council may not hold another government office or be employed by the County.
4. Council members shall receive compensation at the rate of \$60 (for up to four hours) or \$90 (for more than four hours) per diem for each day or part thereof they are in session; the compensation rate may be adjusted periodically for inflation by the County Commission.

5. Members of the Council shall be United States citizens and shall be residents of the State of Utah and of Weber County for a period of not less than one year preceding the date of appointment.

B. ORGANIZATION OF CAREER SERVICE COUNCIL

1. The Council shall elect one of its members as chair, and two or more members of the Council shall constitute a quorum necessary for carrying on the business and activity of the Council.

C. DUTIES AND RESPONSIBILITIES OF CAREER SERVICE COUNCIL

1. The Council shall hear appeals not resolved at lower levels in the cases of employees suspended, transferred, demoted, terminated, or discriminated against, and shall review written appeals in cases of applicants rejected for examination, and shall report final binding appeals decisions, in writing, to the County Commission and the Human Resources Director.
2. The Council shall have subpoena power to compel attendance of witnesses, and to authorize witness fees where it deems appropriate, to be paid at the same rate as in the Justice Court.
3. A person adversely affected by a decision of the career service council may appeal the decision to the district court within 30 days after the career service council issues its decision.

D. REMOVAL FROM OFFICE

1. A member of the Career Service Council may be removed by the County Commission for cause, after having been given a copy of the charges against them and an opportunity to be heard publicly on such charges before the County Commission.

E. FILING AN APPEAL

1. A merit employee will follow the procedures outlined in Human Resources [Policy 3-700, Grievance-Appeal Procedures](#) to file an appeal related to termination, suspension, demotion, or transfer for disciplinary reasons.
2. Applicants who fail to make the preliminary register in error may appeal to the Career Service Council using the [appeal form](#) within five calendar days of notification. The Career Service Council will immediately consider the appeal and issue a decision within five calendar days of receipt of the appeal.


Weber County Human Resources Policy 2-700: Career Service Council


DATED this 17 day of Sept, 2018.

BOARD OF COUNTY COMMISSIONERS OF
WEBER COUNTY:

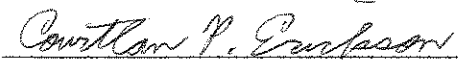

James H. Harvey, Chair

ATTEST:


Ricky Hatch, CPA
Weber County Clerk/Auditor


Sarah Swan
Human Resources

Approved as to form and legality:


Courtlan Erickson
Deputy County Attorney