



Sunnyvale

Proposed Revisions to Civil Service Rules and Regulations

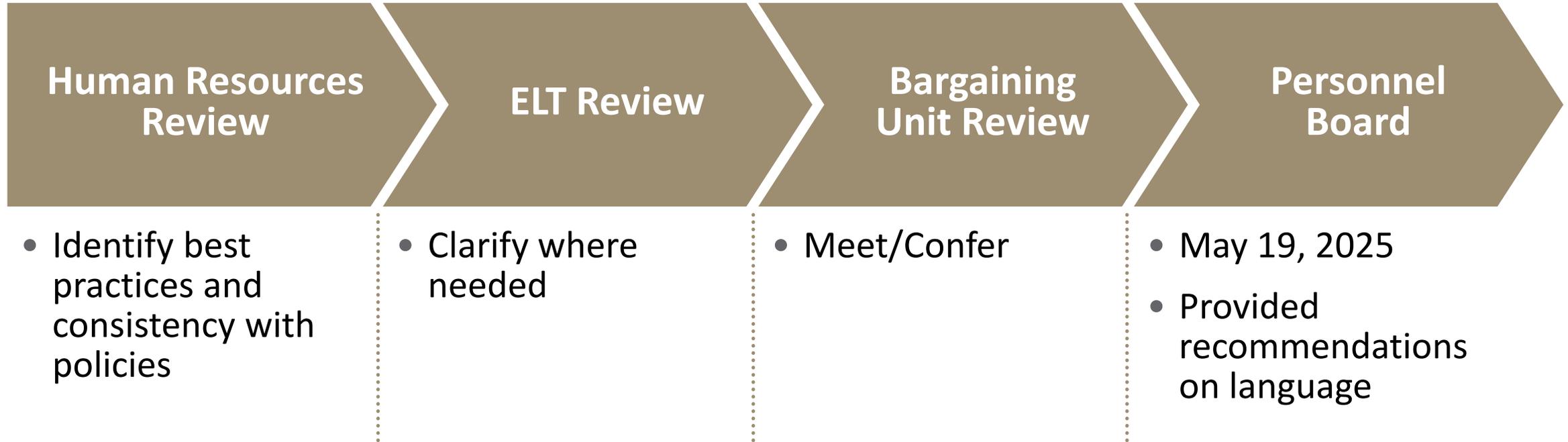
City Council RTC #25-0767
August 26, 2025



Background

- Civil Service Rules and Regulations established May 1960
 - ◆ Ensures fair and impartial administration of the civil service
 - ◆ Framework for the selection, promotion, and discipline of civil service employees
 - ◆ Last revised in 2016
- Policies to be clear, comprehensive, and aligned with best practices
 - ◆ Streamlined and simplified language
 - ◆ Gender neutral language
 - ◆ Updated based on changes to policy and/or law
- Presented to Personnel Board on May 19, 2025

Steps Taken



Highlighted Changes

CSRR Section	Proposed Change
11.03 Classified Service	Added classifications of Assistant City Manager, Deputy City Manager, and Senior Assistant City Attorney as classifications excluded from CSRR
12.03 Reasonable Accommodation	Updated to reflect best practices; specific details included in City policy
12.05 Employment of Relatives	Updated nepotism policy to include relatives of Department Director; City will not appoint relative of City Manager, Mayor, or City Councilmember; Applications will not be accepted from City Councilmember or Board/Commissioner within 2 years of term
12.06 Types of Recruitment	Expanded ability for employees to apply for transfer opportunities
12.07 Solicitation of Applicants	Updated to reflect advertising strategies (removed reference to bulletin boards)

Highlighted Changes (continued)

CSRR Section	Proposed Change
13.03 Disqualification of Applicants	Applicants who apply for the same continuous recruitment shall not be considered if reapplying within three months of last recruitment cycle Include disqualification for violating the City's policy of Harassment, Discrimination, or Retaliation during the examination process
13.05 Military Credits	Expand to provide military credit for veterans and for active military members
14.03 Eligible List: Removal	Any candidate can be removed from the eligible list, including current City employees
14.04 Eligible List: Certification	Revised language to add clarity

Highlighted Changes (continued)

CSRR Section	Proposed Change
15.02 Probationary Appointment	Identified that probationary period will occur when a casual or Term Limited employee is hired into a regular classified position; Changed probationary period from pay periods to months of service Added detail to how probationary periods may be extended, especially for leaves
16.02 Evaluation Required	Clarified performance evaluation requirements

Highlighted Changes (continued)

CSRR Section	Proposed Change
18.01 Reinstatement after Resignation	Clarified that regular employees who reinstates to a previously held position will not be required to serve a new probationary period
18.02 Reinstatement from a RIF List	Regular City employees who were part of a Reduction in Force (RIF) will be eligible for consideration for reinstatement for 3 years after layoff (decreased from 5 years) Reinstatement candidates will be given hiring priority over all other applicants
18.03 Reinstatement from Military Leave	City will follow applicable laws related to reinstatement of employees who are drafted or recalled to military service

Highlighted Changes (continued)

CSRR Section	Proposed Change
21.03 Classification Specifications	Identifies the sections for each classification specification, available on the City’s website (i.e., Class Title, Brief Description, Summary of Essential Functions, Statement of education, experience, knowledge, skills, abilities, and other requirements or desirable qualifications)
21.04 Disciplinary Actions	Added failure to meet or maintain minimum qualifications of the position and Failure to report after a leave of absence has expired or been denied as reasons for discipline

Recommendation

Staff & Personnel Board Recommendation(s)

- Alternative 1: Adopt a Resolution Amending the Civil Service Rules and Regulations