
MEASURE F

PROPOSAL TO AMEND CIVIL SERVICE SYSTEM

Shall Placer County Code Article 3.08 governing the civil service system for employees of the County be amended so that the civil service commission will serve as a hearing body for employee grievances, disciplinary appeals, and such other matters for which a hearing is provided, but that the County’s human resources department shall perform all other duties beyond those hearings?

YES _____

NO _____

IMPARTIAL ANALYSIS BY PLACER COUNTY COUNSEL

This measure proposes amendments (“Amendments”) to the Placer County Code, Article 3.08, titled “Civil Service System.” The County’s civil service system was created in 1961 and adopted after ratification by the voters in June of 1962. The current language of the County’s civil service system is contained in Chapter 3, Article 3.08 of the Placer County Code. Section 3.08.610 of Article 3.08 requires that certain modifications to the County’s civil service system shall be submitted to the electorate for a vote.

The civil service system for the County currently has two primary roles – conducting administrative review and serving as a hearing body for County disciplinary issues. The administrative review role, which includes hiring of employees, review of merit increases, and establishment of eligible lists, is in part a legacy of the County’s former organization structure where the Personnel Director reported to the civil service commission. The Amendment would move the administrative review role to the County’s human resources department, while retaining the civil service commission as the hearing body for employee grievances, disciplinary appeals and other matters for which the civil service system allows a hearing.

The Placer County Board of Supervisors approved Ordinance 6025-B at its meeting on June 23, 2020 and requested that the Elections Official place the ordinance on the ballot at the November 3, 2020 election.

A “Yes” vote is a vote in favor of these Amendments to the civil service system. A “No” vote is a vote against these Amendments. This Measure will be approved if it receives a simple majority of “Yes” votes.

Karin E. Schwab, County Counsel

By Clayton T. Cook, Deputy County Counsel

The above statement is an impartial analysis of Measure F. If you desire a copy of the measure or of the proposed amendments to the civil service system, please call the Elections Official at 530-886-5650 and a copy will be mailed at no cost to you.

ARGUMENT IN FAVOR OF MEASURE F

Vote Yes on Measures F, G, H and I to keep Placer County running effectively and efficiently.

Eliminate redundancy in our County's governing Charter to save taxpayer dollars, streamline administrative procedures and ensure County elected officials live in Placer County.

Measures F, G, H and I are recommended changes to Placer County's Charter, the County's governing document. The recommendations were developed by a committee of local residents and approved for voter consideration by the Board of Supervisors.

- Measure F focuses the duties of the Civil Service Commission to hearing grievances and disciplinary appeals while redirecting all other personnel responsibilities like job descriptions, compensation and filling vacancies to the County's Director of Human Resources, a more qualified and appropriate manager of such functions.
- Measure G enhances accountability by providing the County CEO with the final authority over nearly all County Department Head hirings, firings and suspensions.

- Measure H clarifies our County governing Charter by eliminating discrepancies between local and state law concerning bidding thresholds.

- Measure I guarantees Placer County will always be represented by local residents. Measure I requires those seeking county-wide elected office live in the County at least 30 days prior to filing to run for office and must continue to live in Placer County while they hold office.

Measures F, G, H and I ensure Local, Efficient and Effective Government.

Vote Yes on F, G, H and I!

Bonnie Gore, Chair, Placer County Board of Supervisors
Cindy Gustafson, Member, Placer County Board of Supervisors

Dave Butler, Chair of Placer County Charter Review Committee, Former Rocklin City Council Member

Tom Indrieri, Executive Director, Lincoln Area Chamber of Commerce

Carol Garcia, Sierra College Board Trustee, Former Roseville Mayor

NO ARGUMENT AGAINST MEASURE F WAS SUBMITTED

PROPOSED TEXT REVISION

If a majority of the electorate of Placer County approves the measure, then the Placer County Code shall be amended as follows:

3.04.650 Progression in steps.

C. No advance in pay shall be automatic upon completion of the periods of service outlined hereinabove. All increases shall be made on the basis of merit as established by the employee's service, and after the recommendation of the department head and approval by the ~~civil service commission~~ **director of human resources**. Increase in pay shall be withheld in cases of inferior work, lack of application, or indifferent attitude.

3.04.670 When advancement in salary effective.

A. PPEO General and Professional Units.

1. As provided in Section 3.04.650 advancement in salary rate of an employee from one step to the next step shall be made on the first day of the pay

period in which the employee's anniversary date falls following the employee's completion of a year of continuous service in such class if such advancement is approved by the ~~civil service commission~~ **director of human resources**.

2. For computing continuous service see definitions, Section 3.08.170.

3. It shall be the department's sole responsibility to submit requests for step increases, accompanied by performance reports to the ~~civil service commission~~ **director of human resources** prior to the employee's anniversary date. During any period in which the board of supervisors has suspended merit increases for any classified or unclassified employees, the department head shall not submit requests for step increases to the ~~civil service commission~~ **director of human resources** for classified employees or to the board of supervisors for unclassified employees and the

anniversary date for eligibility shall be extended for the period of suspension.

B. Deputy Sheriff's Association, Safety Management, Management, Confidential and Unclassified Nonmanagement Employees.

1. As provided in Section 3.04.650 progression from one step to the next step shall be made on the first day of the pay period in which the employee completes the eligibility requirement in such class if such progression is approved by the civil service commission **director of human resources** or board of supervisors.
2. It shall be the appointing authority or designee's sole responsibility to submit requests for step increases, accompanied by performance reviews documenting the performance to the civil service commission **director of human resources** or board of supervisors prior to the employee's eligibility date for step advancement. During any period in which the board of supervisors has suspended merit increases for any employees, the department head shall not submit requests for step increases to the civil service commission **director of human resources** and the eligibility date for a step increase shall be extended for the period of suspension.

3.08.050 Civil service commission-Powers and duties generally-Adoption of rules and regulations.

The civil service commission shall hold hearings on grievances, appeals and other personnel matters, shall prescribe, amend and enforce rules for the classified service, shall keep minutes of its proceedings and records of its examinations, and shall, as a commission or through a single commission member, make investigations concerning the enforcement and effect of this article and of the rules and efficiency of the service. Such rules shall, among other things, provide:

- A. For the standardization and classification of all positions in the classified service, as contained in Article 3.12 of this chapter.
- B. For competitive examinations to test applicants for entrance to the promotion in the civil service system; provided, that in the event of the creation of a new position in the classified service or in the case of a vacancy in any classified position requiring peculiar and exceptional qualifications of a scientific, professional or expert character, upon satisfactory evidence that competitive examinations to qualify applicants for such positions are impractical, and that the position can best be filled by the selection of a person of recognized attainments, competitive examinations may be suspended by the commission, but no suspension shall be general in its application to such position and all such cases of suspension shall be reported, together with the reasons

~~therefore to the board of supervisors. This provision for the suspension of competitive examinations shall not apply to any examination to qualify applicants for entrance into the service in any classified position in the health, emergency services, and social service departments.~~

- C. ~~For creation of employment lists, upon which shall be entered the names of successful candidates in the order of their ranking via the examination process.~~
- D. ~~For provisional appointments where there is no employment list.~~
- E. ~~For appointments to vacant positions from employment list.~~
- F. ~~For publicly advertising all examinations.~~
- G. ~~For emergency appointments without reference to employment lists, when such appointments are found necessary to prevent stoppage of public business, loss of life or damage to persons or property.~~
- H. ~~For certification of eligibles in order of priority lists.~~
- I. ~~For rejection of applications of eligibles who fail to comply with the requirements of the commission.~~
- J. ~~That department heads, boards or officers possessing appointive power shall make a selection from one of the five highest ranks on an eligible list.~~
- K. ~~For a probationary period of not less than six months, but not to exceed one year.~~
- L. ~~For separation from the service of employees through layoffs and for reemployment of the employees laid off.~~
- M. ~~For leaves of absences.~~
- N. ~~For promotion, demotion, transfer and reinstatement.~~
- O. ~~For holding of hearings on the adoption and amendment of rules or other personnel matters.~~
- P. ~~For recommendation of rates of pay for each classification of position based upon an annual study of salaries prevailing in the labor market for comparable employment in government agencies and private industries.~~
- Q. ~~For health, welfare and safety of employees.~~

3.08.060 Director of human resources.

- A. The director of human resources shall be a department head appointed by the county executive officer, subject to confirmation by the board of supervisors.
- B. The director of human resources shall act as executive secretary of the civil service commission and shall perform and discharge, under the direction and control of the commission, the powers, duties,

purposes, functions and jurisdiction vested in the commission and delegated to him or her by it. The director of human resources shall be responsible to the commission for carrying out all procedures in the administration of the classified personnel in conformity with the provisions of this article and the rules of the commission, including-prescribing, amending and enforcing rules for the classified service.

Such rules shall, among other things, provide:

1. For the standardization and classification of all positions in the classified service, as contained in Article 3.12 of this chapter.
2. For competitive examinations to test applicants for entrance to the promotion in the civil service system; provided, that in the event of the creation of a new position in the classified service or in the case of a vacancy in any classified position requiring peculiar and exceptional qualifications of a scientific, professional or expert character, upon satisfactory evidence that competitive examinations to qualify applicants for such positions are impractical, and that the position can best be filled by the selection of a person of recognized attainments, competitive examinations may be suspended by the commission, but no suspension shall be general in its application to such position and all such cases of suspension shall be reported, together with the reasons therefore to the board of supervisors. This provision for the suspension of competitive examinations shall not apply to any examination to qualify applicants for entrance into the service in any classified position in the health, emergency services, and social service departments.
3. For creation of employment lists, upon which shall be entered the names of successful candidates in the order of their ranking via the examination process.
4. For provisional appointments where there is no employment list.
5. For appointments to vacant positions from employment list.
6. For publicly advertising all examinations.
7. For emergency appointments without reference to employment lists, when such appointments are found necessary to prevent stoppage of public business, loss of life or damage to persons or property.
8. For certification of eligibles in order of priority lists.
9. For rejection of applications of eligibles who fail to comply with the requirements of the commission.

10. That department heads, boards or officers possessing appointive power shall make a selection from one of the five highest ranks on an eligible list.

11. For a probationary period of not less than six months, but not to exceed one year.

12. For separation from the service of employees through layoffs and for reemployment of the employees laid off.

13. For leaves of absences.

14. For promotion, demotion, transfer and reinstatement.

15. For recommendation of rates of pay for each classification of position based upon an annual study of salaries prevailing in the labor market for comparable employment in government agencies and private industries.

16. For health, welfare and safety of employees.

The director of human resources shall also keep an official record of all actions taken by the commission and shall prepare or cause to be prepared an annual report that shall be ~~amended or approved by the commission~~ and submitted to the board of supervisors.

C. The director of human resources shall be in the unclassified service and serve at the pleasure of the county executive officer. ~~The county executive officer shall consult with the civil service commission in the hiring, replacement and evaluation of the human resources director.~~

D. All references in county forms, documents, regulations, filings and other provisions of this county code to the terms "personnel director" or "director of personnel," or to the term "director" when context clearly indicates the term is meant to refer to the personnel director, shall now mean and be construed to mean "director of human resources."

3.08.080 Contracting for services.

~~The board of supervisors may, at the request of the civil service commission, contract with any state department or with any competent agency or person for the conducting of competitive examinations or for the performance of any other service in connection with personnel selection and administration.~~

3.08.170 Definition of terms.

"Classification or reclassification" means the judging of a position's contents and its allocation ~~by the commission~~ to a class in accordance with the duties performed and the authority and responsibilities exercised.

"Classification plan" means an orderly arrangement of positions under separate and distinct classes so that

each class will contain all those positions which are sufficiently similar in respect to duties and responsibilities to meet the requirements as established under the definition of "class," such classification plan being established and maintained by ~~the civil service commission~~ the director of human resources.

3.08.200 Regular meetings.

Regular meetings of the county civil service commission shall be held ~~each month and~~ at such time as the commission may determine. ~~The commission shall establish by minute order a particular day of the week during the month which will be considered their regular meeting day.~~

3.02.230 Quorum.

Three members of the civil service commission shall constitute a quorum and a majority vote of the entire civil service commission shall be required to ~~transact business~~ make a ruling.

3.08.460 Class specifications.

For each class a written specification shall be prepared by the director of human resources ~~and approved by the civil service commission~~ which shall include the official title of the class, description of duties, responsibilities characteristic of positions in the class and the minimum qualifications required for admission into competition. Class specifications shall be interpreted in their entirety in relation to others in the classification plan. They are descriptive and explanatory of characteristic duties and responsibilities of positions in a class and are not restrictive. They shall not be construed as limiting the duties and responsibilities of any position nor shall they limit or modify the authority of any department head or of the board to assign duties and to direct and control the work of employees in the county service.

3.08.470 Administration of the classification plan.

The ~~commission~~ director of human resources shall be responsible for the preparation and maintenance of the classification plan and from time to time as ~~it~~ he or she deems necessary, may recommend that the board of supervisors establish additional classes and divide, combine, alter or abolish existing classes. When such actions are taken, the ~~commission~~ director of human resources shall determine in each instance whether positions affected are to be reallocated to another class or classes after taking into account the criteria set forth in Section 3.08.450 of this rule and shall determine the status of the probationary or permanent employees affected.

3.08.480 Reallocation.

- A. Upon the reallocation of a position because of a change in duties, the incumbent holder of the superseded classification shall not thereby gain status in the new classification; the

incumbent may only attain status in the new classification in accordance with the appropriate section of the rules relating to promotion, demotion, transfer, layoff, or other appropriate sections, except that, when a position is reclassified to a higher level, the ~~civil service commission~~ director of human resources may provide that the incumbent of a reclassified position may noncompetitively promote to the position when ~~it~~ he or she finds that the incumbent has satisfactorily performed the duties of that position for a continuous period of not less than one year prior to the date the position is reclassified.

- B. The incumbent holder of the superseded classification shall be entitled to the rights provided by Sections 3.08.740, 3.08.750 and 3.08.1120. If such employee elects demotion under Section 3.08.1120, and the top step of the salary grade for the position to which he or she elects demotion is less than that earned at the date of such demotion, such employee's salary shall remain unchanged until the grade of the position to which he or she sought demotion exceeds such employee's salary; at such time as the grade exceeds his or her salary, the incumbent shall be entitled to annual step increases in the manner provided for all employees. If such employee elects demotion to a lower position than that to which he or she could elect demotion, or if such employee thereafter declines promotion to a higher classification still under his or her superseded classification, such employee shall only be entitled to receive the difference between his or her original salary and such salary which he or she could have elected to receive; at such time as the salary grade of such superseded classification exceeds his or her salary, the incumbent shall be entitled to annual step increases in the manner provided for all employees.

- C. If such incumbent holder of the superseded classification does qualify for such new classification and the top step of the salary grade for the new classification is less than that earned by such incumbent holder at the date of such reallocation, such incumbent employee's salary shall remain unchanged until the grade of the new position exceeds such employee's salary; at such time as the grade exceeds his or her salary, the incumbent shall be entitled to annual step increases in the manner provided for all employees.

3.08.510 Work-out-of-class pay.

- A. In line with the principle that an employee assigned higher level work or is assigned to work in a position having discernibly higher job duties should receive higher pay, positions

within the classified service may be applicable for work-out-of-class assignment are as set forth in subsection B of this section.

B. Individual employees may be certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designee of that appointing authority.

C. Procedure.

1. Positions will be eligible for work-out-of-class pay when work conditions warrant. Other positions shall be considered as current developments cause work-out-of-class assignments.

2. The personnel department shall verify that employees in certain positions are eligible to receive work-out-of-class pay.

3. A work-out-of-class assignment shall be made by a personnel action form:

a. When the position is vacant due to absence of the incumbent when ill, on vacation, or other valid reason.

b. When workloads necessitate the assignment of employees to supplement a specific position or perform new assignments.

4. A work-out-of-class assignment for training purposes may be excluded from work-out-of-class compensation, provided such training purposes can be adequately demonstrated.

5. Administration of the work-out-of-class procedure shall be as follows:

a. No work-out-of-class compensation will be considered or paid for assignments of two workdays or less.

b. Additional compensation for working out-of-class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent.

c. Work-out-of-class pay may be approved by the appointing authority for up to fourteen (14) days; from fifteen (15) days up to and including one hundred eighty (180) days requires approval of the director of human resources. Any extension beyond one hundred eighty (180) days shall require the concurrence of the ~~civil service commission~~ county executive officer.

6. The personnel department shall hear any contention that an employee is actually working out-of-class.

In the event of an adverse decision by the personnel department, the employee concerned and/or his or her employee representative shall have the right to appeal such decision to the civil service commission.

3.08.760 Promotional eligible list.

A. Promotional Eligible List. The names of competitors successful in promotional examinations shall be placed on promotional eligible lists in the descending order of their final rank.

B. Noncompetitive Promotion.

1. The director of human resources may permit a permanent or probationary employee in a permanent allocation to be promoted on a noncompetitive basis if the minimum education and experience requirements in the higher class are met, the employee has received on-the-job training as a normal part of the lower classification in preparation for the higher level class, and he or she has standard performance ratings on file in his or her official personnel file.

2. Before any noncompetitive promotion may be made, the appointing authority shall file, with the director of human resources, a statement that the employee meets the minimum requirements as to performance, training and experience for the promotional position. The director may also require the employee to demonstrate that he or she possesses the requirements for the higher class..

3. ~~The civil service commission~~ director of human resources shall determine classes of positions from which, and to which, such promotions may be made within a class series of positions where the positions are allocated as either, or, i.e., I, II, III or II, III or I, II. Noncompetitive promotions shall not be made to positions within supervisory classes.

4. This section shall apply only to positions which have the same basic job title but different levels within class series of positions (junior appraiser, appraiser, probation officer I or II), and that have the same number of positions in the same department at the proposed promotional level as in the level from which the promotion is made.

3.08.800 Life of eligible list.

A. Effective Date. Eligible lists shall become effective upon the certification by the director

that the list was legally prepared and represents the relative ratings of the names appearing thereon.

- B. Minimum and Maximum Life. Eligible lists shall remain in effect six months and may be extended by the director of human resources for additional six-month periods, but in no event shall a list remain in effect for more than two years. Continuous eligible lists shall expire by the end of the calendar year and a new continuous eligible list may be established the following calendar year, but in no event shall a continuous list remain in effect for more than one year.
- C. Abolition of List. At any time the ~~civil service commission~~ **director of human resources** may abolish a list. ~~This authority is delegated to the director of human resources.~~
- D. Notification of Abolition. Any person on an eligible list that has been abolished shall be notified in writing of the next scheduled examination.
- E. Re-employment List as Eligible List. For purposes of this section, a re-employment list shall be treated in the same manner as an eligible list.
- F. When, in the opinion of the director of human resources, a list of eligibles does not meet the service demands but has not expired, the director may order selection procedures to provide additional eligibles, and all successful applicants shall have their names placed on the eligible list in the order of their scores.

3.08.930 Provisional appointments.

- A. In the absence of eligibles from which regular appointments may be made, a person meeting the minimum qualifications for the vacant allocated position may be provisionally appointed. The director of human resources shall determine and certify that the applicant meets the minimum qualifications before the appointment may become effective. No provisional appointment shall continue longer than ninety (90) calendar days in any fiscal year. Time spent under provisional appointment shall not be credited to the probationary period or be used for computing any benefits accruing under county employment. ~~The commission shall be notified of all provisional appointments.~~
- B. Provisional Promotion. Permanent full-time employees may be promoted to a higher classification for a limited period of time in accordance with subsection A of this section except that such employee shall be entitled to continue accruing benefits under county employment.

3.08.940 Extra help appointment.

- A. The director of human resources, upon request of the appointing authority, may certify from an appropriate eligible list the names of those eligibles willing to accept extra help appointments.
- B. Such certification shall be made in the same manner as would normally be made to fill a regular permanent position.
- C. An extra help employee appointed in accordance with subsections A and B of this section:
 - 1. May, upon request of the appointing authority and with the approval of the director of human resources, be transitioned into a permanent position within the same department and classification held as an extra help employee. Such appointee shall attain probationary status effective the date of appointment to the permanent position.
 - 2. May not be transitioned to a permanent position if certification to the extra help position was from an extra help only eligible list.

In the event the eligible list from which an extra help appointment is made should expire, the person in the position shall remain an eligible for probationary appointment to that position for the duration of the extra help if he or she meets the criteria set forth above. In this case, eligibility for certification to the newly allocated permanent position shall supersede new eligible lists provided the initial extra help appointment was made in accordance with normal procedures for hiring permanent employees.

- D. It shall be the appointing authority's responsibility to inform extra help employees of the expected duration of employment and that time spent under extra help appointment shall not be:
 - 1. Credited to the probationary period; or
 - 2. Used for computing any employee benefits accruing under county employment.
- E. Extra help appointments shall not be made to vacant permanent positions.
- F. An extra help employee shall not be employed more than one thousand (1,000) hours in a fiscal year without the express approval of the ~~civil service commission~~ **director of human resources**.
- G. Acceptance or refusal of an extra help appointment shall not affect an individual's standing on an eligible list for permanent employment.

- H. Time spent under extra help appointment shall not be credited to the probationary period or be used for computing any benefits accruing under county employment.
- I. In the event of a dispute in the application of this section, the employee affected, appointing authority or director of human resources may request the civil service commission to conduct a hearing for the purpose of determining whether the provisions of this section have been properly applied. The civil service commission's decision shall be final.
- J. It is not the intent of the county to use either temporary agency employees or extra help to circumvent the civil service career hiring process.

3.08.1050 Length of probation.

- 1. PPEO Represented, Classified Management and Confidential Employees-Extension of Probation. Probationary periods may be extended when good cause exists. Good cause includes, but is not limited to, an extended absence or similar circumstance that removes the probationary employee from direct observation of job performance and/or there have been changes in the probationary employee's status, i.e., a transfer from one class to another, a transfer from one department to another, change in work location, major change in assignment, the installation of new processes or technology; or when the appointing authority has failed to complete interim performance appraisals and has been directed to request such an extension of the probationary period under Section 3.08.1060(B). In such situations, the appointing authority may, with the consent of the human resources director, extend an employee's probationary period for up to ninety (90) days (five hundred twenty (520) hours).
- 2. Deputy Sheriff Unit-Extension of Probation. If during the probationary period there have been changes in an employee's status, i.e., a change in work location, major change in assignment, the installation of new processes or technology, or in the event of authorized light duty because of illness/injury where the assignment prevents the completion of field training and/or jail operations training (this field training and jail operations training requires successful completion prior to completing probation), the appointing authority may, with the consent of the ~~civil service commission~~ **director of human resources**, extend an employee's probationary period for up to one year. The appointing authority must present evidence to the ~~civil service commission~~

director of human resources documenting the reason for requesting an extension of the probationary period. ~~The human resources director may provisionally extend a probationary period until the next regularly scheduled civil service commission meeting at which a request can be heard.~~

3.08.1060 Performance appraisal.

- A. Report Required. For probationary periods of six months, the appointing authority shall prepare a performance appraisal for each employee at the end of three months and prior to the expiration of six months. For probationary periods of twelve (12) months or eighteen (18) months, the appointing authority shall prepare a performance appraisal at the end of six months and prior to the expiration of the twelve (12) month or eighteen (18) month probationary period.
- B. Failure to Prepare Report. Failure by an appointing authority to prepare an interim performance appraisal for a probationary employee shall result in a rebuttable resumption of "Standard" as to the missed evaluation. In addition, such failure shall require the appointing authority to obtain the review and approval of the director of human resources prior to rejection of any such employee during the probationary period.
- C. Status Following Evaluation. If release is not specifically recommended before the end of the probationary period, the probationer shall acquire permanent status. For PPEO bargaining unit employees, the remaining six months of probation shall be waived and the employee shall be deemed a regular employee if the employee receives an overall rating of "exceeds performance standards" or greater on his or her six-month performance evaluation.
- D. Step Increase. An employee performance evaluation form shall be submitted prior to an employee's eligibility date for a step increase with a recommendation regarding merit salary increase.
- E. Annual Evaluation. Employees in Step 5 shall receive an evaluation annually.
- F. More Than One Supervisor During Rating Period. In the event an employee has been under the direct supervision of more than one supervisor:
 - 1. Rating shall be both by the last person to supervise the employee and by the person who supervised the employee for the longest period of time during the rating period in question.
 - 2. If the person who supervised the employee for the longest period is no longer employed in county service:

- a. Such person, if available, shall be provided the opportunity to confer with the rating supervisors.
- b. If such person is not available, or declines to comment, the rating shall be by the last supervisor and such other supervisor as may be directed by the department head.
- c. The rater or raters shall prepare and submit to the appointing authority a performance appraisal of the employee at the conclusion of the rating period. Failure by the supervisor to submit such report shall result in a rebuttable presumption of "Standard" as to the missed evaluation.

G. Right of Employee Review and Comment. No performance appraisal shall be placed in a departmental file, nor shall it be transmitted to the personnel department or ~~civil service commission~~, until the employee has reviewed the evaluation personally with the rating supervisor and, if requested by the employee, such employee has reviewed the evaluation personally with such employee's appointing authority or designee.

H. Comments. The provisions of Section 3.04.170 shall also be applicable to performance appraisals.