

**HILLSBOROUGH COUNTY CIVIL SERVICE**  
**EMPLOYEE ADVISORY COMMITTEE POLICY**

Introduction

Chapter 2000-445, Laws of Florida (the Act), as amended, establishes the Hillsborough County Civil Service Board (the Board). Section 20 of the Act defines the role of the Employee Advisory Committee (EAC); its makeup; and the role of the Board in relation to the EAC stating specifically:

*Section 20. Employee Advisory Committee*

*An employee advisory committee shall be elected from among the employees of the agencies or authorities named in Section 4 in a manner and for terms prescribed by the board. The board shall also prescribe the manner by which any vacant unexpired term shall be filled. The employee advisory committee will serve as the medium to provide a continuous and meaningful exchange of ideas and practical solutions on personnel matters between the board and employees.*

Effective July 1, 2014, the Act was amended to allow agencies to “opt-out” of all of the provisions of the Act, except Sections 11 and 12 (appeals of discipline). As of October 1, 2014, only the agencies listed below have opted to remain covered by Section 20 (EAC) of the Act.

EAC Structure

On March 18, 2015 the Civil Service Board re-organized the EAC to include only those agencies that remain subject to the provisions of Section 20 of the Act. The 14 agencies addressed by this policy are those that remain covered by Section 20 of the Act through, at least September 30, 2016.

Under the newly adopted composition of the EAC, each appointing authority that remains covered by Section 20 of the Act is entitled to 1 voting representative for its classified employees. The Board may modify the total number of seats or the number of representatives per group as the need arises.

Arts Council	<b>(1 Member)</b>
Aviation Authority*	<b>(1 Member)</b>
Children’s Board	<b>(1 Member)</b>
Civil Service Board	<b>(1 Member)</b>
County Attorney	<b>(1 Member)</b>
Environmental Protection Commission	<b>(1 Member)</b>
Expressway Authority	<b>(1 Member)</b>
Planning Commission/Metropolitan Planning Org	<b>(1 Member)</b>
Tampa Port Authority	<b>(1 Member)</b>
Public Transportation Commission	<b>(1 Member)</b>
Soil & Water Conservation District	<b>(1 Member)</b>
Supervisor of Elections	<b>(1 Member)</b>
Tampa Sports Authority	<b>(1 Member)</b>
Victim Assistance Program	<b>(1 Member)</b>

\*(Note that the Aviation Authority has announced its intention to opt out of Section 20 (EAC) effective 10/1/2015)

## **EAC Policy (cont'd.)**

### Terms of Service

Each representative shall be elected to serve a term of two years. Terms of service shall begin on October 1 and end on September 30.

### Vacancies

A vacancy may occur prior to the end of a term when:

- a. A member's term expires.
- b. A member voluntarily resigns prior to term expiration.
- c. A member involuntarily resigns prior to term expiration (due to excessive absences or a job and/or employer change that results in the member no longer being eligible to represent the employees of a given agency).

When a vacancy occurs due to the expiration of a term, whether or not the incumbent seeks re-election, an election shall be held.

When a vacancy occurs prior to the expiration of a term, the Director shall fill by appointment any vacancy for remainder of the term if less than 6 months, otherwise if the vacancy is for 6 months or more, the vacancy may be filled by the candidate with the next highest number of votes from the latest election list for the same agency. If there is not a list, an election shall be held. If action is taken by the EAC to void the remainder of the existing list, an election shall be held.

### Election Procedures

Elections for members of the EAC shall be conducted in accordance with the election procedures established by the Civil Service Board. (See attached)