

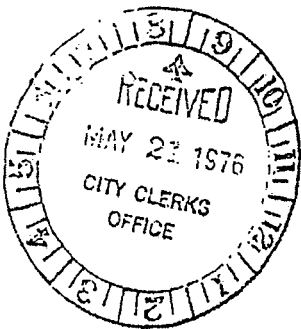
WILLIAM F. POE  
MAYOR

EXECUTIVE OFFICES

May 21, 1976

E X E C U T I V E   O R D E R

I, William F. Poe, Mayor of the City of Tampa, under and by virtue of the power and authority vested in me under the laws of the State of Florida do hereby prescribe and promulgate by executive order making the contents of the attached Equal Opportunity Conciliation Agreement personnel policy for purposes of being implemented by the department heads and management of the City of Tampa until further notice.



WILLIAM F. POE, Mayor  
City of Tampa

CITY OF TAMPA  
EQUAL OPPORTUNITY CONCILIATION OFFICE  
1 City Hall Plaza, 7th Floor East  
Tampa, Florida 33602

70 400 4 222 430 22 1

CONCILIATION AGREEMENT

*Between*

CITY OF TAMPA, STATE OF FLORIDA

*and*

U. S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

*May 20, 1976*

PARTIES

On this 20th day of May, 1976, The City of Tampa, The Mayor and his successors, The Civil Service Board, their successors, The City Officials/Officers, their successors, all of its departments, divisions, job-divisions hereinafter called the Respondent or the City; The Equal Employment Opportunity Commission hereinafter called the Commission. The Charging Parties listed in Appendix 'A'; agree as follows:

PURPOSE OF THIS AGREEMENT AND GENERAL PROVISIONS

A. The Purpose of this Agreement is four fold:

1. To resolve any and all issues raised by the allegations in charges involved in alleged acts of discrimination which are and will be appended to this Agreement.

2. To resolve any and all alleged acts of discrimination by the City of Tampa against the Black and female employees defined herein as Affected Class and Charging Parties; under Title VII of the Civil Rights Act of 1964, as amended.

3. To emphasize the intent of the City to comply in all respects with Title VII and to demonstrate its good faith, by consenting to and signing this Agreement. The City of Tampa is not admitting any violation of Title VII, as amended.

4. To initiate and implement the City's Equal Employment Opportunity Program providing non-discriminatory employment opportunity because of race, color, religion, sex, or national origin to all present and prospective employees of the City. When the Equal Employment Opportunity Plan for the City of Tampa has been completed, a copy of said Plan will be submitted to the Miami District Office of the Equal Employment Opportunity Commission for review.

B. The provisions of this Agreement shall supersede any and all personnel rules and regulations of the City of Tampa and any amendments thereto.

Respondent agrees to immediately take all lawful steps to bring about the amendment of the Civil Service Law and the rules and regulations issued thereunder to conform with this Agreement. Respondent further agrees to undertake to renegotiate any provisions of any collective bargaining agreement which conflicts with this Agreement with the aim of having such agreements amended to conform with this Agreement.

C. The City agrees that it will take such appropriate measures as necessary to prevent or restrict actions which in any way inhibit, impede or delay the effective implementation of this Agreement. Moreover, the City will inform all employees, that anyone intimidating or otherwise interfering with the free exercise of their (Blacks and females) rights provided by this Agreement or as guaranteed by Title VII, shall be subject to appropriate disciplinary action, up to and including discharge.

#### AFFECTED CLASS DEFINITION

The Affected Class shall be defined as follows:

All Black and/or female employees presently employed by the City of Tampa, in all Departments, Divisions, Sub-Divisions, etc., as specified in the Appendix attached hereto, who have not obtained pay grade/job

classification levels because of identifiable discriminatory practices within the meaning of the Civil Rights Act of 1964, Title VII, as amended.

#### ADVERTISING, RECRUITMENT AND HIRING

Respondent affirms that any solicitation or recruitment is made on a non-discriminatory basis, and that it has discontinued to advertise employment opportunities based on sex preferences.

(See Exhibit 'A')

Respondent affirms that it has discontinued its recruitment practice of mailing copies of job announcements and/or (word-of-mouth) to identify persons with the purpose of soliciting certain applicants. If such recruitment practice is necessary for the operation of unclassified personnel of the Respondent, the same will be applied to all groups without preference and will be free of discrimination because of race, color, sex, or national origin.

Respondent affirms that it has implemented a system of notifying recruitment agencies and personnel of its job vacancies. Efforts to this effect are attached as Exhibit 'B' of this Agreement.

Respondent agrees that its existing height and weight standards will be eliminated in all applicable future hiring actions and shall be based upon proportionate height and weight tables established by the U. S. Department of Health. Proportionate height and weight standards do not disproportionately exclude females or Blacks. Should disproportionate exclusion occur based upon quarterly reports submitted by the City, the use of the criteria or standards which have such effect shall cease until such time as they are shown to have been validated.

Respondent further agrees to recanvass and interview female applicants rejected solely on weight and height standards which were considered unlawful. Those females who meet the legal selection criteria will be offered priority considerations for new positions for which they are qualified. Annual leave in lieu of back pay, up to but no more than two (2) weeks; based on time of application/rejection will be afforded. This section is applicable to females rejected two (2) years prior to filing date. (See Exhibit 'C')

Respondent affirms that it eliminated sex preferences on job requisitions, job announcements or any other personnel forms or documents; qualifications or job descriptions for said positions are framed in a manner that

does not exclude or deter females from these positions.  
Selectivity on basis of sex is not prohibited when  
institutional services performed requires specific sex.  
(See Exhibit 'A')

(EXPECTANCIES)

The City will, upon the effective date of this Agreement and regularly every six (6) months, conduct an employment expectancy review for the Commission. This review is to determine and establish the number and types of job vacancies available due to newly established jobs, opportunities, jobs available because of attrition, transfers or vacancies or existing by other means.

The City will also review on the same basis and report the number of qualified applicants available in the relevant job market through the use of approved and recognized non-discriminatory merit selection system and recruitment procedure.

The City asserts its best efforts to increase the Black and female distribution in those jobs where Blacks and females are excluded or under-represented. Through an interim merit selection system and an affirmative recruitment program, the City will make every effort to hire Blacks and females who meet job requirements in all departments and job classifications where they are excluded or under-represented.



Goals and timetables for Blacks and females will be outlined in the Affirmative Action Program for each department and job classification to reflect Respondent's needs (in accordance with local workforce population and/or available labor market statistics) for both a year and five year period.

For the purpose of this Agreement, the Respondent will prepare charts to indicate departments and/or job classifications where females and Black employees are under represented. Once those charts are prepared, the Respondent will make all the necessary efforts to assign via transfer, promotion or hiring black and female employees to said departments and/or job classifications. (To be included in Affirmative Action Program that will be made available within 90 days after signing of this Agreement. Affirmative Action Program will be incorporated by reference to this Agreement)

To accomplish this end, the City will eliminate the Rule of three/five concept in merit system procedures to expand Black and female opportunities to be placed on job eligibility lists.

All qualifying applicants will be ranked in accordance with the scores obtained in tests or examinations, or both. The department soliciting certified lists of eligible applicants will receive such lists with indication of persons forming part of the Affected Classes and the notation on whether or not the Affected Classes are properly represented in that department. Once selections are made and the certified lists are returned

to the Civil Service Office indicating the applicant(s) selected, the EEO Officer can determine if proper efforts are being made to respond to EEOC's requirements.

Special emphasis will be placed on the selection of those persons who are excluded or under-represented.

Department heads will be evaluated by the Mayor on how well they meet their expectancy goals annually for the life of this Agreement.

Females meeting job requirements will be given priority consideration for employment as they apply for any laboring trade job classification in the Sanitation, Public Works and Sanitary Sewer Departments; as positions become available as per goals and timetables referred to in Paragraph 4 of this Section.

The goals and timetables as originally established, will be subjected to change and modification every six (6) months and will be effective for seven (7) years or until an improved merit system is established and shown to be effective and non-discriminatory.

#### APPOINTMENTS

The City of Tampa, the Mayor, Officials/Officers of the City of Tampa agree that:

- A. Blacks (currently) employed in provisional or temporary status and who have remained on said status six (6) months or more but

at the present time have not attained permanency, will be upon effective date of this Agreement made permanent and credit will be given for the time of service. (See Exhibit 'D')

B. All new hires shall attain permanent status after six (6) months of satisfactory performance. This provision does not apply to public service employees which are employed through Title I, II, and VI Programs.

1. The City affirms the development of an employee performance evaluation program to insure conformity with the above provisions, plus to improve and standardize evaluation procedures.

(See Exhibit 'E')

#### MERIT SYSTEM

The City agrees to attempt to, in connection with Civil Service, implement and utilize a merit system, including selection and promotions. To this end, the City agrees to utilize selection and promotion procedures which are in fact non-discriminatory and validly measure or predict job success.

such selection procedures are agreed to be a valid basis for ranking applicants objectively in order of the probabilities of success on the job.

To accomplish this, the City agrees that it will improve any selection system which does not seem to be valid. The City will, through means of exchange of personnel or funds under the Intergovernmental Personnel Act and merit standard statutes and with the U. S. Civil Service Commission devise or borrow personnel practices and selection devices which operate only on a merit basis.

With the cooperation of the United States Civil Service Commission, an immediate audit of the City's Selection System will be performed to eliminate all paper and pencil tests that are not valid job-related instruments. Job related and reasonable ability tests will be continued under the supervision of the aforementioned consulting personnel.

Any system which requires the selection on bases which are discriminatory under the terms of this Agreement and which requires that consideration of ability and qualifications be subordinated to consideration of race, color, sex, religion or national origin are void.

The City agrees that corrective actions prescribed in other portions of this Agreement are necessary. For immediate corrective actions, the selection process will be based on individual's ability to perform the job, as determined by temporary selections systems that will be devised by the City with technical assistance from the U. S. Civil Service Commission.

Respondent agrees to provide updated equipment and materials to all applicants and employees where testing is a pre-employment requisite, i.e., typists, stenographers, clerks, etc., equivalent to that expected to be used on the job.

Where traditional practices exist to permit applicants to use own equipment; typewriters, steno pads, etc., that procedure must be reduced to writing and also posted as part of job announcements in all conspicuous places.

Affected Class member applicants will be given adequate time to acquaint themselves with test and equipment prior to the taking of tests.

#### TESTING AND INTERVIEWING

Respondent agrees to retain the expertise of a qualified psychologist to determine if written tests now in use are job related. If it is concluded that such tests are not job related, the Respondent will use a different selection criteria until such time as tests are validated.

Respondent further agrees that if this new selection criteria is not suitable, written tests will be used as long as Respondent has implemented and reached its Goals and Timetables concerning hiring, promotion and transfer of Blacks and females; however, Respondent has the obligation to validate such tests.

The interviewer should elicit the factual bases for the applicant's answers, such as, previous work experience or training and make an independent judgment as to the applicant's

suitability.

The interviewer should ask direct questions concerning the comparability of the applicant's previous work experience, training, education, etc., to the job in question.

Black, female, and Spanish Surnamed persons should be a part of the oral interviewing panels. The City's Equal Employment Opportunity Officer should monitor the oral examinations on a sample basis to see if they are being conducted according to legal criteria.

#### JOB TITLE/JOB CLASSIFICATIONS

##### Custodial Worker I/Females - Agreements

- A. The City agrees to combine the duties of Custodial Worker I (8) with that of Custodial Worker II (9) and reassign incumbent female employees to the expanded total of Custodial Worker II (9) positions.
- B. In order to make these individuals whole because of this alleged discriminatory practice, monetary relief and retroactive seniority status should be awarded as a result of this practice retroactive to March 24, 1972, the date of the amendment to Title VII of the Civil Rights Act of 1964.

For those females and Black employees that are expected to retire within the next two (2) years or less by disability reasons (medical or physical); the Respondent will study each case individually and make the necessary adjustments and

offer the proper protection under this Agreement. Said approved action will be reviewed by the Commission (EEOC).

### TRAINING

The City agrees to:

I. Make available formal training necessary to prepare Black and female employees for promotions, upgrading and transfer into other occupational groups in accordance with paragraphs III and IV of Expectancy Section.

II. Post on all bulletin boards and advertise through the media the availability of such training to Black and female employees.

III. Establish a four (4) point program to assist the Affected Class to move up career ladders.

1. The holding of personal interviews to establish goals of the individuals;

2. To establish the knowledge, skills, or abilities necessary to attain these goals;
3. The counseling of the employee as to the best way (place) to obtain such knowledge, skills, or abilities;
4. The helping of employees with any enrollment problems that might arise.

B. In-House Training which will be aimed at giving those in the Affected Class, programs that teach skills necessary for advancement.

C. Executive-Managerial Involvement in Upward Mobility which would include:

1. training those in upper-levels of management in how to reorganize to facilitate upward mobility; and,
2. cooperation and coordination between departments of the City and Civil Service that those who have, through upward mobility counseling and training, acquired the necessary knowledge, skills, or abilities are placed into higher positions for which they qualify.



Respondent further agrees that all training for Police Officers, etc...will be made available to all Police Officers on an equal and non-discriminatory basis.

Respondent further agrees that where necessary, its official and supervisory personnel will be put on notice that failure to implement its non-discriminatory policy may result in disciplinary action, including discharge.

#### APPLICATION FORM AND PRE-EMPLOYMENT INQUIRIES

The City of Tampa agrees to review its employment application form and to eliminate those non-job related inquiries; i.e., Marital Status, State Citizenship Requirement, Arrest Information, Age, Family Background, etc.....

(See Exhibit 'F' )

Respondent further agrees to eliminate pre-employment inquiries, which are unlawful because not related to the applicant's ability to do the job; i.e., Family Background, Number of Pre-school Children, etc.

Additionally, the City agrees to review its oral examination/evaluation form and to eliminate all information except "recommend," "do not recommend," and reasons for not recommending if that be the case.

Respondent agrees to review and/or revise the background check and pre-employment inquiries which are discriminatory

and which adversely and disproportionately effect members of the Affected Class, and are used and have an adverse effect; e.g., unwed mother, arrest record, conviction record, garnishment, credit check, etc.

The City agrees that its Police Department will perform background checks on prospective police officers in a manner which does not discriminate because of race, sex, color, religion or national origin. The investigation agent should be instructed not to interview the prospective police officer's source with questions; such as: Do you know of the divorce rate of officers in Florida? Do you object to your husband/wife being a police officer? How would you take your husband's/wife's riding partner being of the opposite sex?

Respondent further agrees that a designee from the Mayor's Office, a designee from the Respondent's Personnel Department and the Equal Employment Officer (EEO) for the City of Tampa, will delineate and establish the background check information guidelines to be used, for the Police Department applicants.

Respondent further agrees to re-canvass all Black and female applicants/employees who were rejected/discharged by the City based on application forms; background checkout or subjective oral examination/evaluation recommendations after March, 1972. In each instance where the Respondent found that a Black or female was not considered or accepted for employment because of previously applied unlawful criteria, he or she will be

reinterviewed and evaluated based on lawful standards. Those persons who meet the valid standards should be offered the next available position for which they qualify. (See Exhibit 'H' )

#### EQUAL EMPLOYMENT OFFICER

The City of Tampa affirms the appointment of a top-experienced Management Official in dealing with Equal Employment Opportunity as the full-time Equal Employment Officer for the City of Tampa, who will be directly responsible to the Mayor or his designee, except the Personnel Director, for concurrence and review of all personnel policies and procedures to conform with the intents of this Agreement.

The Equal Employment Officer will be held responsible for the following:

- A. Developing policy statement, a written Equal Employment Opportunity Program, internal and external communication procedures by such program.
- B. Assisting line management in collecting and analyzing employment data, identifying problem areas, setting expectancy programs to achieve remedies to eliminate any discriminatory practices discovered in the employment system.

- C. Designing, implementing, and monitoring internal audit and reporting systems to measure Equal Employment Opportunity effectiveness and to determine where progress has been made and where further action is needed. Assuring that such action is taken.
- D. Reporting, at least quarterly, to the Chief Executive on progress of each City department in relation to City's expectancies.
- E. Serving as liaison between City departments, government regulatory agencies, minority and women's organizations and other community groups.
- F. Assuring that current legal information affecting Equal Employment Opportunity is disseminated to responsible officials.
- G. Reviewing the final adverse personnel actions related to EEO matters when such actions are made against Affected Class members after departments have made information available. (See Exhibit 'G')

## DISCIPLINE ADMINISTRATION

### Background

The basic objective in discipline administration is to provide for consistent application of rules, including those regarding

appeal procedures. In designing such a discipline system, the following concepts are necessary:

1. Work rules should be posted for all employees to view.
2. New employees should be given copies of all rules and regulations.
3. Documentation of oral counseling or instruction is a requirement of effective discipline administration.
4. All discipline should be corrective in nature rather than punitive.
5. The role of the first line supervisor should be stressed in any discipline system.
6. The disciplinary action should follow the misconduct on a timely basis, i.e., avoid long delays in administering discipline.
7. An appeal procedure should be provided for all disciplinary actions taken.

#### Disciplinary Actions

Action: Step #1 - Oral Admonishment - (documentation of this in the pending evaluation files in which the employee initials all entries.)

Appeal: All performance evaluations which reflect negative oral admonishments are appealable through the official city grievance procedure.

Action: Step #2 - Written Reprimand - This step is used when oral admonishment has failed to bring about a satisfactory change in an employee's conduct or when an oral admonishment is insufficient.

Appeal: City's Grievance Procedure.

Action: Step #3 - Suspension Without Pay - This step is taken when a written reprimand has failed to bring about a satisfactory change in an employee's conduct or when a written reprimand is deemed insufficient.

Appeal: All suspensions are appealable to the Civil Service Board for a full hearing and review.

Action: Step #4 - Dismissal - This step is taken only after all previous steps have failed to bring about a satisfactory change in an employee's conduct or when a suspension is deemed insufficient; or when the action merits immediate dismissal.

Appeal: (Same as suspension)

#### Responsibility to Discipline

\*Step #1 - Oral Admonishment - by first line supervisor, the same person who evaluates the employee's work performance.

\*Step #2 - Written Reprimand - by first line supervisor with possible consultation with division head, however, it is important that the supervisor project the image that he can write reprimands.

\*Step #3 - Suspension - initiated by the first line supervisor, however, department head concurrence should be required.

\*Step #4 - Dismissal - initiated by the first line supervisor, however, department head concurrence should be required.

#### Safeguards

All department heads, supervisors, and managers will be encouraged to consult with the EEO Officer before effectuating disciplinary action against any members of the Affected Class under Title VII of the 1964 Civil Rights Act, as amended in 1972. The purpose of this contact is to ascertain whether or not the action being contemplated violates any provisions of the EEOC Conciliation Agreement or fair employment legislation.

In cases where the Affected Class takes exception to the disciplinary action administered, he or she may initially bring this to the attention of the EEO Officer for review.

In the event the issue(s) is not at this level, the aggrieved party(ies) may then appeal to the grievance procedure of an applicable Collective Bargaining Agreement or the Civil Service Board.

The EEO Officer will conduct periodic training programs for the City's department heads and first line supervisors on EEO considerations to minimize the City's violations of fair employment practices.

## WAGES

The City of Tampa agrees that whenever identical positions with same titles are assigned to Black and female employees, the rate of pay (grade) of said employees will be equalized to the rate of pay of their non-black and male counterparts.

This rate will be equalized with the pay step attained by both similarly situated male and/or non-black employees, whichever is applicable. This pay adjustment is to begin with those employees named and identified as Affected Class members.

## BENEFITS

The City of Tampa affirms that it has reviewed its Employee's Fringe Benefits, in accordance with the Commission's Guidelines on Discrimination Because of Sex, Section 1604.9, herewith attached as Exhibit 'I' of this Agreement.

Respondent will specifically review maternity benefits. In reviewing said policy, the Respondent agrees to:

- A. Include pregnancy, childbirth, and miscarriage under Insurance Coverage.
- B. The Respondent will re-define "principle wage earner" and "head of household" in order to include unmarried females. Maternity coverage will be extended to include all female employees



(married or unmarried) regardless of whether they are "head of household, wage earner".

- C. Include husbands of female employees as dependents; as per Section 1604.10 of the Commission's Guidelines on Discrimination Because of Sex.

Respondent further agrees to re-instate with monetary relief and all other benefits, all unmarried females that have been terminated because of pregnancy two (2) years from date of filing.

#### MASTER AGREEMENT

This Agreement is entered into between the Commission and the City of Tampa, State of Florida as a Master Agreement for the resolution of sex and race complaints brought and future sex and race complaints received under Title VII of the Civil Rights Act of 1964, as amended. This section is for the duration of this Conciliation Agreement.

- A. It is understood that other sections relevant to new charges may be annexed to remedy Master Agreement when necessary to remedy future complaints alleging sex and racial discrimination.
- B. It is further understood that upon receipt of any complaints brought under Title VII of the

Civil Rights Act of 1964, as amended, the Miami District Office of the Commission will forward to the Respondent prior to making a formal investigation, a copy of the charge and receipt for service. Receipt of such charges will constitute Notice of the Charge and Service of the Charge upon the Respondent.

1. It is understood that this procedure will permit ninety (90) calendar days for the Respondent to deny or initiate an internal process of establishing a finding (if applicable), a recommendation of corrective action and a proposed settlement for the Commission.
2. It is understood that the Commission, if it finds the resolution to be appropriate will confer with the Charging Party for settlement.
3. It is further understood that should such a proposal of the Respondent not meet Commission Standards, the District Office will work with the Respondent to adapt a remedy to the Title VII standards.
4. It is further understood that should the above efforts fail, the charge will revert to normal EEOC procedures.

C. Should the District Office decide that this procedure does not serve the best interest of the Commission, the District Office may terminate the arrangement of Section upon notice.

### PROMOTIONS

The City of Tampa agrees that whenever promotional opportunities occur, these jobs will be filled on the basis of an approved merit system.

Where an individual has been found to be a victim of unlawful employment practices, he or she will be given priority consideration for that promotional job opportunity.

The Respondent agrees to subsidize training within budgetary appropriations.

An inventory of current Black and female personnel will be made to determine academic skills, update application to show additional training and/or additional positions held, will be limited to supplemental documentation only.

No Affected Class employee should be required to go through initial employment process, but should be given first opportunity to be considered for vacant positions prior to

outside recruitment and/or appointments. No Affected Class member will compete for job promotions or vacancies on the basis of qualifications and standards more severe than those utilized in the past by the City in selecting from non-affected class members, unless the increased standards are required by business necessity.

The City of Tampa agrees to issue, within thirty (30) days, a bulletin board notice, throughout all the departments, to be posted in conspicuous places, informing the Affected Class employees that they should submit a written request to be considered for current/future supervisory or management positions.

Respondent agrees to eliminate non-job related educational requirements for entry level/department positions where Black or female are actually excluded or under-represented.

Respondent further agrees to use its best efforts to obtain females and Blacks in the unclassified positions (appointments), until a fair representation of both groups represent their non-minority counterparts; represented in these categories.

Respondent agrees to establish a uniform policy to govern step increases and/or advancement.

Respondent further agrees not to require members of the Affected Class to spend any period of residence in any step (job) which exceeds the period factually necessary to qualify

for movement to the next step in the grade and/or higher rated job. Furthermore, the Respondent will not require such employees to spend any residence period longer than that spent by non-minority employees who spent the shortest period of time in residence.

EFFECT

This Agreement resolves all issues raised by all EEOC

charges filed by all members of the Affected Class, individually and as a class, and all other charges filed with the Commission or by a member of the Commission prior to the date of this Agreement and compliance with this Agreement shall be deemed to be compliance with Title VII of the Civil Rights Act of 1964, as amended.

#### AFFECTED CLASS ADVANCEMENT PROCEDURES

Affected Class Personnel will be provided an opportunity to compete as follows:

- I. All regular employment openings that occur must first be made available to the Affected Class. Affected Class members will be given ten (10) working days to submit their names for the opened positions. Should no Affected Class Member be selected after the expiration date, the opening shall be filled in accordance with valid Civil Service selection procedures.
- II. All openings posed pursuant to this section of the Agreement should contain the following note:
  - (A) "This job position is posted for Affected Class consideration in accordance with the City of Tampa, Florida, and the United States Equal Employment Opportunity Commission."

- (B) Each request for consideration must designate the job and department in which position openings exist.
- (C) Selection of the successful applicant shall be determined by the Civil Service/ Departments from such requesting employees belonging to the Affected Class whose ability and qualifications meet the \*validated job requirements; provided the applicant has up-dated his/her qualifications as per Paragraph 4 "Promotions" of this Agreement.
- (D) Whenever two or more Affected Class members are in competition with ability and qualifications being equal; experience will be the factor for selection; if experience is also similar, then seniority with the City shall prevail.
- (E) Affected Class shall be defined in two categories:
- (1) non-supervisory
  - (2) management/supervisory

\*validated job requirements mean, up dated, job related, job descriptions

If a non-supervisory Affected Class Member is disqualified during or within the probationary period; he/she will be permitted to bid for an additional choice for the life of this Agreement.

An Affected Class member (non-supervisory) who elects, after placement to return to his/her previous job classification after a ninety (90) day period, may do so without loss of any seniority. This Affected Class Member will be permitted to bid for a second job choice. His/her rights under this Agreement will expire if he/she is successfully placed and/or elects to return to his/her former job classification, after second choice.

Special advancement rights will expire when a member of the Affected Class (non-supervisory) expresses in writing no interest in advancement.



Supervisory Affected Class members advancement rights will expire upon 1st successful placement.

Successful placement means permanency after probationary period.

Every two months period during the probation the Affected Class member will be counselled and advised of his/her deficiencies or progress.

Disqualifications will be determined only after sufficient training required by job classification and the probationary period has been provided and thoroughly reviewed of all circumstances by the City of Tampa's Equal Employment Opportunity Officer.

#### LIBRARY/TRANSFERS

Respondent agrees that whenever a position becomes vacant at any of its Library locations, that before hiring any employee from outside, or offering transfer, promotion, etc., to any employees from other Departments, Divisions, or Sub-Divisions; first opportunity for transfer will be made available to the current employees within the Library Department (5 locations).

Respondent further agrees that said transfer opportunity will be made on a voluntary basis and will be free of any discriminatory taints.

#### IMPLEMENTATION OF NOTIFICATION TO THE CHARGING PARTIES

The Respondent shall notify the Charging Parties by certified Mail, Return Receipt Requested, of the offer of employment/promotion/transfer. The Charging Parties shall within ten (10) days from date of receipt of notice, inform the Respondent of his/her intent via U. S. Mail, telephone, and/or in person.

Failure on the part of the Charging Party to comply with the above, releases the Respondent of any further obligations.

#### DISCLOSURE OF INFORMATION

It is hereby agreed by all Parties, that the contents of this Agreement will be disclosed to the public and that the Commission will not publish it until such time the City has made it public first.

The Respondent should cooperate in taking all necessary steps to explain this Agreement and its operations to all affected employees and non-affected employees.

I have read the foregoing Conciliation Agreement and I accept and agree to the provisions contained therein:

May 20, 1976

DATE

William F. Poe  
WILLIAM F. POE  
MAYOR, CITY OF TAMPA

May 20, 1976

DATE

Fred D. Learey  
FRED D. LEAREY, CHAIRMAN  
CIVIL SERVICE BOARD, CITY OF TAMPA

I recommend approval of this Conciliation Agreement:

May 20, 1976  
DATE

Idalia Morales  
IDALIA MORALES  
CONCILIATOR

I concur in the above recommendation for approval of this Conciliation Agreement:

May 20, 1976  
DATE

June Thompson Brown  
JUNE THOMPSON BROWN  
TECHNICAL ASSISTANCE OFFICER  
VOLUNTARY COMPLIANCE DIVISION  
WASHINGTON, DC

I concur in the above recommendation for approval of this Conciliation Agreement:

05/20/76  
DATE

Cashus W. Richardson  
CASHUS W. RICHARDSON  
SUPERVISOR OF CONCILIATIONS

I approve this Conciliation Agreement on behalf of the Commission:

5/30/76  
DATE

Theodore A. Bukowski  
THEODORE A. BUKOWSKI  
DISTRICT DIRECTOR

SIGNATURES

I have read the foregoing Conciliation Agreement and I accept  
and agree to the provisions contained therein:

17 May 76  
DATE

Thelma Lee Alford  
THELMA ALFORD  
CHARGING PARTY

CHARGE NUMBER: TMM4-0188

SIGNATURES

I have read the foregoing Conciliation Agreement and I accept  
and agree to the provisions contained therein:

19 April 76  
DATE

Doris Butler  
DORIS BUTLER  
CHARGING PARTY

CHARGE NUMBERS: TMM4-0253  
TMM5-1819

SIGNATURES

I have read the foregoing Conciliation Agreement and I accept  
and agree to the provisions contained therein:

5/18/76  
DATE

James Dukes  
JAMES DUKES  
CHARGING PARTY

CHARGE NUMBER: TMM4-0871

SIGNATURES

I have read the foregoing Conciliation Agreement and I accept  
and agree to the provisions contained therein:

17 May 76  
DATE

Frank O. Gray  
FRANK O. GRAY  
CHARGING PARTY

CHARGE NUMBER: TMM4-0869

SIGNATURES

I have read the foregoing Conciliation Agreement and I accept  
and agree to the provisions contained therein:

17 May 76  
DATE

Rufus M. Lewis  
RUFUS M. LEWIS  
CHARGING PARTY

CHARGE NUMBER: TMM4-0870



SIGNATURES

I have read the foregoing Conciliation Agreement and I accept  
and agree to the provisions contained therein:

17 May 76  
DATE

Clarence M. Nathan  
CLARENCE NATHAN  
CHARGING PARTY

CHARGE NUMBER: TMM4-0872

SIGNATURES

I have read the foregoing Conciliation Agreement and I accept  
and agree to the provisions contained therein:

6-20 1976  
DATE

Matthew Regan  
For NAACP (TAMPA BRANCH)  
CHARGING PARTY

CHARGE NUMBERS: TMM6-0277  
TMM6-0278  
TMM6-0279

SIGNATURES

I have read the foregoing Conciliation Agreement and I accept  
and agree to the provisions contained therein:

May 19, 1976  
DATE

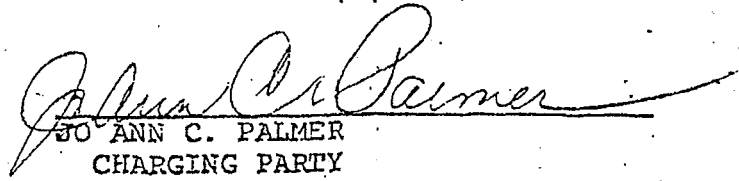
Lee Drury De Cesare  
LEE DRURY DE CESARE  
CHARGING PARTY

CHARGE NUMBER: TMM2-0939

SIGNATURES

I have read the foregoing Conciliation Agreement and I accept...  
and agree to the provisions contained therein:

May 19, 1976  
DATE

  
JO ANN C. PALMER  
CHARGING PARTY

CHARGE NUMBER: TMM2-1459

SUMMARY RELIEF COST

	<u>ANNUAL LEAVE</u>	<u>CASH</u>	<u>PROMOTIONAL</u>	<u>TOTALS</u>
General Affected Class	\$38,371.49	\$35,332.20	540.80	\$74,244.49
Female Custodial Workers	-----	2,844.25	8,985.60	11,829.85
Individual Charging Parties	2,317.92	5,150.00	2,266.40	9,734.32
Library	<u>1,309.05</u>	<u>1,331.26</u>	<u>2,328.80</u>	<u>4,969.11</u>
<b>SUB TOTALS</b>	<b>\$41,998.46</b>	<b>\$44,657.71</b>	<b>\$14,121.60</b>	<b>-----</b>
			<b>GRAND TOTAL . . . . .</b>	<b>\$100,777.77</b>

APPENDIX 'A'

Charging Parties & Charge Numbers

<u>NAME</u>	<u>CHARGE NO.</u>
THELMA ALFORD .....	TMM4-0188
DORIS BUTLER .....	TMM4-0253 TMM5-1819
JAMES DUKES .....	TMM4-0871
FRANK O. GRAY .....	TMM4-0869
RUFUS M. LEWIS .....	TMM4-0270
CLARENCE NATHAN .....	TMM4-0872
NAACP (TAMPA BRANCH) .....	TMM6-0277 TMM6-0278 TMM6-0279
LEE DRURY DE CESARE .....	TMM2-0939
JO ANN C. PALMER .....	TMM2-1459
KATHRYN CLEAVES.....	TMM2-1327

THELMA HARRIS

CHARGE NO. TMM4-0188

Respondent affirms that it has hired Charging Party, Thelma Alford as a police officer, effective November 30, 1975, with specific retroactive benefits as listed in the Charging Parties relief schedule.

Respondent agrees it will pay the Charging Party Alford the sum of \$ \_\_\_\_\_, which represents monetary relief for time lost, while she was not employed by the City of Tampa's Police Department, in full settlement of this case.

It is understood that this Agreement does not constitute an admission by any Respondent of any violations of Title VII of the Civil Rights Act of 1964, as amended.

The Charging Party hereby waives, releases and covenants not to sue any Respondent with respect of any matters which were or might have been alleged as charges filed with the Equal Employment Opportunity Commission, subject to performance by the Respondent of the promises and representations contained herein. The Commission shall determine whether the Respondent has complied with the terms of this Agreement.

The Parties agree that there shall be no discrimination of any kind against any person because of opposition to any practice declared unlawful under Title VII of the Civil Rights Act of 1964, as amended, or because of the filing of charge; giving of testimony or assistance; or participation in any manner in any

investigation, proceeding, or hearing under Title VII of the Civil Rights Act of 1964, as amended.



DORIS BUTLER

CHARGE NUMBERS TMM4-0253/TMM5-1819

Respondent affirms to the promotion or upgrading Charging Party, Doris Butler, to the position of Accounting Clerk II, at the appropriate salary or pay rate.

Respondent further agrees that Charging Party will be afforded first opportunity to transfer into any Accounting Clerk II vacancies which occur within one (1) year from the date of this Agreement, and to provide such reasonable assistance as may be required to train Charging Party in the duties of the position.

The Parties agree that there shall be no discrimination of any kind against any person because of opposition to any practice declared unlawful under Title VII of the Civil Rights Act of 1964, as amended; or because of the filing of a charge; giving of testimony or assistance; or participation in any manner in any investigation, proceeding or hearing under Title VII of the Civil Rights Act of 1964, as amended.

Respondent agrees to pay the Charging Party the amount of \$ \_\_\_\_\_, which constitutes monetary relief for the period she should have been upgraded/promoted.

It is understood that this Agreement does not constitute an admission by any Respondent of any violation of Title VII of the Civil Rights Act of 1964, as amended.

The Charging Party hereby waives, releases and covenants not to sue any Respondent with respect to any matters which were or might have been alleged as charges filed with the Equal Employment Opportunity Commission, subject to performance by

the Respondent of the promises and representations contained herein. The Commission shall determine whether the Respondent has complied with the terms of this Agreement.

The Respondent agrees to remove from its records and files any notations, remarks or other indications that were obliquely inserted evidencing that the services performed by the Charging Party have been anything less than satisfactory. The Respondent further agrees that, in furnishing oral or written references concerning the Charging Party as may be requested by same or prospective employers, it will mention only the nature and duration of Charging Party's employment.

The Respondent further agrees that if it is required or requested to evaluate the services of the Charging Party, that any such evaluation shall be based upon the period of employment antedating the beginning of events which led to the subject charges.

JAMES DUKES

CHARGE NUMBER TMM4-0871

Charging Party, James Dukes, resigned from his position with Respondent as of November 9, 1974.

Respondent agrees that it will pay Charging Party, James Dukes, \$ \_\_\_\_\_, which represents monetary relief from the time of his resignation.

It is understood that this Agreement does not constitute an admission by any Respondent of any violation of Title VII of the Civil Rights Act of 1964, as amended.

The Charging Party hereby waives, releases and covenants not to sue any Respondent with respect to any matters which were or might have been alleged as charges filed with the Equal Employment Opportunity Commission, subject to performance contained herein. The Commission shall determine whether the Respondent has complied with the terms of this Agreement.

Respondent agrees to remove from the Charging Party's personnel file, all documents, entries, statements, comments that were obliquely inserted, references to grammatical ability, attitude, disciplinary notices and appraisals, which led to the filing of the charge.

RUFUS M. LEWIS

CHARGE NUMBER TMM4-0870

Respondent affirms to the promotion of the eligible, Charging Party, Rufus M. Lewis, to the position of Corporal.

Respondent agrees to remove from the Charging Party's personnel file, all documents, entries, statements, comments that were obliquely inserted, references to grammatical ability, attitude, disciplinary notices and appraisals, which led to the filing of the charge.

Respondent agrees to afford the Charging Party training opportunities in each of the Academy classes in service training; cost to be paid by the Department.

Respondent agrees to pay the Charging Party in the amount of \$ \_\_\_\_\_, which constitutes monetary relief for the Charging Party during the period he should have been upgraded/promoted.

It is understood that this Agreement does not constitute an admission by any Respondent of any violation of Title VII of the Civil Rights Act of 1964, as amended.

The Charging Party hereby waives, releases and covenants not to sue any Respondent with respect to any matters which were or might have been alleged as charges filed with the Equal Employment Opportunity Commission, subject to performance by the Respondent of the promises and representations contained herein. The Commission shall determine whether the Respondent has complied with the terms of this Agreement.

CLARENCE NATHAN

CHARGE NUMBER TMM4-0872

Respondent affirms to the promotion of the eligible, Charging Party, Clarence Nathan, to the position of Detective.

Respondent agrees to remove from the Charging Party's personnel file, all documents, entries, statements, comments that were obliquely inserted, references to grammatical ability, attitude, disciplinary notices and appraisals, which led to the filing of the charge.

Respondent agrees to afford the Charging Party training opportunities in each of the Academy classes in service training; cost to be paid by the Department.

Respondent agrees to pay the Charging Party in the amount of \$ \_\_\_\_\_, which constitutes monetary relief for the Charging Party during the period he should have been upgraded/promoted.

It is understood that this Agreement does not constitute an admission by any Respondent of any violation of Title VII of the Civil Rights Act of 1964, as amended.

The Charging Party hereby waives, releases and covenants not to sue any Respondent with respect to any matters which were or might have been alleged as charges filed with the Equal Employment Opportunity Commission, subject to performance by the Respondent of the promises and representations contained herein. The Commission shall determine whether the Respondent has complied with the terms of this Agreement.

FRANK GRAY

CHARGE NUMBER TMM4-0869

Respondent agrees to declare eligible, Charging Party, Frank O. Gray, for the next available opening to Corporal/Detective, and promote. All evaluations and judgments will be without references to previously derogatory materials and personnel comments contained in his file.

Respondent agrees to remove from the Charging Party's file, all documents, entries, statements, comments, references to grammatical ability, attitude, disciplinary notices and appraisals that were obliquely inserted which led to the filing of the charge.

Respondent agrees to afford the Charging Party training opportunities in each of the Academy classes and in service training; cost to be paid by the Department.

Respondent agrees to pay the Charging Party the amount of \$ \_\_\_\_\_, which contributes monetary relief for the Charging Party during the period he should have been upgraded/promoted.

It is understood that this Agreement does not constitute an admission by any Respondent of any violation of Title VII of the Civil Rights Act of 1964, as amended.

The Charging Party hereby waives, releases and covenants not to sue any Respondent with respect to any matters which were or might have been alleged as charges filed with the Equal Employment Opportunity Commission, subject to performance

by the Respondent of the promises and representations contained herein. The Commission shall determine whether the Respondent has complied with the terms of this Agreement.

Appendix A-1

RELIEF FOR INDIVIDUAL CHARGING PARTIES

NAME	DATE OF HIRE	AFFIRMATIVE RELIEF PROMOTION TO:	PROMOTIONAL COST	MONETARY RELIEF ANNUAL LEAVE	CASH RELIEF	TOTALS
James Dukes	07/06/70				750.00	750.00
Clarence Nathan	02/22/71	Detective/Corporal	936.00	11 days=537.68	300.00	837.68
Rufus Lewis	06/25/67	Detective/Corporal	478.40	12 days=612.48	300.00	912.48
Thelma Alford Harris	11/17/75	Hired		3 days=115.20	3,000.00	3,115.20
Frank Gray	03/18/63	Detective/Corporal	540.00	12 days=561.60	300.00	861.60
Boris Butler	09/08/68	Accounting Clerk II	312.00	17 days=490.96	500.00	990.96
		PROMOTIONAL COST . . . . .	2,266.40	55 days=2,317.92	+ 5,150.00	

GRAND TOTAL . . . \$9,734.32



Revised 5/4/76

Appendix A-2

RELIEF FOR NAACP AFFECTED CLASS, LIBRARY DEPARTMENT

NAME	DATE OF HIRE	STEP	AFFIRMATIVE RELIEF PROMOTION TO:	MONETARY RELIEF:		(Annual Leave & Cash)
				ANNUAL LEAVE	CASH	
Cynthia Cann	02/08/72	10/4	Library Assistant II	5 days = \$108.00, plus \$125.00 =	\$233.00	
Adelle Samuels	10/02/61	25/5	Library Service Specialist II	.26 days = \$ 11.21, plus \$	6.26 = \$ 17.47	
Norma Nelson	07/25/66	20/4	Library Technician	4 days = \$131.52, plus \$100.00 =	\$231.52	
Lawrence Lec	08/25/69	14/3	Library Assistant III	10 days = \$244.00, plus \$250.00 =	\$494.00	
Lella Spikes	05/13/68	14/4	Library Assistant II	10 days = \$254.40, plus \$250.00 =	\$504.40	
Albert Bass	07/03/67	15/6	Storekeeper II	9 days = \$259.92, plus \$225.00 =	\$484.92	
*Daisy Pease	10/18/71	10/4	Library Assistant II	5 days = \$108.00, plus \$125.00 =	\$233.00	
Pamela Young	11/05/73	6/5	Subject to Advancement Procedures	5 days = \$ 96.00, plus \$125.00 =	\$221.00	
Bertha Juddins	05/13/74	6/5	Subject to Advancement Procedures	5 days = \$ 96.00, plus \$125.00 =	\$221.00	
			PROMOTIONAL COST \$2,528.80	SUB TOTALS	53.26 days = 1,309.05 +	1,331.26 = \$2,640.31
						TOTAL COST \$4,969.11

\*Changed from Subject to Advancement Procedures to promotional Library Assistant II

Appendix B-1

GENERAL AFFECTIVE CLASS MEMBERS

1950 Back NAME	JOB TITLE	DATE OF HIRE	GENERAL STEP	PER HOUR	RELIEF ANNUAL LEAVE	CASH	TOTAL (Annual Leave & Cash)
Armando P. Avila	Laborer I	10/24/46	14/6	\$3.46	18 days = \$498.60,	plus \$450 =	\$948.60
Robert Canto	Laborer I	12/27/46	14/6	\$3.46	18 days = \$498.60,	plus \$450 =	\$948.60
Ernest J. Sutton	Laborer I	09/13/46	14/6	\$3.46	18 days = \$498.60,	plus \$450 =	\$948.60
Aubrey Cann	Equipment Operator II	08/14/50	18/6	\$4.11	10.80 days = \$335.10,	plus \$270 =	\$625.10
Walter E. Spottford	Equipment Operator II	04/27/50	18/6	\$4.11	10.80 days = \$335.10,	plus \$270 =	\$625.10
John H. Durham	Equipment Operator II	09/04/47	18/6	\$4.11	10.80 days = \$335.10,	plus \$270 =	\$625.10
Luther Gadsden	Labor Crew Leader	12/29/44	18/6	\$4.11	10.80 days = \$335.10,	plus \$270 =	\$625.10
William Dudley	Foreman I	07/06/50	20/4	\$4.11	7.20 days = \$236.74,	plus \$180 =	\$416.74
Louis Hernandez	Laborer I	10/10/57	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Mayo Henderson	Laborer I	08/29/55	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Jessie L. Walker	Laborer I	07/14/58	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
John B. Smith	Laborer I	07/13/54	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Isiah Person	Laborer I	10/14/54	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Jack Miller	Laborer I	07/13/54	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Bonnie L. Brinson	Laborer I	01/02/57	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Ira Grover	Laborer I	10/14/57	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Jim Demmi	Laborer I	11/08/59	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Fausto Jiminez	Laborer I	11/26/57	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Joe Ruines	Laborer I	05/16/56	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Francisco Guerrero	Laborer I	08/11/59	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
James Coleman	Laborer I	04/13/57	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Lonnie L. James	Laborer I	05/02/58	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Robert A. Rubin	Security Guard	10/01/59	14/6	\$3.46	13.50 days = \$373.67,	plus \$337.50 =	\$711.17
Lucious Glymph	Recreation Ldr. II	11/03/54	15/6	\$3.61	12.15 days = \$350.90,	plus \$303.75 =	\$654.65
Herbert Jackson	Equipment Operator I	02/21/59	15/6	\$3.61	12.15 days = \$350.90,	plus \$303.75 =	\$654.65
Andrew Carnegie, Jr.	Equipment Operator I	05/03/54	15/6	\$3.61	12.15 days = \$350.90,	plus \$303.75 =	\$654.65
Willie Simpson	Equipment Operator I	02/03/54	15/3	\$3.18	12.15 days = \$309.10,	plus \$303.75 =	\$612.85
Archie L. Smith	Equipment Operator I	10/21/52	15/6	\$3.61	12.15 days = \$350.90,	plus \$303.75 =	\$654.65
James Carter	Equipment Operator I	11/02/53	15/6	\$3.61	12.15 days = \$350.90,	plus \$303.75 =	\$654.65

SUB TOTALS 379.80 days=10,821.59 + 9,495.00 = \$20,316.59

GENERAL AFFECTIVE CLASS MEMBERS

1951 - 1960 Cont'd. NAME	JOB TITLE	DATE OF HIRE	GENERAL STEP	PER HOUR	RELIEF ANNUAL LEAVE	CASH	TOTAL (Annual Leave & Cash)
Harry L. Williams	Equipment Operator I	07/21/55	15/6	\$3.61	12.15 days =	\$350.90, plus \$303.75 =	\$654.65
James A. Lawrence	Equipment Operator I	07/21/55	15/6	\$3.61	12.15 days =	\$350.90, plus \$303.75 =	\$654.65
Willie A. Ford	Equipment Operator I	07/28/59	15/6	\$3.61	12.15 days =	\$350.90, plus \$303.75 =	\$654.65
Jessie L. Sledge	Equipment Operator I	01/09/53	15/6	\$3.61	12.15 days =	\$350.90, plus \$303.75 =	\$654.65
James Burr	Equipment Operator I	11/02/53	15/6	\$3.61	12.15 days =	\$350.90, plus \$303.75 =	\$654.65
Alber McPherson	Equipment Operator I	11/02/53	15/6	\$3.61	12.15 days =	\$350.90, plus \$303.75 =	\$654.65
Eddie Shedrick	Equipment Operator I	08/26/52	15/6	\$3.61	12.15 days =	\$350.90, plus \$303.75 =	\$654.65
Clarence Pearshall	Equipment Operator I	04/15/54	15/6	\$3.61	12.15 days =	\$350.90, plus \$303.75 =	\$654.65
Edward L. Singleton	Equipment Operator I	01/08/60	15/6	\$3.61	12.15 days =	\$350.90, plus \$303.75 =	\$654.65
Robert Williams	Laborer III	02/10/54	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
William Jackson	Laborer III	02/25/53	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
Willie T. Bell	Laborer III	02/10/53	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
Buck Davis	Laborer III	05/27/52	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
Allen McNeal	Laborer III	06/04/56	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
James Thornton	Laborer III	05/17/55	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
Chester L. Copeland	Laborer III	03/29/60	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
Leroy Richardson	Laborer III	02/01/60	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
McCartney Gerald	Laborer III	11/29/60	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
Willie Lang	Equipment Mechanic I	11/18/54	17/6	\$3.94	9.45 days =	\$297.87, plus \$235.80 =	\$533.67
English Williams	Labor Crew Leader	01/09/51	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
Eddie L. Baldwin	Labor Crew Leader	07/21/55	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
Roosevelt Williams	Labor Crew Leader	06/21/51	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
Albert Parham	Labor Crew Leader	01/25/59	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
Benjamin O. Padgett	Labor Crew Leader	04/16/52	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
James Spann	Labor Crew Leader	06/04/51	18/5	\$3.94	8.10 days =	\$255.32, plus \$202.50 =	\$457.82
Willie F. Toby	Labor Crew Leader	12/16/52	18/4	\$3.77	8.10 days =	\$244.30, plus \$202.50 =	\$446.80
Hilton Willingham	Equipment Operator II	06/26/57	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
Fammett Peeples	Equipment Operator II	07/08/57	18/4	\$3.77	8.10 days =	\$244.30, plus \$202.50 =	\$446.80
Arthur J. Mathis	Equipment Operator II	01/02/52	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
Vernon Carroll	Equipment Operator II	05/27/54	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
Jefferson W. Moore	Equipment Operator II	08/18/52	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
Eddie Rufford	Tree Trimmer II	04/28/53	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
Willie J. Sanders	Tree Trimmer II	07/03/51	18/6	\$4.11	8.10 days =	\$266.33, plus \$202.50 =	\$468.83
SUB TOTALS						317.25 days = 9,810.35 + 7,926.75 =	\$17,737.10

GENERAL AFFECTIVE CLASS MEMBERS

1951 - 1960 Cont'd.	JOB TITLE	DATE OF HIRE	GENERAL STEP	PER HOUR	RELIEF ANNUAL LEAVE	CASH	TOTAL (Annual Leave & Cash)
Franklin Lacy	Supervisor I	06/24/59	20/5	\$4.29	1.40 days = \$185.33, plus	\$135.00 =	\$320.33
Johnnie Girdner, Jr	Equipment Opr. III	06/16/54	21/6	\$4.69	4.05 days = \$151.96, plus	\$101.25 =	\$253.21
Willie J. Dupree	Equipment Opr. III	04/06/60	21/6	\$4.69	4.05 days = \$151.96, plus	\$101.25 =	\$253.21
Hilton Wade, Jr.	Equipment Mechanic II	10/12/60	21/5	\$4.29	4.05 days = \$139.00, plus	\$101.25 =	\$240.25
Flora M. Dawson	Recreation Leader III	09/09/59	22/6	\$4.91	2.70 days = \$106.06, plus	\$75.50 =	\$173.26
Jane White	Recreation Leader III	09/02/58	22/5	\$4.69	2.70 days = \$101.31, plus	\$75.50 =	\$168.81
K. A. Hightower	Supervisor II	11/14/52	24/5	\$5.14	.68 days = \$27.76, plus	\$16.20 =	\$43.96
Calvin Patterson Jr.	Supervisor II	10/01/56	24/6	\$5.39	.68 days = \$29.11, plus	\$16.20 =	\$45.31
William P. Edwards	Supervisor II	02/14/51	24/5	\$5.14	.68 days = \$27.76, plus	\$16.20 =	\$43.96
Oliver Stephenson	Supervisor II	09/01/54	24/6	\$5.39	.68 days = \$29.11, plus	\$16.20 =	\$45.31
Raymond Madrey	Supervisor II	01/02/52	24/6	\$5.39	.68 days = \$29.11, plus	\$16.20 =	\$45.31
Willie McNeil	Supervisor III	07/27/59	26/3	\$5.14	Subject to Affective Class Advancement Procedures Only		
Wilson Carley	WW Trt. PL OPR "C"	07/28/56	27/5	\$5.92	Subject to Affective Class Advancement Procedures Only		
*John R. Lane	Police Officer	10/18/54	PO1 05	\$5.86	9 days = \$421.92, plus	\$450.00 =	\$871.92
*Automatic promotion to Detective/Corporal (Promotional Cost \$540.80)							
1961 - 1970							
Mano Rodriguez	Laborer I	11/04/63	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Leonard Hunter	Laborer I	08/30/61	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Andrew Wrisbon	Laborer I	11/26/62	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Delma L. Crews	Laborer I	02/20/61	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Daniel A. Canalejo	Laborer I	12/04/62	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
George L. Griffin	Laborer I	07/19/61	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Frank Massey	Laborer I	07/10/62	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
James Jones	Laborer I	11/02/65	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Nathaniel Evans	Laborer I	06/22/63	14/1	\$2.81	9 days = \$202.32, plus	\$225.00 =	\$427.32
Arthur Dugar	Laborer I	05/24/65	14/3	\$3.05	9 days = \$219.60, plus	\$225.00 =	\$444.60
Nurso O. Menton	Laborer I	05/10/65	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Antonio J. Pelletier	Laborer I	01/08/62	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Rocell Jones	Laborer I	02/20/69	14/4	\$3.18	9 days = \$228.96, plus	\$225.00 =	\$453.96
Raul C. Rivera	Laborer I	05/09/67	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Samuel Harris, Jr	Laborer I	02/21/66	14/2	\$2.93	9 days = \$210.96, plus	\$225.00 =	\$435.96
Claude Edmond	Laborer I	07/20/70	14/2	\$2.93	9 days = \$210.96, plus	\$225.00 =	\$435.96
Ramon Gonzalez	Laborer I	02/13/66	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Kalip Hall, Jr.	Laborer I	11/03/66	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Joseph Key	Laborer I	06/22/67	14/3	\$3.05	9 days = \$219.60, plus	\$225.00 =	\$444.60
Eddie B. Jordon	Laborer I	01/15/67	14/6	\$3.46	9 days = \$249.12, plus	\$225.00 =	\$474.12
Eddie B. Edmund	Laborer I	10/27/70	14/1	\$2.81	9 days = \$202.32, plus	\$225.00 =	\$427.32
SUB TOTALS					220.35 days = 6,382.79 +	5,829.75 =	\$12,212.54

GENERAL AFFECTIVE CLASS MEMBERS

NAME	JOB TITLE	DATE OF HIRE	GENERAL STEP	PER HOUR	RELIEF ANNUAL LEAVE	CASH	TOTAL (Annual Leave & Cash)
Miguel Navarro	Laborer I	03/18/69	14/6	\$3.46	9 days = \$249.12, plus	\$225.00	\$474.12
Charles E. Kilpatrick	Laborer I	10/13/70	14/2	\$2.93	9 days = \$210.96, plus	\$225.00	\$435.96
Tyrone C. Jones	Laborer I	05/23/66	14/1	\$2.81	9 days = \$202.32, plus	\$225.00	\$427.32
Richard Moore	Laborer I	08/07/67	14/6	\$3.46	9 days = \$249.12, plus	\$225.00	\$474.12
Willis Harris	Laborer I	08/09/67	14/2	\$2.93	9 days = \$210.96, plus	\$225.00	\$435.96
Willie C. Rainge	Laborer I	10/23/69	14/1	\$2.81	9 days = \$202.32, plus	\$225.00	\$427.32
Vincenzo Pardo	Laborer I	05/21/68	14/5	\$3.32	9 days = \$230.04, plus	\$225.00	\$455.04
Samuel D. Bolton	Laborer I	06/11/68	14/1	\$2.81	9 days = \$202.32, plus	\$225.00	\$427.32
Willie L. Harrison	Laborer I	04/01/68	14/4	\$3.18	9 days = \$228.96, plus	\$225.00	\$453.96
Robert C. Kelly	Laborer I	06/12/69	14/2	\$2.93	9 days = \$210.96, plus	\$225.00	\$435.96
Harold D. Floyd	Laborer I	05/20/69	14/1	\$2.81	9 days = \$202.32, plus	\$225.00	\$427.32
George Seymore	Laborer I	03/31/69	14/5	\$3.32	9 days = \$230.04, plus	\$225.00	\$455.04
Judy L. Douglas	Clerk Receptionist I	05/13/68	14/6	\$3.46	9 days = \$249.12, plus	\$225.00	\$474.12
Rancis T. Dove	Accounting Clerk I	09/15/69	14/6	\$3.46	9 days = \$249.12, plus	\$225.00	\$474.12
Dolores L. Braxton	Keypunch Operator	05/13/68	14/6	\$3.46	9 days = \$249.12, plus	\$225.00	\$474.12
Leister Smilie	WW Trt. PL OPR "A"	04/05/65	14/6	\$3.46	9 days = \$249.12, plus	\$225.00	\$474.12
Jimmie L. Mills	Recreation Ldr. II	06/23/69	15/4	\$3.32	8.10 days = \$207.04, plus	\$303.75	\$510.79
Helen R. Taylor	Recreation Ldr. II	12/09/68	15/4	\$3.32	8.10 days = \$207.04, plus	\$303.75	\$510.79
Evel R. Webb	Recreation Ldr. II	06/15/64	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
Artis E. Gambrell	Recreation Ldr. II	09/07/65	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
Fudie M. Roundtree	Recreation Ldr. II	09/14/70	15/3	\$3.18	8.10 days = \$197.97, plus	\$303.75	\$501.72
Jimmie Kay English	Recreation Ldr. II	02/02/70	15/2	\$3.05	8.10 days = \$197.64, plus	\$303.75	\$501.39
Sylvester Ham	Equipment Opr. I	09/13/61	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
Wethor Johnson, Jr.	Equipment Opr. I	06/10/68	15/3	\$3.18	8.10 days = \$197.97, plus	\$303.75	\$501.72
Wesley Hollowings	Equipment Opr. I	05/01/67	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
Willie J. Russell	Equipment Opr. I	12/03/62	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
Henry Planchat	Equipment Opr. I	09/23/63	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
Willie Grubbs	Equipment Opr. I	10/30/67	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
Carlie McCray	Equipment Opr. I	07/26/66	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
David L. Calloway	Equipment Opr. I	08/14/67	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
Robert Williams	Equipment Opr. I	09/27/65	15/3	\$3.18	8.10 days = \$197.97, plus	\$303.75	\$501.72
Clarence Barnett	Equipment Opr. I	04/25/66	15/6	\$3.61	8.10 days = \$233.93, plus	\$303.75	\$537.68
George Wright	Laborer III	11/23/70	17/2	\$3.32	6.30 days = \$161.03, plus	\$157.50	\$318.53
Isaac Yeaman	Laborer III	03/28/63	17/6	\$3.94	6.30 days = \$198.58, plus	\$157.50	\$356.08
Russell Mitchell, Jr	Laborer III	10/09/61	17/6	\$3.94	6.30 days = \$198.58, plus	\$157.50	\$356.08
James Johnson, Jr.	Laborer III	03/04/63	17/6	\$3.94	6.30 days = \$198.58, plus	\$157.50	\$356.08

SUB TOTALS

298.80 days = 7,927.62 + 9,090.00 = \$17,017.62

GENERAL AFFECTIVE CLASS MEMBERS

1961 - 1970 Cont'd.	1971 - 1975	DATE OF HIRE	GENERAL STEP	PER HOUR	RELIEF ANNUAL LEAVE	CASH TOTAL	(Annual Leave & Cash)
Frank E. Irving	Labor Crew Leader	07/15/63	18/6	\$4.11	5.40 days = \$177.56,	Plus \$135.00 =	\$312.56
David Allen	Labor Crew Leader	07/15/63	18/6	\$4.11	5.40 days = \$177.56,	Plus \$135.00 =	\$312.56
Willie C. Palmore	Labor Crew Leader	06/08/64	18/6	\$4.11	5.40 days = \$177.56,	Plus \$135.00 =	\$312.56
William Taylor	Labor Crew Leader	07/08/64	18/6	\$4.11	5.40 days = \$177.56,	Plus \$135.00 =	\$312.56
Detroit Williams	Labor Crew Leader	02/27/64	18/5	\$3.94	5.40 days = \$170.21,	Plus \$135.00 =	\$305.21
Arthur Harris, Jr.	Labor Crew Leader	02/21/66	18/6	\$4.11	5.40 days = \$177.56,	Plus \$135.00 =	\$312.56
James T. Copeland	Labor Crew Leader	03/02/65	18/6	\$4.11	5.40 days = \$177.56,	Plus \$135.00 =	\$312.56
Willie J. Lec	Labor Crew Leader	09/03/68	18/3	\$3.61	5.40 days = \$155.96,	Plus \$135.00 =	\$290.96
Willie J. Callaway	Labor Crew Leader	06/20/68	18/4	\$3.77	5.40 days = \$162.87,	Plus \$135.00 =	\$297.87
Woodrow George	Equipment Opr. I	03/29/65	18/4	\$3.77	5.40 days = \$162.87,	Plus \$135.00 =	\$297.87
Henry W. Stewart, Jr.	Maintenance Repair I	07/20/64	18/5	\$3.94	5.40 days = \$170.21,	Plus \$135.00 =	\$305.21
James Brown	Maintenance Repair I	07/16/62	18/6	\$4.11	5.40 days = \$177.56,	Plus \$135.00 =	\$312.56
Booker T. Lewis	Equipment Opr. III	06/29/65	21/4	\$4.29	2.70 days = \$92.67,	Plus \$67.50 =	\$160.17
Carolyn Y. Miller	Recreation Ldr. III	09/07/65	22/5	\$4.69	1.80 days = \$64.52,	Plus \$45.00 =	\$109.52
Carrie D. Verrillett	Recreation Ldr. III	02/22/65	22/4	\$4.48	1.80 days = \$64.52,	Plus \$45.00 =	\$109.52
Ernest Davis	Equipment Mech I	02/19/62	24/5	\$5.14	.50 days = \$18.51,	Plus \$10.80 =	\$29.31
Artis Lattimore	Supervisor II	01/23/63	24/5	\$5.14	.50 days = \$18.51,	Plus \$10.80 =	\$29.31
Edward Durant	Supervisor II	09/25/62	24/5	\$5.14	.50 days = \$18.51,	Plus \$10.80 =	\$29.31
Charlie George	Supervisor II	06/26/68	24/1	\$4.29	.50 days = \$15.45,	Plus \$10.80 =	\$26.25
Lester G. Smilie	NW Trt. PL OPR "A"	04/05/65	27/4	\$5.65	Subject to Affective Class Procedures Only		

1971 - 1975

Phyllis Dupree	Clerk I	09/24/73	10/3	\$2.60	4.50 days = \$93.60,	Plus \$112.50 =	\$206.10	
Lorraine Ellison	Clerk I	09/04/73	10/2	\$2.50	4.50 days = \$90.00,	Plus \$112.50 =	\$202.50	
Gail Scarborough	Clerk I	12/10/73	10/2	\$2.50	4.50 days = \$90.00,	Plus \$112.50 =	\$202.50	
Gloria Banks	Clerk I	07/24/72	10/2	\$2.50	4.50 days = \$90.00,	Plus \$112.50 =	\$202.50	
Queen E. Miller	Recreation Ldr. I	09/11/72	11/5	\$2.93	4.50 days = \$105.48,	Plus \$112.50 =	\$217.98	
Elouise M. Scott	Recreation Ldr. I	05/01/71	11/4	\$2.81	4.50 days = \$101.16,	Plus \$112.50 =	\$213.66	
Andrey S. Collins	Recreation Ldr. I	05/01/72	11/3	\$2.70	4.50 days = \$97.20,	Plus \$112.50 =	\$209.70	
Cassie B. Baker	Keypunch Operator	05/01/72	14/5	\$3.32	4.05 days = \$119.52,	Plus \$112.50 =	\$232.02	
Annie Jo Smith	Recreation Ldr. I	05/22/72	15/1	\$2.93	4.05 days = \$94.94,	Plus \$101.25 =	\$196.19	
George Andrews	Laborer III	03/01/71	17/1	\$3.18	3.15 days = \$80.14,	Plus \$78.75 =	\$158.89	
David Holmes	Traffic Analyst I	04/25/72	18/3	\$3.61	2.70 days = \$77.98,	Plus \$67.50 =	\$145.48	
Vernon Johnson	Draftsman II	03/28/72	22/1	\$3.94	.90 days = \$28.37,	Plus \$22.50 =	\$50.87	
SUB TOTALS						199.90 days = \$3,429.14 +	2,990.70 =	\$6,419.84
GRAND TOTALS						1,416.10 days = \$38,371.49 +	35,332.20 =	\$73,703.69

## RELIEF FOR AFFECTED CLASS FEMALE CUSTODIAL WORKER I'S

NAME	DATE OF HIRE	AFFIRMATIVE RELIEF PROMOTION TO:	CASH RELIEF
Idelia N. Williams	09/17/62	Custodial Worker II,	plus \$162.50
Lizzie M. Troy	11/21/47	Custodial Worker II,	plus \$325.00
Rallene Gilbert	06/22/64	Custodial Worker II,	plus \$162.50
Eliza J. Ford	08/23/54	Custodial Worker II,	plus \$243.75
Irene West	01/15/62	Custodial Worker II,	plus \$162.50
Irene L. Darby	06/30/57	Custodial Worker II,	plus \$243.75
Evelyn C. Burney	08/29/62	Custodial Worker II,	plus \$243.75
Patricia Moore	04/23/70	Custodial Worker II,	plus \$162.50
Emma R. Allen	08/03/61	Custodial Worker II,	plus \$162.50
Luenez Hobley	05/02/71	Custodial Worker II,	plus \$162.50
Jennie G. Scarborough	05/18/69	Custodial Worker II,	plus \$162.50
Ezeli McDonald	12/16/68	Custodial Worker II,	plus \$162.50
Norma L. Johnson	08/04/61	Custodial Worker II,	plus \$162.50
Elizabeth Lester	06/21/65	Custodial Worker II,	plus \$162.50
Barbara J. West	06/11/73	Custodial Worker II,	plus \$ 81.50
L. Killins	07/18/71	Custodial Worker II,	plus \$ 81.50
Rosalyn Ann Norwood	07/28/75	Custodial Worker II,	
Shirley M. Skipper	01/15/75	Custodial Worker II	

PROMOTIONAL COST \$8,985.60 CASH RELIEF COST \$2,844.25 TOTAL COST \$11,829.85

EMPLOYMENT  
OPPORTUNITY OFFICE



512 Florida Avenue  
Suite 319

TAMPA, FLORIDA 33602

EXHIBIT 'A'

August 19, 1975

TO: Personnel Agencies, Minority and Women Organizations  
FROM: John W. Daniel, EEO Officer. *John W. Daniel*  
SUBJECT: Changes in Position Classifications

I am enclosing for your information, changes in functional position classifications which are now applicable to both sexes.

JWD:mr

cc: Mr. William F. Poe, Mayor

Mr. Manuel Valles, Director  
Civil Service



William F. Poe  
MAYOR



EXECUTIVE OFFICES

August 14, 1975

TO: ALL DEPARTMENT HEADS  
FROM: William F. Poe  
SUBJECT: Interim Changes to Position Classification Plan

Attached you will find a classification title list. On the left-hand side of the attached you will find present class titles and on the right-hand side you will find new class titles that are being used on an interim basis until formal title changes are accomplished.

As of this date, the new class title will be used in any personnel matters such as requisition forms, advertising and other internal and external records. For the time being, please make pen and ink changes in regard to any documents carrying these class titles until formal revision occurs.

The purpose of this title change is to eliminate any reference to sex in the classification title. This matter may seem insignificant to some but it is not. I am asking the Civil Service Department to notify my office concerning anyone who continues to use the old titles in any official City documentation.

Your cooperation will be appreciated.

CIVIL SERVICE

(Interim Changes to Class Titles)

CODE	PRESENT CLASS TITLE	INTERIM CLASS TITLE
18	Automotive Mechanic Foreman I	Automotive Mechanic Supervisor I
39	Automotive Mechanic Foreman II	Automotive Mechanic Supervisor II
53	Body and Fender Repairman	Body and Fender Specialist
65	Body Shop Foreman	Body Shop Supervisor
10	Chief Park Patrolman	Chief Park Guard
35	Clubhouseman	Clubhouse Supervisor
12	Convention Facilities Oper Fore,	Convention Facilities Oper Supv
21	Draftsman I	Drafting Aide
22	Draftsman II	Drafting Technician I
23	Draftsman III	Drafting Technician II
24	Draftsman IV	Drafting Technician III
25	Equipment Mechanic Foreman	Equipment Mechanic Supervisor
21	Foreman I	Supervisor I
32	Foreman II	Supervisor II
33	Foreman III	Supervisor III
35	Incinerator Foreman	Incinerator Supervisor
40	Incinerator Maintenance Foreman	Incinerator Maintenance Superv.
74	Instrumentman	Engineering Technician I
20	Library Maintenance Foreman	Library Maintenance Supervisor
15	Maintenance Repair Foreman	Maintenance Repair Supervisor I
25	Maintenance Repair Supervisor	Maintenance Repair Supervisor II
11	Maintenance Repairman I	Maintenance Repairer I
12	Maintenance Repairman II	Maintenance Repairer II
05	Meter Repair Foreman	Meter Mechanic Supervisor
91	Meter Repairman I	Meter Mechanic I
92	Meter Repairman II	Meter Mechanic II
03	Meter Repairman III	Meter Mechanic III
15	Nurseryman	Nursery Worker
75	Park Foreman	Park Supervisor I
14	Parks Supervisor	Park Supervisor II
08	Refuse General Foreman	Refuse General Supervisor I
19	Refuse General Supervisor	Refuse General Supervisor II
72	Rodman	Engineering Aide I
50	Steam Boiler Fireman	Steam Boiler Operator
49	Steam Boiler Fireman Trainee	Steam Boiler Operator Trainee
65	Tire Repair Foreman	Tire Repair Supervisor
61	Tire Repairman I	Tire Repairer I
62	Tire Repairman II	Tire Repairer II
51	Traffic Maintenceman I	Traffic Maintenance Specialist I
52	Traffic Maintenceman II	Traffic Maintenance Specialist II
53	Traffic Maintenceman III	Traffic Maintenance Spec III
85	Traffic Signal Foreman	Traffic Signal Supervisor I
63	Traffic Signal Supervisor	Traffic Signal Supervisor II
51	Manpower Planner I	Human Resources Planner I
52	Manpower Planner II	Human Resources Planner II



WILLIAM F. POE  
MAYOR

EXECUTIVE OFFICES

August 5, 1975

EXHIBIT B

Mr. James Campbell  
MDA - Human Resources  
Development Program  
3410 N. 22nd Street  
Tampa, FL 33605

Dear Mr. Campbell:

The City of Tampa is expanding efforts in order to extend its role as an EQUAL OPPORTUNITY EMPLOYER. Therefore, we solicit your energetic support in our affirmative-action conscious exertions to provide fair and equal employment opportunities for minority groups and women of our community.

I recognize that our employment system needs updating; therefore, we are currently re-examining all employment practices to reassure compliance with Title VII as amended and interpreted by the Federal Courts. Tampa intends to insure the reality of equal employment as humanly as possible to all of its constituents.

Your agency and/or organization can provide a valuable service to the City of Tampa by referring qualified women and minorities for any openings listed with Civil Service. Your name and the name of your agency/organization has been added to our Civil Service mailing list; therefore, as positions become available, notices will be forwarded for your attention and consideration.

Appreciatively,

William F. Poe  
Mayor

WFP:mt



TAMPA, FLORIDA 33602

Civil Service Board  
512 N. Florida Ave., 3rd floor

July 22, 1975

Mr. John W. Daniel  
City of Tampa EEO Officer  
512 N. Florida Ave.  
Tampa 33602

Dear Mr. Daniel:

The Civil Service Board wishes to congratulate you upon being designated as Equal Employment Opportunity Officer for the City of Tampa. You are well qualified to attend to matters pertaining to that area of personnel administration.

The Board looks forward to working closely with you in activities and subjects of mutual interest. In that respect the Board has adopted a policy of keeping you informed about changes our program is contemplating or implementing in order that we can obtain your input on a timely basis.

Because the Board is emphatic in instituting required changes, on June 13, 1975 it employed Mr. Ellis L. York, formerly the Equal Employment Coordinator of the Tampa branch of Honeywell, Inc. Since his employment, Mr. York has been actively engaged in contacting minority groups and organizations within the Tampa area to encourage members of those groups and organizations to apply for employment with the City of Tampa.

Though more are planned, Mr. York has been on minority media programs (TV and radio) to explain employment opportunities. Mr. York has also visited with the National Organization for Women, NAACP, Urban League and minority newspapers to do "outreach recruiting". A number of women and members of minorities have visited with Mr. York in his office to discuss employment and have completed applications.

If you have suggestions or recommendations on how we can improve upon our outreach program, please feel free to contact us.

Sincerely,

Manuel Valles  
Personnel Director

MV:mm

cc: Hon. William F. Poe, Mayor

Females Rejected on Height and/or Weight Standards for Police Officer and Firefighter (1972-1975)

1972

January	None
February	"
March	"
April	"
May	"
June	"
July	"

August

Andrews, Deborah	Police Officer	Hgt. & Wgt.
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September	None
October	None

November

Inglis, Joan H.	Firefighter	Hgt. & Wgt.
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December	None
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1973

January	None
February	None

March

Lewis, Susan M.	Police Officer	Weight
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April	None
May	None

June

Williams, Mary A.	Police Officer	Hgt. & Wgt.
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July

Brunken, Jennifer	Police Officer	Height
Diers, Naomi L.	Police Officer	Height

1973

August

Alford, Thelma L.	Police Officer	Height
Dayes, Edith E.	Police Officer	Hgt. & Wgt.

September

Cummings, Linda D.	Police Officer	Height
Dix, Gail B.	Police Officer	Height

October

Scruggs, Susan K.	Police Officer	Height
Vinik, Marylyn O.	Police Officer	Height

November None

December

Berg, Dana G.	Police Officer	Weight
Town, Jacquelyn M.	Police Officer	Height

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1974

January

Miller, Kathy L.	Police Officer	Height
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February

Overdorf, Dana E.	Police Officer	Weight
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March None

April

Hall, Mary K.	Police Officer	Hgt. & Wgt.
Mendoza, Larita W.	Police Officer	Height

May

Gunter, Ava A.	Police Officer	Height
Meredith, Sylvia F.	" "	Hgt. & Wgt.
Westfall, Susan M.	" "	Hgt. & Wgt.

June None

July None

August through December None

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1975

January through March

None

April

Banks, Sherry

Police Officer

Weight

Provisional and Temporary employees over 6 months duration who are minorities:

1. BRAXTON, DOLORES. (#8094) Black Female Keypunch Operator  
Employed Public Works (Bldg. Mtce.)

Provisional on 3/3/75.

Holds permanent status as Accounting Clerk I  
Employed temporary on 5/13/68.

Job re-classified to Keypunch Operator; failed Keypunch Performance Exam on 3/14/75.

2. EDWARDS, WILLIAM. (#1908) Black Male Foreman II  
Employed Public Works (Engineering)

Provisional on 1/30/73.

Holds permanent status as Foreman I  
Employed 2/51.

Failed written exam on 4/18/75 (21).

3. GEORGE, CHARLIE L. (#8411) Black Male Foreman II  
Employed Public Works (Engineering)

Provisional on 2/9/75..

Holds permanent status as Laborer II  
Employed 6/68.

Failed written exam on 4/7/75 (23).

4. HILL, GAINES. (#1925) Black Male Foreman II  
Employed Public Works (Streets)

Provisional on 1/30/73.

Holds permanent status as Foreman I  
Employed 12/5/61.

Failed written exams on 10/24/73 (9); 6/3/74 (27); 4/18/75 (22).

5. There are no black male or female employees in a temporary status at this time.



CITY OF TAMPA, FLORIDA

EXHIBIT 'E'

CITY EMPLOYEES

MANUEL VALLES, CIVIL SERVICE

EMPLOYEE PERFORMANCE EVALUATION PROGRAM

Date: DECEMBER 1, 1975

The City of Tampa is about to start the Employee's Performance Evaluation Program. This is to be a City-wide Program and it affects you, therefore you should know about it. The implementation date of this Program is January 1, 1976.

Performance evaluation occurs in every job situation, but for most of you, it has been casual and probably of little interest. However, unless the supervisor tells you how you are performing in the job, you probably do not try to perform your job more efficiently. You may also resent not being selected for promotion, especially when the supervisor never seems to establish communication with you.

The Performance Evaluation Program is designed to correct these and other problems. It will be used primarily to support recommendations for merit pay increases on a centralized basis. Other uses may include:

1. Promotions, demotions, and/or layoffs.
2. Manpower Planning and utilization.
3. Communication between supervisor and subordinate.
4. Determination of management development needs.
5. Updating position descriptions.
6. Validation of selection and promotion procedures.

The concept of the Performance Evaluation Program is that you will be rated by your immediate supervisor at least once each year. The rating will then be reviewed by the next higher level supervisor. You will then see the rating, and may make your own comments. Finally, the department head will review and comment on the rating and submit it to Civil Service for necessary action, then file it in your personnel record.

You will gain from this Program because you will know, perhaps for the first time, how your supervisor really rates you and your work, and what areas need the greatest emphasis for improvement. Many organizations have found that the formalized program actually increases verbal communications within a department and the net results are increased productivity and greater job satisfaction.

A copy of the Performance Evaluation Form is attached for information. Be sure to review thoroughly, evaluations made on you. If you do not understand the rating, ask your supervisor to discuss it with you.

# EMPLOYEE PERFORMANCE RATING MANUAL

## 1.1. SCOPE

The Employee Performance Rating system is a uniform procedure which permits the evaluation of services performed by employees of the City of Tampa.

## 1.2 PURPOSE

The purpose of the Employee Performance Rating system is to permit supervisory personnel to evaluate the performance of employees in the accomplishment of their assigned duties and responsibilities by established standards. The evaluation of the performance of employees is to determine how and to what extent employee performance relates to the standard position requirements.

## 1.3 WHO IS REVIEWED

- A. New Employees - will be rated four to six weeks prior to completion of their six months' probationary period.
- B. All other Employees - will be reviewed and rated annually at least six weeks prior to the anniversary date on which the employee is eligible for merit increase consideration. Special ratings in recognition of truly outstanding or unsatisfactory performance may be made at any time.
- C. Employees being Separated or Retired - will be rated prior to separation date.

- D. Ratings for employees who have been transferred from one organization to another will be completed by both supervisors who had responsibility over the employee during the rating period.

1.4 WHO WILL INITIATE THE PERFORMANCE RATING FORM

- A. All Employee Performance Rating Forms will be initiated by the Personnel Office unless, because of unusual circumstances, a special rating is desired. Performance evaluations are made by the immediate supervisor of the employee.
- B. In the latter case, the rating form will be initiated by the department head in which the person is employed.

1.5 USE OF EMPLOYEE EVALUATION RATINGS

This information is collected with the objective of improving employee performance, and thereby improving the various services rendered to the department and the city.

- A. It indicates to the employee how his past performance has been evaluated by his immediate supervisor, brings out his strong and weak points, serves as the basis for discussion of how he can improve his performance, and provides for the counseling of the individual employee.

- B. It calls attention to the need for training employees whose ratings reveal that their work performance could stand improvement and may indicate the special working area in which intensive training is required. It will be used as a basis for granting increases in salary which are intended as a reward for performance.
- C. It may be used to determine an employee's potentialities for promotion or may indicate that a transfer or demotion is desirable.
- D. It may be useful for hearings concerning disciplinary actions.
- E. It may be useful in determining order of layoff and rehiring of employees.

#### 1.6 RATING SCALE

The rating scale is made up of descriptive phrases which relate to standards of performance established by the *department* and are listed on the rating form in the five columns. The descriptive phrases cover performance ranges from outstanding to unsatisfactory. The phrases are intentionally scrambled so that the rater must read each phrase and select the one which is most descriptive of the employee's performance.

1.7 RATING FACTORS

The seven rating factors used in this form collectively describes the individual's performance in the job. The list of factors could be much longer, but most rating systems in use today tend to limit the number of factors because of definition problems and overlapping meanings. Rather than define each factor in dictionary terms, each one is explained in terms of the descriptive phrases. Space is provided on the form for the rater to provide separate remarks and comments as desired. If the rater feels that a particular factor of importance is omitted from the list, the remarks portion of the form may be used as desired.

1.8 OTHER RATING REQUIREMENTS

Insure that sections of the form relating to strong points, weak points, and plan to improve performance are filled in carefully. These sections are particularly valuable in counseling and in clearly delineating deviations from acceptable standards of performance.

1.9 DISTRIBUTION OF COMPLETED EMPLOYEE PERFORMANCE RATING FORMS

Forms will be filled out in triplicate and distributed as follows:

Employee's Personnel Record, Civil Service

Employee's Personnel Record, Department

Employee

EMPLOYEE PERFORMANCE RATING FORMS .....

In making actual ratings, the following suggestions should be kept continuously in mind by all rating authorities:

- A. Each section of the Employee Performance appraisal form must be completed or the report will be returned. To show a rating scale for a particular factor, check the box which most nearly describes employee performance.
- B. At least one level of supervision above the rating supervisor must review the evaluation before it is discussed with the employee.
- C. Consider each factor separately, taking into account only that particular factor which you are rating. Do not be influenced by your general opinion of the employee's overall performance. Do not consider performance for any factor which does not relate to the one being rated. If you do not know how to rate the factor being considered, add the word "Unknown" in the remarks section. If you believe that the factor is not important for the employee being rated, add the words "Not Applicable" in the remarks section.
- D. Be a fair, impartial, and objective judge in evaluating this employee so that your check mark will accurately describe his performance in the particular area considered.

1. The usefulness of any performance review depends almost entirely upon the understanding, impartiality, and objectivity with which ratings are made.
  2. Care and skill used by supervisors in rating employees are measures of supervisory ability in directing the work of subordinates.
- E. Do not be influenced by one or two unusual incidents, but rate in terms of the employee's regular day-to-day average performance during all of the period for which he is rated. Similarly, do not go back prior to the period covered by the rating report in your consideration.
- F. Guard against committing the following common errors which can cause problems in rating employees. Among these are:
1. Central Tendency - Rating all employees as average.
  2. Halo Effect - Allowing one aspect of an employee's performance to influence the entire evaluation.
  3. Overvaluation or Undervaluation - The tendency of a rater to overvalue or undervalue a given factor.
  4. Other Biases - Race, religion, nationality, sex, etc.

- G. Consider your evaluation in terms of the employee's present duties, not in terms of the duties of a different, higher or lower class.
- H. Do not consider potential value or personal abilities of the employee, except as they are actually revealed in, and used on, present work assignments. Your rating should reveal what the employee actually does in his present position.
- I. In rating individual factors, remember that it is entirely possible for the ratings to differ among factors. In most cases, an employee's performance in certain areas is better than it is in others.
- J. Remember that the ratings you give reveal your judgment of the employee's work performance. Do not be influenced in your rating by the opinion of others.
- K. Remember that in rating employees you should not expect them to meet standards of performance unless you have instructed them in all the job requirements.
  - 1. You cannot hold an employee responsible for work accomplishment if he has not received understandable assignments and instructions from you. If an employee has an area of difficulty, what have you, as a supervisor, done to help your employee solve the problems which handicap his performance?



2. You, the supervisor, have a direct responsibility to develop your employee with respect to his relationship to the performance standards of his job.
  3. If the employee is not getting along, he should be told how and in what respect he is failing, and how he can improve his performance. That is one of the supervisor's fundamental responsibilities.
- L. Any performance rating of unsatisfactory or truly outstanding must be explained in detail, either on the rating form or in an attached statement. (When a statement is attached, please furnish three copies.)
- M. The immediate supervisor must discuss the rating with the employee.
1. Together, you should determine what should be done to improve the employee's performance on the job. Once the corrective action has been agreed upon, it is up to the employee to apply it, and it is your responsibility to observe his performance for the desired results.
  2. Be careful that you do not overcommit yourself or the employee. Give the employee every opportunity to start "on the right foot." Assist him whenever possible. Be sure the corrective

action is the best method of eliminating the employee's deficiencies.

3. It is the supervisor's responsibility to see that such an employee with an unsatisfactory rating is re-evaluated within sixty (60) calendar days and a new rating given him at that time.
- N. Be sure you observe the employee's progress during the period of corrective action. Talk with him, compliment his performance, and offer constructive criticism in areas where it is needed. Go over with him the results of the corrective performance review:
1. If he has successfully carried out the corrective action, he should be rated higher.
  2. Failure to carry out his obligation constitutes an unsatisfactory performance and may result in disciplinary action, and ultimately in dismissal.
- O. Remember -- rating the performance of the employees under your supervision is a continuing process of day-to-day observance and counseling -- not just a simple activity to be performed every few months.

1.11 WHO WILL REVIEW THE EMPLOYEE PERFORMANCE RATING FORMS

- A. The reviewing authority shall be all levels of supervision above the supervisor who rates the employee.

1. In no case shall the reviewing and rating authorities be the same person.
2. The reviewing authority may make any comments on the review form, but he does not have the authority to change the original rating. Differences between rating and reviewing authorities shall be worked out before the rating is discussed with the employee. If desired, additional levels of reviewer's comments may be added to the evaluation forms on separate sheets of paper.

B. EMPLOYEE-SUPERVISOR CORRECTIVE ACTION COUNSELING

The employee whose rating is Unsatisfactory or Conditional shall be informed in writing on the form or in an attached statement giving the specific reasons for his rating. The employee shall be fully instructed with respect to the standard requirements of his position and a complete explanation of the method of corrective action agreed upon to bring his performance up to the standard level.

C. INSPECTION OF EMPLOYEE PERFORMANCE RATING FORMS

The Employee Performance Rating Forms of City of Tampa staff members shall be open to inspection only to persons who can show good reason or cause why they are entitled to such information in connection with the performance of their duties.

1. In no case shall any rating authority reveal to any employee the contents of any review other than the employee's own.
2. No public disclosure of information from such records shall be made except with the approval of the civil service board after a determination that such disclosure is in the public interest.

D. CONCLUSION

The usefulness of any employee evaluation depends almost entirely upon the understanding, impartiality, and objectivity with which ratings are made. Care and skill used by rating authorities in rating employees are measures of supervisory ability in directing the work of subordinates. It must be remembered that RATING AN EMPLOYEE'S PERFORMANCE IS A CONTINUING PROCESS OF DAY-TO-DAY OBSERVANCE AND NOT MERELY AN EXTRA ACTIVITY WHEN RATINGS ARE MADE.

PAGE INIT.  
 CS-5P CS-6

512 N. FLORIDA AVENUE TAMPA, FLORIDA 33602  
 EQUAL OPPORTUNITY EMPLOYER (E/O)

CS-6 NOT  
 EXAM NOT  
 REFILED  
 ACTION

TITLE OF POSITION APPLIED FOR (Use exact title)

EXHIBIT 'F'

NOTES: This application is an important part of your examination. Please type or legibly in ink and complete all information.

HAVE YOU EVER TAKEN ANY EXAMINATION BY THE TAMPA CIVIL SERVICE BOARD? WHEN? TITLE OF POSITION	HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF TAMPA? <input type="checkbox"/> YES <input type="checkbox"/> NO WHEN? TITLE OF POSITION
---	--

HAVE ANY RELATIVES CURRENTLY EMPLOYED BY THE CITY OF TAMPA?  
 PLEASE GIVE NAMES:

EDUCATION: (Circle highest grade completed) 1 2 3 4 5 6 7 8 9 10 11 12 COLLEGE GRADUATE  
 1 2 3 4 1 2 3 4

MODEL OR EQUIVALENT	YR GRAD	MAJOR OR COURSE STUDIED	DID YOU GRADUATE? SPECIFY DEGREE	DATE COMPLETED
BELOW NAMES OF COLLEGES, BUSINESS, TRADE NATIONAL SCHOOLS OR OTHER STUDIES)				

HAVE A VALID FLORIDA: DRIVER'S LICENSE LICENSE NO. <input type="checkbox"/> YES <input type="checkbox"/> NO	CHAUFFEUR'S LICENSE LICENSE NO. <input type="checkbox"/> YES <input type="checkbox"/> NO	LIST ANY OTHER OCCUPATIONAL LICENSES OR CERTIFICATES YOU POSSESS
---	---	--

EMPLOYMENT RECORD: Start with last place worked. (Include Military Service as work history)

NAME OF FIRM, CORPORATION, ETC.	SUPERVISOR'S NAME	
POSITION	DATES EMPLOYED FROM TO	NO. OF YRS.
DETAILED NATURE OF THE WORK PERFORMED	SALARY RECEIVED	
	<input type="checkbox"/> FULLTIME <input type="checkbox"/> PARTTIME	NO. OF HRS./WK
REASON FOR LEAVING		

NAME OF FIRM, CORPORATION, ETC.	SUPERVISOR'S NAME	
POSITION	DATES EMPLOYED FROM TO	NO. OF YRS.
DETAILED NATURE OF THE WORK PERFORMED	SALARY RECEIVED	
	<input type="checkbox"/> FULLTIME <input type="checkbox"/> PARTTIME	NO. OF HRS./WK
REASON FOR LEAVING		

ADDRESS: (STREET NO., CITY, STATE, ZIP CODE)

TELEPHONE NUMBER

NAME (PLEASE PRINT), LAST, FIRST, MIDDLE

NAME		DATES EMPLOYED FROM		NO. OF YRS.	
TITLE OF POSITION		TO			
PLEASE FULLY THE NATURE OF THE WORK PERFORMED		SALARY RECEIVED			
		<input type="checkbox"/> FULLTIME		NO. OF HRS./WK	
		<input type="checkbox"/> PARTTIME			

NAME		REASON FOR LEAVING			
OF FIRM, CORPORATION, ETC.		SUPERVISOR'S NAME			
NAME		DATES EMPLOYED FROM		NO. OF YRS.	
TITLE OF POSITION		TO			
PLEASE FULLY THE NATURE OF THE WORK PERFORMED		SALARY RECEIVED			
		<input type="checkbox"/> FULLTIME		NO. OF HRS./WK	
		<input type="checkbox"/> PARTTIME			

NAME		REASON FOR LEAVING			
OF FIRM, CORPORATION, ETC.		SUPERVISOR'S NAME			
NAME		DATES EMPLOYED FROM		NO. OF YRS.	
TITLE OF POSITION		TO			
PLEASE FULLY THE NATURE OF THE WORK PERFORMED		SALARY RECEIVED			
		<input type="checkbox"/> FULLTIME		NO. OF HRS./WK	
		<input type="checkbox"/> PARTTIME			

NAME		REASON FOR LEAVING			
OF FIRM, CORPORATION, ETC.		SUPERVISOR'S NAME			
NAME		DATES EMPLOYED FROM		NO. OF YRS.	
TITLE OF POSITION		TO			
PLEASE FULLY THE NATURE OF THE WORK PERFORMED		SALARY RECEIVED			
		<input type="checkbox"/> FULLTIME		NO. OF HRS./WK	
		<input type="checkbox"/> PARTTIME			

NEED ADDITIONAL SHEETS IF NEEDED. ATTACH TRANSCRIPT WHEN APPLICABLE

DO YOU EVER BEEN CONVICTED OF AN OFFENSE AGAINST THE LAW, OR ARE YOU NOW UNDER CHARGES FOR ANY OFFENSE AGAINST THE LAW? YES NO. IF YES, GIVE THE FOLLOWING INFORMATION: (1) DATES, (2) CHARGES, (3) PLACES, (4) COURTS, AND (5) DISPOSITION.

BEFORE SIGNING, PLEASE CHECK ENTIRE APPLICATION FOR ERRORS OR OMISSIONS

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL STATEMENTS MADE HEREIN OR REFERENCED HEREIN ARE COMPLETE AND ACCURATE. I UNDERSTAND ANY ERRONEOUS STATEMENTS CONTAINED HEREIN MAY DISQUALIFY ME FROM EXAMINATION, CERTIFICATION, APPOINTMENT OR RETENTION.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

(NOTE: If this application is not signed in ink, it may be rejected without further notice)

FOR SERVICE OFFICE USE ONLY  
DATE:

EXHIBIT 'G'

August 13, 1975

Mr. Theodore A. Bukowski  
District Director  
EEOC Miami District Office  
340 Biscayne Boulevard, North  
Miami, Florida 33132

Dear Mr. Bukowski:

On July 21, 1975, the elected representatives of the City of Tampa through Resolution Number 7230 F made funds available to establish an Equal Employment Opportunity Office within the Mayor's budget.

At the same time, I appointed Mr. John W. Daniel of the City of Tampa's Office of Community Relations as the EEO Officer for the City. Mr. Daniel accepted the appointment on a leave of absence basis not to exceed one year.

The Equal Employment Officer will be responsible directly to me. His responsibilities include auditing the City's current statistical workforce by race, sex, national origin, job status and salary ranges in each of these categories. Further, he will be analyzing all existing employment practices and policies and making recommendations for full compliance with Title VII as amended and Federal Court Decisions. Ultimately, Mr. Daniel will develop an effective affirmative action program for the City of Tampa.

I look forward to furthering Tampa's Equal Employment Opportunities with the assistance of our new Equal

Mr. Theodore A. Bukowski  
August 13, 1975  
Page Two

Employment Officer.

Respectfully,

William F. Poe  
Mayor

WFP:pa

cc: *John Sawick*



Library Assistant I Oral Failures

1975

McClinton, Deborah  
Reddick, Valerie  
Thompson, W. O.

1974

Thompson, W. O.

1973

Bell, Donna J.  
DiLorenzo, Sara J.  
Kemp, Jacquelyn D.  
Pearce, Carol J.  
Vinson, Melissa H.  
Williams, Deborah  
Yopp, Linda R.

1972

Addison, Betty J.  
Baker, Frances M.  
Black, Brenda L.  
Burrows, Linda C.  
Colbath, Darlene  
Davis, Ruby G.  
Freeman, Geraldine D.  
Glancy, Ellen M.  
Hall, Patricia A.  
Mack, Theresa V.  
Neff, Ruth E.  
Plair, Dorothy A.  
Williams, Kathleen  
Yadley, Ruth S.

---

Library Assistant II Oral Failures

1975 None

1973

1974

Vinson, Melissa H.  
Yopp, Linda R.

Thompson, Wana O.  
Thompson, Mary I.

1972

Hagelstein, Joan D.  
Yadley, Ruth S.

Assistant I Oral Failures

inton, Deborah  
ick, Valerie  
mpson, W. O.

ompson, W. O.

eli, Donna J.  
DiLorenzo, Sara J.  
Kemp, Jacquelyn D.  
Pearce, Carol J.  
Vinson, Melissa H.  
Williams, Deborah  
Yopp, Linda R.

Addison, Betty J.  
Baker, Frances M.  
Black, Brenda L.  
Burrows, Linda C.  
Colbath, Darlene  
Davis, Ruby G.  
Freeman, Geraldine D.  
Glancy, Ellen M.  
Hall, Patricia A.  
Mack, Theresa V.  
Neff, Ruth E.  
Plair, Dorothy A.  
Williams, Kathleen  
Yadley, Ruth S.

Library Assistant II Oral Failures

1975 None

1974

Thompson, Wana O.  
Mary I.

1973

Vinson, Melissa H.  
Yopp, Linda R.

1972

Hagelstein, Joan D.  
Yadley, Ruth S.

Police Officer Oral Failures

1975

Ford, Deborah A.  
Gregory, Cathy J.  
Naylor, Judith L.  
Taylor, Sheila K.

1974

Arman, Sara F.  
Baker, Rita L.  
Barber, Mildred K.  
Fanning, Nancy C.  
Fitzgerald, Martha J.  
Gregory, Cathy J.  
Johnson, Constance E.  
Main, Eudora P.  
Pazos, Katie L.  
Sanders, Patricia A.  
Stockwell, Susan G.  
Young, Cynthia A.  
Benitez, Pamela C.

Wheeler, Betty J.  
Collins, Robin L. (?)

1973

Davis, Francis K. (?)

1972

None

EXHIBIT 'I'

September 30, 1975

RECEIVED

OCT 16 1975

TAMPA CITY  
SERVICE BOARD

TO: All Employees

I would like to take this opportunity to inform you that effective October 1, 1975 the following changes were made in your Blue Cross Blue Shield health coverage:

1. The Hospital room allowance is increased from \$45.00 to \$55.00 per day - both basic and major medical coverage.
2. Maternity Benefits were changed from \$80.00 to 10 days in the Hospital. This means that Maternity admissions will be paid as any other illness up to 10 days confinement.
3. Maternity Benefits are available on a one person contract. You no longer are required to carry family coverage to be paid for maternity admissions. This, also, includes payment for the Nursery charges.
4. Major Medical is increased from \$25,000 to \$250,000 per person.

Rec'd OCT 29 1975  
JAMES W. GEISSNER

August 29, 1975

ANNUAL ACCOUNTING

GROUP NAME City of Tampa GROUP NUMBER 70405

Experience Period 4-15-74 Through 4-14-75

Admitted Income \$ 1,335,121

Expenses:

Incurred Claims \$ 1,124,281

Retention \$ 79,440

Total Expenses \$ 1,203,721

Amount Added to Stabilization Reserve \$ 131,400

Ending Reserve Balance \$ 179,970

Beginning Reserve Balance \$ 311,370