

Sec. 30-27. - Investigation of complaints and irregularities in civil service matters.

- (a) The civil service board shall investigate all complaints and irregularities concerning civil service matters.
- (b) In all matters being investigated other than those of a disciplinary action (disciplinary matters to be provided for in sections 30-61 through 30-66), but where same specifically impact a civil service employee, prospective employee or group of civil service employees, said investigation shall commence no later than:
 - (1) Thirty (30) days from the date in which same could have reasonably known of the controversy, action or the matter which investigation is requested, or,
 - (2) If a subject matter proposed to be investigated concerns any matter covered by a collective bargaining agreement between the City of Margate and any bargaining unit, the date in which a grievance must be brought to the first step of the grievance procedure of any collective bargaining agreement involved;

whichever is a shorter period of time as to subsections (b)(1) and (2) above.

- (c) The procedure utilized shall be informal, and sworn testimony need not be taken unless either the administration, the civil service board or any other affected party wishes a formal procedure to commence.
- (d) If any party requests a formal procedure to commence, then the party requesting the formal procedure, if same is other than the administration or the civil service board, shall present its case first with rebuttal to the administration. However, if either the administration or the civil service board requests a formal procedure, then the administration shall present its evidence first. In all other respects, all formal procedures under this section shall conform to those provided in sections 30-63 through 30-65.
- (e) The decision of the civil service board shall be final.
- (f) Any member of the civil service board who provides testimony regarding disputed facts during an investigation pursuant to this section, or section 30-63 shall not be considered a member of the civil service board for purposes of voting to determine the decision of the civil service board regarding the investigation where the disputed facts are elicited.

(Ord. No. 77-10, § C, 7-6-1977; Ord. No. 84-4, § 1, 1-18-1984; Ord. No. 2011-3, § 1, 2-16-2011)