

Personnel – Series 4000

4400 The Merit System

4420 The Personnel Commission

4425 Miscellaneous Provisions

**4425.1 Communications**

- A. Communications and requests shall, insofar as practicable, be in writing. Communications and requests shall be acknowledged and replied to, noting official Commission action when appropriate.
- B. Individuals or groups who wish to present proposals for action by the Commission shall be encouraged to present them to the Director for placement on the Commission agenda. Only matters within the jurisdiction of the Commission shall be considered for placement on the agenda. The Commission is only permitted to consider proposals during open or closed session at regular and special meetings. The Commission may, however, designate one of its members to investigate a specific subject.

Approved: April 29, 1982  
Revised: June 25, 1992  
May 22, 2014