Weber County Human Resources Policy 2-700
Career Service Council

I. Overview

The Career Service Council was established in accordance with state law (Utah Code 17-75-501). The Career Service Council is a bipartisan board consisting of three members who are appointed by the County Commission for three-year terms. The Career Service Council hears appeals of merit employees regarding termination, suspension, demotion, or transfer for disciplinary reasons (Human Resources Policy 3-700, Grievance-Appeal Procedures).

The Council also reviews written appeals in cases of applicants rejected for examination and provides recommendations, in writing, to the County Commission (UCA 17-75-501 (1)(c)(ii)).

The County Commission may hire or contract with an Administrative Law Judge, trained and experienced in personnel matters, to fulfill some of the duties of a career service council.

II. Policy

It is the policy of Weber County to maintain a Career Service Council in accordance with applicable state law (Utah Code 17-75-501). The Career Service Council shall serve as an impartial body to hear and decide employment-related appeals and other matters within its authority. The Council shall carry out its duties and responsibilities in accordance with applicable law, county policy, and the procedures established in this policy.

III. Procedures

A. APPOINTMENT OF CAREER SERVICE COUNCIL

1. There shall be a Career Service Council of three members appointed by the County Commission for three-year terms to expire on June 30.
2. An appointment to fill a vacancy before the natural expiration of a term on the Council shall be only for the unexpired term of the member. Each member of the Council shall hold office until their successor is appointed.
3. The County Commission may appoint alternate members of the Council to hear appeals that one or more regular Council members are unable to hear. The term of an alternate member of the Council may not exceed one year.
4. The terms for Council members shall be staggered so that the term of only one Council member expires each year.
5. The members of the Council shall be individuals trained and experienced in, and willing to apply, merit principles to public employment. Members of the Council may not be employed by the County.

6. Council members shall receive compensation at the rate of $60 (for up to four hours) or $90 (for more than four hours) per diem for each day or part thereof they are in session; the compensation rate may be adjusted periodically for inflation by the County Commission.
7. Members of the Council shall be United States citizens and shall be residents of the State of Utah and of Weber County for a period of not less than one year preceding the date of appointment.

B. ORGANIZATION OF CAREER SERVICE COUNCIL

1. The Council shall elect one of its members as chair, and two or more members of the Council shall constitute a quorum necessary for carrying on the business and activity of the Council.

C. DUTIES AND RESPONSIBILITIES OF CAREER SERVICE COUNCIL

1. The Council shall hear appeals not resolved at lower levels in the cases of employees suspended, transferred, demoted, or terminated, and shall review written appeals in cases of applicants rejected for examination, and shall report final binding appeals decisions, in writing, to the County Commission and the Human Resources Director.
2. The Council shall have subpoena power to compel attendance of witnesses.
3. A person adversely affected by a decision of the Career Service Council may appeal the decision to the County Commission (see policy 3-700).

D. REMOVAL FROM OFFICE

1. A member of the Career Service Council may be removed by the County Commission for cause, after having been given a copy of the charges against them and an opportunity to be heard publicly on such charges before the County Commission.

E. FILING AN APPEAL

1. A merit employee will follow the procedures outlined in Human Resources Policy 3-700, Grievance-Appeal Procedures to file an appeal related to termination, suspension, demotion, or transfer for disciplinary reasons.
2. Applicants who fail to make the preliminary register may appeal to the Career Service Council using the appeal form within five calendar days of notification. The Career Service Council will immediately consider the appeal and issue a decision within fifteen (15) calendar days of receipt of the appeal.

DATED this 13th day of October, 2026.

BOARD OF COUNTY COMMISSIONERS OF WEBER COUNTY:

Gage Froerer, Chair

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

Emily Wilde
Human Resources

Approved as to form and legality:

Courtlan Erickson
Deputy County Attorney