



City of Winston-Salem City Council
Council Agenda Item Summary

Title	Adopt Civil Service Board Rules of Procedure
City Council Committee	City Council
Meeting Date	January 5, 2026
Staff Lead (Presenter)	Sharon Wojda, Assistant City Manager Camille French, City Attorney
Department Head	Click or tap here to enter text.
City Manager/ACM	Sharon Wojda, ACM

Agenda Item Summary

Recommended Council Action	Resolution Approval
Suggested Action/ Motion Options	I move to approve a Resolution adopting the Civil Service Board Rules of Procedure as recommended by the Civil Service Board or I move to approve a Resolution adopting the Civil Service Board Rules of Procedure as recommended by City Staff
Strategic Focus Area	Good Government
Strategic Plan Objective	GG1: Delivering Efficient and Effective Core Services
Anticipated Fiscal Impact	No Material Fiscal Impact

Summary of Information

The Winston-Salem Civil Service Board (CSB) was fully empaneled by Council resolution on 8/4/25. The first action of the CSB is to approve appeal hearing rules that provide a fair, open, and meaningful process by which to conduct grievance appeal hearings. The CSB held multiple meetings over the course of several months in which the proposed hearing rules were discussed. The CSB voted on their proposed rules during their September 2, 2025 meeting. City Staff reviewed those proposed rules and provided revisions for the Council’s consideration.

The proposed CSB rules and the proposed revisions have previously been discussed at the following Council/Committee meetings:

- November 10, 2025: Committee of the Whole
- November 17, 2025: Special meeting of the City Council

- December 1, 2025: Regular meeting of the City Council. A public hearing was also held on this date.
- December 8, 2025: General Government Committee

Two resolutions and copies of the rules are being presented for consideration at the January 5, 2026 meeting: the Rules as approved by the Board (Exhibit A), and the Rules as recommended by the City Attorney and City Staff (Exhibit B).

Two versions of staff’s recommended rules are provided:

- Exhibit B1 includes highlights that show staff’s recommended changes compared to the version recommended by the CSB, with yellow highlights representing changes first presented to Council on 11/17, blue highlights representing changes added on 12/1, and purple highlights representing changes added on 12/8.
- Exhibit B2 is a “cleaner” version of Exhibit B1 without the 3 different colors of highlights, with all of staff’s recommended changes highlighted in yellow.

Upon Council’s adoption of the CSB rules of procedure, the CSB will be able to start scheduling grievance appeal hearings.

Attachments

- RES – Proposed CSB Rules with Legal Revisions
- Exhibit A: CSB Draft Rules
- Exhibit B1: CSB Draft Rules with Legal Revisions 12.4.25
- Exhibit B2: “Cleaner” Version of Legal Revisions 12.4.25
- Exhibit C: NC Session Law 2023-112 SB-9
- Exhibit D: Technical Correction to Session Law 2023-112
- Exhibit E – RES – Proposed CSB Rules from CSB
- Exhibit F – Historical Date – Original CARF

Committee Action	General Government 12/8
For: Unanimous	Against:
Remarks: Motion was made to accept the RES – Proposed CSB Rules with Legal Revisions	