

(As of February 20, 2001)

Section 6-1111. Adoption and Content of Regulations --

1. Adoption. The director of human resources shall prepare and recommend to the civil service commission reasonable rules and regulations to carry out the provisions of this chapter of the charter. Upon adoption by the commission and approval by the mayor, such rules and regulations shall have the force and effect of law.

2. Content. The rules and regulations shall:

(a) Regulate appointments, promotions, removals and other personnel matters.

(b) Contain uniform provisions covering the method and manner of conducting examinations; on the job training programs; a uniform performance evaluation system, including the manner in which ratings are to be used in promotions, salary increases, suspensions and separations; and position classifications.

(c) Provide procedures for original appointment or temporary appointment, promotion, transfer, the filling of vacancies, leaves of absence, lay-offs, suspension, demotion, separation, reinstatement and re-employment.

(d) Provide for the establishment, maintenance, consolidation, cancellation and extension of eligible lists and the removal of names therefrom.

(e) Provide for the establishment of desirable standards of training, experience and other qualifications of applicants.

(f) Establish work test periods of not less than six nor more than twelve months before appointees acquire permanent civil service status.

(g) Establish procedures for grievance proceedings.

(h) Fix the procedure and the time within which appeals must be taken and heard.

(i) Establish the method of certification of eligibles for appointment or promotion. The appointing authorities shall be entitled to the certification of not less than five eligibles for each vacancy. If more than one vacancy is to be filled, an additional eligible shall be certified for each additional vacancy. Special and different rules and regulations may be established for unskilled labor lists, re-employment lists, reinstatements and procedures for emergency, provisional or temporary appointments or appointments for a limited period where status in the civil service is not obtained and certification is not required.

(j) Provide the extent to which preference shall be given in appointments and promotions to persons honorably discharged or discharged under honorable conditions from the armed forces; to the unremarried spouses of such deceased persons; and to disabled veterans or to their spouses when the veterans are unable to work. Such preference shall be given only to persons who have met the minimum requirements imposed for each test and have received at least the rating required for eligibility.

(k) Prescribe the conditions pursuant to which transfer of employees between the city and the state and other political subdivisions may be made.

(Reso. 83-357; 1992 General Election Charter Amendment Question No. 26; 1998 Reorganization)