

OCTOBER 23, 2002

RULES AND REGULATIONS

OF THE REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

AS REVISED OCTOBER 23, 2002

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FOREWORD

The State Legislature of the State of Michigan establishes the framework for a Township Civil Service Commission and provides that the commission shall, “make rules and regulations covering all personnel transactions, and regulate all conditions of employment” in township civil service.

The purpose of these rules is to establish a practical and workable interpretation of Act No. 246, as it relates to township personnel practices; to relieve township elected officials from constituency requests for assistance in securing township employment, as well as to provide employees freedom from political pressures.

These rules are subject to revision by the Commission should the interests of changing times or good personnel practice so dictate. They have and will continue to be supplemented by the proper and reasonable requests of the township board, appointing authorities and applicable state and federal laws.

All salaries shall be uniform for like service in each grade of the classified service as the same shall be classified and standardized by the commission. The classification and standardization of salaries shall not be final until approved by the Township Board, and salaries shall not be paid except in accordance with the classification and standardization.

They are designed, insofar as is possible to provide more uniform conditions of employment and to secure the best possible employees for township service.

DEFINITIONS

As used in these rules and regulations, the following terms have meanings as indicated below:

“ACT” means Act No. 246 of the Public Acts of 1965 of the State of Michigan, and amendments thereto.

“EFFECTIVE DATE OF THE ACT” means August 4, 1966.

“TOWNSHIP” means the Charter Township of Redford.

“RTECSC” is the official abbreviation for Redford Township Employees’ Civil Service Commission.

“COMMISSION” means the Redford Township Employees’ Civil Service Commission.

“PERSONNEL DIRECTOR” means the Personnel Director employed by said commission.

“DEPARTMENT” means an authority, board, or commission of the Township.

“APPOINTING AUTHORITY” is: a person or group of persons who has or who have the power by law, ordinance or lawfully delegated authority to make appointments to positions in the township service.

“BOARDS AND COMMISSIONS” shall mean boards and commissions heading a principal department and created by the constitution, by statute, or by executive order as specified in the constitution.

“POSITION” means a group of current duties and responsibilities, assigned or delegated by competent authority, requiring the full-time, part-time employment of one person. A position may be filled or vacant. When used in these rules, positions shall include position and office.

1. “STATUS” means an employee who has been examined, certified and appointed and who satisfactorily completes his/her probationary period, shall be considered as having attained full civil service status.
2. “REGULAR FULL-TIME EMPLOYEE” is an employee who has attained full civil service status, and regularly works the full required work week, as designated for township employees.
3. “REGULAR PART-TIME EMPLOYEE” is an employee who has attained full civil service status, and works a continuous but less than full-time weekly schedule the year round.

4. "SEASONAL POSITION" means a position having duties and responsibilities of such a nature that their performance is discontinued and the position left vacant during a part of the year. Usually the vacancy occurs during the same period each year, and can be full or part-time within the season.
5. "TEMPORARY POSITION" means a position of fixed limited duration.
6. "PROVISIONAL APPOINTMENTS" means the head of appointing authority of any department, to prevent the stoppage of business due to extraordinary conditions or emergencies, and the routine replacement of classified employees will request interim help from the Civil Service Personnel Director. These appointments are to cover the period of emergency, extraordinary conditions or the time needed to hire a replacement.
7. "INTERMITTENT POSITION" means a position where the person performing this job is subject to call. The need for this employee is alternating, ceasing and beginning again, does not occur with fixed regularity. Example: An employee is needed to replace a regular employee on vacation, a special need arising for a very short duration (21 days or less). This job may be filled by any available and qualified employee as determined by the appointing authority.
8. "EMERGENCY" means a position designated as that designed to cope with natural disasters, not foreseeable, and there is not time to examine and certify.
9. "EXEMPTED POSITIONS" means those positions that are not under Civil Service or "UNCLASSIFIED".

OCTOBER 23, 2002

Adopted: April 21, 1988

SECTION 1: BASIC REQUIREMENTS OF CIVIL SERVICE

NOTE: Any labor agreement in effect between the Township and its classified, union represented employees will supersede these rules and regulations where both address the same rule or rules.

SECTION 2: APPOINTMENT TO EXEMPTED POSITION

- 2.1 LEAVE OF ABSENCE TO ACCEPT APPOINTMENT - With the prior approval of the Commission, a classified employee may be granted a leave of absence without pay from his/her classified position for the purpose of accepting appointment to an exempted position. Such leave shall be considered temporary and not to exceed one year.
- 2.2 RETURN TO THE CLASSIFIED SERVICE - At the conclusion of his/her occupancy of an exempted position, the employee shall be returned to his/her former classified position. Should such position have been abolished during the employee's absence, the employee shall be returned in accordance with the rules governing Employment Preference, Section 15.
- 2.3 TOWNSHIP SERVICE CREDIT - An employee returning from a leave of absence granted for the purpose of accepting appointment to an exempted position shall be allowed service credit for all purposes for the period of the leave. Credit shall be allowed as service in the class from which he was granted the leave of absence.

OCTOBER 23, 2002

Adopted: August 20, 1980

SECTION 3: POLITICAL ACTIVITIES

- 3.1 CANDIDATES FOR PUBLIC OFFICE - Any classified employee in the Township Civil Service who becomes a candidate for nomination to any Township elective office must secure a leave of absence at the time of filing of petitions, or sixty (60) days prior to the election, whichever is later, in accordance with P.A. 1976, No. 169. The leave of absence shall remain in force until the employee is either elected or defeated. Following the primary or final election, if defeated, the employee shall return to his/her former position within ten (10) days. Reinstatement shall be according to Section 8. If elected, the employee shall immediately resign his/her position. All political activities will follow strict adherence to section 15 of Public Act 246 of the State of Michigan and Public Act 1976, No. 169.

SECTION 4: HOURS OF SERVICE; HOLIDAYS

4.1 WEEKLY WORK PERIOD - Except as otherwise provided in these rules, forty (40) hours of work shall constitute the basic weekly work period for every full-time employee in the Township Civil Service. An employee must be paid for forty (40) hours to receive credit for a completed weekly work period. Modification of this provision may be made upon recommendation of the appointing authority and approval of the Commission.

4.2 PAID HOLIDAYS - On the following named holidays, employees shall be allowed to be absent from work with pay:

- | | |
|----------------------------|---------------------------|
| New Year's Day | Labor Day |
| President's Day | Thanksgiving Day |
| Good Friday | Friday after Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Floating Holiday* | New Year's Eve |
| Martin Luther King Jr. Day | |

*As Determined By Supervisor

An employee must work the first scheduled day preceding and following a holiday, or be on paid leave unless exempted by the appointing authority.

4.3 WORK ON A HOLIDAY - An appointing authority may require employees to work on a paid holiday if their employment is necessary to the maintenance of minimum essential public service, and these employees shall be given either additional full compensation at the current wage scale for the time worked, or equivalent compensatory time off from work with pay, as the appointing authority shall determine.

Original Section 5.2 replaced by section 29 as adopted August 21, 1985

SECTION 5: PAID VACATION

- 5.1 VACATION BENEFIT - Vacation benefits for union represented employees are governed by the collective bargaining agreement. Paid leave benefits for all other employees are as provided by the Township Board of Trustees.

- 5.2 NO ADVANCE CREDIT - Vacation shall not be allowed in advance of being earned. If an employee has insufficient vacation credits to cover a period of absence, no allowance for vacation shall be posted in advance or in anticipation of future vacation credits. In the absence of applicable vacation credits, payroll deduction for the time lost shall be made for the work period in which the absence occurred.

Original Section 6.2 replaced by Section 29 as adopted August 21, 1985
Original Sections 6.9 and 6.10 replaced as amended February 21, 1979

SECTION 6: PAID SICK LEAVE

- 6.1 SICK LEAVE BENEFIT - Sick leave benefits for union represented employees are governed by the collective bargaining agreement. Paid leave benefits for all other employees are as provided by the Township Board of Trustees.

- 6.2 NO ADVANCE CREDIT - Sick leave shall not be allowed in advance of being earned. If an employee has insufficient sick leave credits to cover a period of absence, no allowance for sick leave shall be posted in advance or in anticipation of future leave credits. In the absence of applicable leave credits, payroll deduction for the time lost shall be made for the work period in which the absence occurred.

- 6.3. PREGNANCY AND MATERNITY LEAVE: Refer To Township Policy On Family Medical Leave Act

SECTION 7: VETERANS' PREFERENCE AND MILITARY LEAVE

- 7.1 DEFINITION: VETERANS; DISABLED VETERANS - A veteran is any person who has had not less than ninety (90) days of active service in the armed forces of the United States during any period covered by a selective service law and who has received an honorable discharge or other suitable evidence of honorable active service. A person other than a disabled veteran who has retired from any branch of the armed forces is ineligible for veteran's preference. A disabled veteran is one who, regardless of length of service, has been determined to be eligible for and receiving disability compensation by the veterans' administration or a branch of the military service.
- 7.2 PREFERENCE CREDIT POINTS - Five (5) preference credit points for veterans shall be added to the final passing score in any open-competitive examination which is announced and for which an application has been accepted, within three (3) years of the date of the veteran's release from active duty. Without regard to time limitations, five (5) preference credit points shall be added to the final passing score in an open-competitive examination of widows of veterans, and ten (10) points shall be added to the passing score in any open-competitive examination of disabled veterans, wives of disabled veterans having greater than fifty (50) percent disability, and widows of veterans having children under eighteen (18) years of age.
- 7.3 REQUEST FOR PREFERENCE CREDIT - In order to obtain preference credit in an examination, request shall be made on or before the final date of acceptance of such applications.
- 7.4 MILITARY LEAVE OF ABSENCE - An employee who enters active military service in the armed forces of the United States or the Michigan National Guard under the provisions of a selective service system, by call to active duty, or by voluntary entrance in lieu thereof shall be entitled to a military leave of absence without pay for the period of time required to fulfill his military service obligation. Restoration to his former position shall be made within ninety (90) days after the honorable termination of his military service obligation. The leave and right to restoration to his former position shall automatically terminate if the employee voluntarily remains in military service beyond his regular obligation as a citizen.
- 7.5 TEMPORARY TOUR OF MILITARY DUTY - Any employee who has completed twenty-six (26) weekly work periods shall, upon his request, be granted military leave of absence to engage in a temporary tour of duty with the National Guard, or any recognized branch of the military service, not to exceed fifteen (15) consecutive calendar days in any calendar year. Such leave shall be credited as continuous Township service. For the duration of the leave, the employee shall receive the difference between his military pay and his regular Township salary if his military pay is less.

- 7.6 EDUCATIONAL LEAVE - The Township Personnel Director in concurrence with the department head may authorize a leave of absence without pay to any veteran who desires to take advantage of the educational grants made available by federal funds for veterans' education, for the specific period of the educational leave.
- A. ABOLISHMENT OF POSITIONS - If the veteran's former position shall have been abolished, he shall be entitled to another position in accordance with the provisions of the Employment Preference Schedule, Section 15.
- B. REALLOCATION - If the veteran's former position shall have been combined with another position, his right to the combined position, with respect to its present incumbent, shall be determined in accordance with Section 15.
- 7.7 EXAMINATION - If the veteran is without status in the class to which his position is allocated, and if he would have had the opportunity to have secured such status by examination during the time of his military leave, he shall be entitled to and required to take such examination as soon as practicable after his return to the Township Civil Service. In this event, his position on the eligible list shall be determined by reference to the passing point previously established for the examination.
- 7.8 PROMOTIONAL EXAMINATIONS - An employee returning from military leave and taking a promotional examination in his job series for which he would have been eligible had he remained in the Township service, shall be entitled to certification and to appointment at the request of the appointing authority, if he would have been within certifiable range at the time of the original certification.
- 7.9 PROCEDURE REQUIRED - To obtain the benefits of the provisions of this Section, the returning veteran must make application in writing to the Township Personnel Director within ninety (90) days of his official discharge from the armed services and/or from date of discharge from a veteran's hospital. Subject to the conditions and procedures set forth above, the appointing authority or the Township Personnel Director shall restore the veteran to his position within thirty (30) days of the filing of such application.
- 7.10 USE OF EMPLOYMENT PREFERENCE SCHEDULE - For the purpose of the Employment Preference Schedule, Section 15, military service shall be considered as Township service in the same position and in the same department where the veteran was employed at the time of his induction into the armed forces.
- A. If an employee who was on military leave and who returned to his former position following date of discharge is promoted to a higher level position within one (1) year after his return to the Township Civil Service, he shall be credited with as much Township

service in the higher class as he has had military service for employment preference purposes.

- 7.11 SALARY LEVEL INCREASE - If the last service rating of an employee returning from military leave was satisfactory, he shall be placed at the salary level which he would have received had he remained with the Township Civil Service.
- 7.12 NAMES ON EMPLOYMENT LIST DURING LEAVE - When a person in the military service was on an employment list which was superseded during his absence because of new examinations, his name shall be inserted on a new list in accordance with his final rating in the original examination for that class.

A. Where a person in the military service was within certifiable range for a position and could not be considered for appointment because of his absence, upon his return his name shall go to the top of the existing employment list for the class for which he would have been certified. When more than one person is involved, the names will be placed at the head of the list in accordance with their final earned rating.

SECTION 8: LEAVE OF ABSENCE WITHOUT PAY

- 8.1 AUTHORIZATION - An employee in the Township Civil Service may be allowed leave of absence without pay and without loss of his/her employment status upon approval of the appointing authority. Such leave shall be reported to the Township Personnel Director.
- A. LIMITATION - Leave of absence without pay shall not be granted to an employee for longer than six (6) months unless recommended by the appointing authority and approved by the Township Civil Service Commission.
- 8.2 RESTORATION TO POSITION - An employee granted leave of absence without pay shall be restored to his/her position on the expiration of the leave, or, if approved by the appointing authority, before the expiration of the leave.
- 8.3 ABOLISHMENT OF POSITION - If the position of an employee who has been granted leave of absence without pay is abolished during his/her absence, the employee shall be returned to the Township service in accordance with the Employment Preference Schedule set forth in Section 15.

SECTION 9: CLASSIFICATION OF POSITIONS

- 9.1 CLASSIFICATION PLAN - The Township Personnel Director shall maintain a complete set of specifications for all classes in the Township Civil Service. Such specifications shall include title, statement of responsibilities and typical tasks, and minimum and/or desirable qualifications which may be amended by the Commission, and approved by the Township Board.
- 9.2 ALLOCATION OF POSITIONS - The Civil Service Commission with the approval of the Township Board, shall allocate every position in the Township Civil Service to the class and level which they find to be appropriate. In determining the class and level to which any position should be allocated, consideration shall be given to the general duties, responsibilities, specific tasks, qualifications, relationship to other classes and levels and any other pertinent allocating factors.
- 9.3 REVIEW OF ALLOCATIONS - The Township Personnel Director shall provide for a continuing review of all positions in the Township Civil Service for the purpose of adjusting the allocations of all positions where the duties and responsibilities may have materially changed.
- 9.4 REQUEST FOR STUDY OF POSITION - Appointing authorities shall give notice to the Township Personnel Director of material changes in the duties and responsibilities of the positions occupied by their employees. If an appointing authority fails to so notify the director, the employee may file a written request with the Township Personnel Director that his/her position be studied.
- 9.5 DESIGNATION OF CLASSES - The title of each class shall be the official title of every position allocated to the class for all purposes having to do with the position. This title shall be used to designate the position on all payrolls and other records of the Civil Service Commission.
- 9.6 APPEALS FROM CLASSIFICATION DECISION - All appeals from classification decisions shall be heard by the Civil Service Commission upon request to the Personnel Director.

SECTION 10: POSITIONS IN TOWNSHIP CIVIL SERVICE

- 10.1 ESTABLISHMENT - No person shall be appointed to, employed in, or paid for service in any classified position in the Township civil Service until the position has been established and allocated.
- 10.2 CLASSIFICATION LIST - A classification list shall be maintained by the Township Personnel Director for each department unit, showing by classes the positions that have been established.
- 10.3 PROCEDURE FOR ESTABLISHING POSITIONS - An appointing authority may create a position for reasons of administrative efficiency. The Township Personnel Director shall be given prior notice of the creation of each position so that it may be duly established by the RTECSC and allocated by the Township Board of Trustees.
- 10.4 UNFILLED POSITIONS - Each appointing authority shall report to the Township Personnel Director each vacancy in a position which he/she does not intend to fill.
- 10.5 PROCEDURE IN ABOLISHMENT OF POSITIONS - An appointing authority may abolish a position. The Township Personnel Director shall be given prior notice of each position to be abolished. Each abolished position shall be reported to the Commission. Employees separated as a result of abolishment of positions shall have re-employment preference in accordance with Section 15.

SECTION 11: COMPENSATION OF EMPLOYEES

- 11.1 COMPENSATION SCHEDULE - The Commission shall establish and approve a compensation schedule covering all positions in the Township Civil Service, and compensation paid all employees in the Township Civil Service shall be in accordance with such schedule.
- A. OPERATION OF SCHEDULE - No employee in the Township Civil Service shall be paid a salary less than the minimum nor greater than the maximum of the salary range for the class fixed by the compensation schedule.
- B. The minimum rate in the range shall be the rate payable to any employee on first appointment to a position, unless a higher rate is authorized by the Civil Service Commission.
- 11.2 SCHEDULE AMENDMENTS -The Township Personnel Director shall periodically conduct a survey of living costs, or compensation rates in private employment and in other governmental jurisdictions, and communicate the results of his/her findings along with recommended changes to the compensation schedule to the Commission.
- 11.3 EMPLOYEE'S CHANGE OF CLASSIFICATION - When an employee is transferred or reinstated to a position, he/she may be paid at the salary level which he/she last received or at a rate lower as agreed upon by the appointing authority and the Township Personnel Director. When an employee is appointed from a layoff list, he/she shall be paid at the salary level which he/she last received.
- A. When the position of an employee is reallocated upward or an employee is promoted, he shall be paid at the lowest salary level in the range for the higher class which provides a salary increase which is not less than the difference between the minimum and the first level in the range for the lower class.
- B. When the position of an employee is reallocated downward, or when an employee is demoted, the employee shall be paid at the rate for the lower class appropriate for his/her length of combined creditable service in such lower class and in all higher level classes.
- C. When the position of an employee is reallocated to another class at the same level, or he/she receives an intra-departmental transfer, he/she shall be paid at the lowest salary level in the range for the new class which reflects no salary decrease if possible.
- D. In case of a revision in the compensation schedule, an employee shall be paid at the salary level corresponding in length of service to the level at

which the employee was being paid in the previous salary range for the class.

E. When an employee works more than three (3) consecutive days in a higher classification than that which the employee holds, he/she will be paid the higher rate from the time he/she started working in the higher classification as provided in sub-section 11.3A above.

- 11.4 FULL AND PART-TIME SERVICE - All rates of pay authorized are for full-time employment. Payment for part-time service shall be at the rate established for the time actually worked.
- 11.5 COMPENSATION FROM OTHER TOWNSHIP SOURCES - When a person is employed in more than one part-time position in the Township Civil Service, he/she shall not receive more than the regular salary for the class of work to which the employee is assigned. The salary shall be pro-rated among the various departments on the basis of the time actually worked.
- 11.6 EARNED INCREASES - Pay increases in the amounts and at the intervals provided for in the compensation schedule for the specific class, shall be granted to all employees for satisfactory service, the pay increases to become effective at the beginning of the first work period after the interval to which the increase applies. When the appointing authority makes a recommendation not to grant an increase in pay, the matter shall be referred to the Township Board.
- A. Advance in pay from the minimum to the maximum rate shall be by successive steps of the range of pay for the class as provided in the compensation schedule unless otherwise authorized by the Township Board.
- 11.7 CERTIFICATION OF PAYROLL BY THE TOWNSHIP PERSONNEL DIRECTOR - The payroll shall be certified unless it is found that other than all employees shown thereon lawfully occupy exempted positions, or have been lawfully employed in duly authorized positions in the Township Civil Service and are entitled to payment under these rules for such services in such positions, or authorized absences therefrom, at the rate, for the periods, and in the amounts shown by such payroll.

12.2 Amended; 12.3 & 12.4 added, August 21, 1985

SECTION 12: APPOINTMENTS

- 12.1 OPEN COMPETITIVE APPOINTMENTS - Any appointment to a position in the Township Civil Service through certification from an open-competitive list shall constitute an open-competitive appointment. No such appointments shall be made by an appointing authority until authorized by the Township Personnel Director.
- 12.2 PROVISIONAL APPOINTMENTS - The head or appointing authority of any department, to prevent the stoppage of business due to extraordinary conditions or emergencies, and the routine replacement of classified employees will request interim help from the Civil Service Personnel Director. These appointments are to cover the period of emergency, extraordinary conditions or the time needed to hire a replacement.
- 12.3 DURATION OF PROVISIONAL APPOINTMENTS - Provisional appointments will not last more than four (4) months. There will be no fringe benefits or seniority.

Sub-section 13.3A adopted September 16, 1992

Sub-section 13.6D adopted September 23, 1993

Sub-sections 13.2A & 13.2B adopted Regular Meeting, ECSC, January 6, 1999

SECTION 13: EXAMINATIONS AND APPLICATIONS

- 13.1 PURPOSE - The Township Personnel Director shall conduct examinations in a consistent manner for the purpose of maintaining adequate employment lists.
- 13.2 NOTICE OF EXAMINATIONS -
- A. Announcement of each open-competitive examination shall be posted on the Commission bulletin board or shall be publicly advertised in a newspaper for at least two (2) consecutive weeks.
- B. Notwithstanding the provisions of 13.2A of these rules, the Commission may specify that examinations for specified positions shall be conducted any number of times during a defined period. The Personnel Director shall report to the Commission regarding the procedures used in such examinations. If the Commission makes an election under this rule, notice of the period in which examinations may be given shall be provided by advertisements in a newspaper for at least two consecutive weeks. The Personnel Director may provide additional announcements or advertisements at his or her discretion.
- 13.3 ANNOUNCEMENT FOR PROMOTIONAL EXAMINATION -
Announcements for all promotional examinations shall be posted where they can be seen by all employees.
- 13.4 CONTENT OF ANNOUNCEMENTS - Each announcement of an examination for open-competitive appointment or promotion shall contain the title of the class, the character of the duties and responsibilities and examples thereof, the scale of pay, the eligibility requirements, and other pertinent details.
- 13.5 APPLICATIONS - Applications must be filed on official forms furnished by the Commission. Applicants may apply for as many examinations as are listed on a single public announcement by listing on their application form the titles of all the classes for which they wish to apply. No class title shall be added to an application after the final date for acceptance of applications, unless authorized by the Township Personnel Director.

- 13.6 REJECTION OF APPLICATIONS - Any application for examination shall be rejected in case the Township Personnel Director finds that:
- A. The applicant does not meet the basic and necessary requirements specified in the announcement for admission to the examination.
 - B. The application was not received on or before the final date for acceptance of applications, except that the Township Personnel Director may waive this provision if deemed necessary for the good of the service. Such waiver shall be reported to the Commission.
 - C. The applicant has falsely stated any material fact or has attempted to practice deception or fraud in his application.
 - D. The applicant's employment record or background is unsatisfactory.
 - E. In the case of any examination for promotion, the applicant does not have Civil Service status, or that he lacks current satisfactory service rating.
 - F. When such finding is made, the Township Personnel Director shall reject the application and shall cancel the eligibility of the applicant if he has already attained a place on the employment list. If the applicant has already received appointment, the director shall take appropriate action to remove her/him from the position.
- 13.7 EXAMINATION UPON REALLOCATION TO A HIGHER LEVEL - An employee occupying a position which is reallocated to a higher level shall be required to meet the qualifications of the higher position.

Sub-section 14.2B added September 19, 1997
Addendum to sub-section 14.5 adopted Regular Meeting, ECSC, January 6,
1999

SECTION 14: SCOPE AND CHARACTER OF EXAMINATION

- 14.1 HOW CONSTITUTED - Examinations shall include any questions, tests or criteria, and may be written or oral, designed to evaluate the fitness of applicants and their capacity to develop so as to merit advancement.
- 14.2 PREPARATION OF EXAMINATION - Each examination shall be prepared by the Township Personnel Director and a report of such examinations shall be submitted to the Commission. No information concerning the content of the tests shall be divulged by any person prior to examination.
- A. The Township Personnel Director may, at his discretion, collaborate with appointing authorities or other qualified persons in the preparation of examinations.
- B. A panel of examiners for oral tests shall consist of a majority of individuals not on the regular payroll of the Township. The appointing authority, in consultation with the Personnel Director, may select an examiner to sit on the panel. The final selection of the panel and proctoring thereof will be done by the Personnel Director, with the approval of the Commission.
- 14.3 CONDUCT OF EXAMINATIONS - The examinations shall be conducted by the Township Personnel Director or by his/her designee only at the time and places stated in the notices of acceptance of application, except as otherwise ordered by the director.
- 14.4 RATING OF APPLICANTS FOR LOWER CLASS - An applicant may be rated for a currently announced examination for a lower class in the same series at the discretion of the Township Personnel Director.
- 14.5 ELIMINATION TESTS AND RE-TESTING - Wherever it is stated in the announcement for an open competitive position that an applicant must qualify in a series of different tests, or satisfy a specified acceptable standard in any other requirement, to become eligible for appointment, and the applicant fails to meet any such requirement, he/she shall be disqualified from the examination. Furthermore, no applicant may re-test for the same classification within 90 calendar days from the date of the applicant's most recent testing or review of a prior examination for the same classification.
- 14.6 NOTICE AND RECORDS OF RESULTS OF EXAMINATIONS - All

competitors shall be notified on the RTECSC bulletin board of their final ratings. The records of ratings shall be held as official records for the life of the resulting employment lists. Any competitor, or his representative authorized in writing, with the exception of his/her immediate supervisor, shall be permitted to inspect his/her own papers and record, upon application, in person.

- 14.7 APPEALS FROM RATINGS - Any competitor may appeal his/her ratings within fifteen (15) days after being duly notified by the Township Personnel Director. The Township Personnel Director shall grant a review and may change the ratings if warranted. When the review discloses that the ratings of the other competitors would be effected the adjustment will include them. A full record shall be made of each such review and findings.

SECTION 15: EMPLOYMENT PREFERENCE

- 15.1 METHOD OF DETERMINING - Employment preference shall be determined in accordance with the number of years, months and days of service in a class, including service in classes on a higher level. Such employment preference shall also be credited at lower classification levels for which the employee is qualified. An employee, beyond his/her probationary period, having a conditional or an unsatisfactory rating for any period of service involved shall have his seniority in the class reduced by that amount of time (see sub-section 20.4A).
- 15.2 APPLICATION OF EMPLOYMENT PREFERENCE - Employment preference shall be applied so that transfers, demotions, layoffs and open-competitive examinations shall be considered in that order.
- 15.3 TIES IN SERVICE - All ties which exist between and among employees shall be resolved on the following basis:
- A. Total years, months, and days of service in lower classes considered successfully when necessary to resolve ties.
 - B. If a tie still exists after sub-section 15.3A has been applied, the appointing authority shall rank the tied individuals on the basis of such factor as personal fitness for the job, educational background, job experience, leadership, and work habits and attitudes. Layoff, demotions, and other employment preference application shall then be made in the reverse order in which the appointing authority has ranked and tied employees.
- 15.4 PERIOD OF SERVICE - An employee's period of service shall be interpreted as the total number of years, months, and days of service completed by the employee.
- A. Any and all years of Township service that an employee may have completed prior to the time of the establishment of positions in Township Civil Service and subsequently re-appointed to a position in the classified service shall lose such employment preference as he may have accumulated during his prior employment.

Section 16 amended to replace Sub-section 16.6 which became Sub-section 16.6A,
and Sub-section 16.8J added August 15, 1979
Sub-sections 16.5 and 16.6 changed by Commission action June 19, 1996
Change and Addendum to sub-section 16.5 adopted Regular Meeting. ECSC
January 6, 1999

SECTION 16: EMPLOYMENT LISTS

- 16.1 KINDS - There are four kinds of employment lists: Departmental Layoff, Departmental Promotional, Township-wide Promotional, and Open-Competitive.
- 16.2 DEPARTMENTAL LAYOFF LIST - The Township Personnel Director shall place on a departmental layoff list for a given class or classes the names of employees having status in the class who have been laid off or demoted because of lack of work, lack of funds or as a result of Township department(s) reorganization. Names of employees separated because of pregnancy under the provisions of Section 6.10 shall also be place on the departmental layoff list. Ranking on such list shall be made in accordance with Section 15 governing employment preference.
- A. The expiration of a limited term appointment shall not be considered a layoff for purposes of these rules. An employee with status acquired in a limited-term appointment and separated because of the expiration of that appointment may be reinstated within three (3) years in any vacancy in any department in the same class as that from which he was separated. Such reinstatement may precede employment of any person from a promotional list and any person with less seniority on a layoff list.
- 16.3 DEPARTMENTAL PROMOTIONAL LIST - The Township Personnel Director shall place on a departmental promotional list for a given class the names of employees in the department ranked in accordance with their final passing score in a promotional examination for such class.
- 16.4 TOWNSHIP WIDE PROMOTIONAL LIST - The Township Personnel Director shall place on a promotional list for a given class the names of applicants ranked in accordance with their final passing score in the promotional examination for such class.
- 16.5 OPEN COMPETITIVE LIST - The Township Personnel Director shall place on an open-competitive list for a given class the names of the applicants ranked in accordance with their most recent final passing score in the open-competitive examination for such class.
- A. The applicant will remain on the eligibility list for one year from the date of attaining the most recent passing score.

B. The applicant will be disqualified from the eligibility list should the applicant re-take the examination or any part thereof and not attain a passing score.

C. An applicant's ranking will change as other applicants with higher scores are added to the list.

16.6 DURATION OF PROMOTIONAL LISTS - The promotional list for all positions in the classified service of the Township shall be effective for a period of one (1) year from the date on which such promotional list is established by the Personnel Director unless stated otherwise in these rules.

A. A promotional list will expire in less than one (1) year provided there are fewer than three (3) employees in combination on both the departmental promotional list and the township wide promotional list and the appointing authority that called for the lists exercises his/her option to select from three (3) promotional candidates.

16.7 DURATION OF ELIGIBILITY - The names on departmental layoff lists shall remain on such lists for three (3) years thereafter.

16.8 REMOVAL OF NAMES - Names may be removed from an employment list because of:

A. Appointment through certification from such list.

B. Filing of a statement by the eligible that he is not willing to accept appointment under conditions he previously specified.

C. Separation from the Township service.

D. Physical, mental or other disability that may prevent the eligible from satisfactorily performing the duties of the position or class.

E. Failure to respond to inquiry concerning availability for employment.

F. The applicant's conduct which has been such as to render him unsuitable for a position in the Township service.

G. Retirement from Township service under the provisions of a Township retirement plan.

H. Failure to accept employment by certification to a regular position from a departmental layoff list.

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I. Written rejection for cause by an appointing authority as approved by the Township Personnel Director.

J. Where the applicant declines a regular position in the classified service.

Section 17.6 amended October 10, 1983
Sub-sections 17.7A & 17.7B added February 17, 1993

SECTION 17: CERTIFICATION AND SELECTION

- 17.1 TOWNSHIP PERSONNEL DIRECTOR TO CERTIFY ELIGIBLES - Whenever a vacancy in a classified position is to be filled, the appointing authority shall submit a requisition to the Township Personnel Director on a prescribed form.
- 17.2 USE OF EMPLOYMENT LIST IN THE CERTIFICATION PROCESS:
- A. ORDER OF USE - Certification shall be made first from the Departmental Layoff list; next, from the Departmental Promotional List; next, if requested by the appointing authority, from township-wide Promotional List. When names are not available from these lists, the Open-Competitive List shall be used, except in case of a transfer in accordance with Section 17.6, or a reinstatement in accordance with Section 17.5.
- 17.3 WAIVER OF CERTIFICATION - Any eligible who waives certification or refuses to accept a position under conditions previously agreed to shall have his/her name removed from the employment list, unless the Township Personnel Director shall find by investigation that circumstances warrant such waiver or refusal.
- 17.4 REINSTATEMENT - In the absence of a departmental layoff list and a promotional list, a position may be filled by reinstatement. Upon the request of an appointing authority, and with the prior approval of the Township Personnel Director, a status employee who has left the Township service while in good standing may, within three (3) years of the effective date of separation, be reinstated on a regular basis with status to a position in the class in which he had status.
- 17.5 TRANSFER - To be eligible for transfer, an employee must have status in a class at the same level to which he is to be transferred, and must meet requirements for the class to which the transfer is to be made. All transfers shall have the prior approval of the Township Personnel Director and the Civil Service Commission.
- A. INTRA-DEPARTMENTAL TRANSFER - In the absence of a departmental layoff list, an employee with status may be transferred to a position in another class in the same level under the same appointing authority.

B. INTER-DEPARTMENTAL TRANSFER: SAME CLASS - In the absence of a departmental layoff list, an employee with status may be transferred to a position in the same class and salary level under a different appointing authority.

C. INTER-DEPARTMENTAL TRANSFER: DIFFERENT CLASS - In the absence of both a departmental layoff list and a promotional list, an employee with status may be transferred to a position in another class at the same salary level under a different appointing authority.

17.6 PROCEDURE FOR PROMOTION TO NON-UNION CLASSIFIED POSITION - Selection of an employee to fill a vacant non-union classified position will be made as follows: The appointing authority shall select from one of the three (3) most senior qualified employees who posted for the vacancy from within the department where the vacancy occurs.

When there are fewer than three (3) eligible departmental candidates, the appointing authority may utilize the Township-wide promotional eligibility list (TWPEL). The TWPEL shall consist of qualified employees who posted for the vacancy from outside of the department where the vacancy occurs.

Ranking on both lists shall be determined by an employee's period of service. Greater years of service determines higher placement on the eligibility list.

TWPEL shall provide the appointing authority with the needed number of candidates to maintain the selection of three (3). Use of the Township-wide list will supplement and not supplant the departmental promotional list.

17.7 EFFECTIVE DATE OF APPOINTMENTS

A. An appointing authority may authorize any promotions, demotions or transfers within his/her department. Upon making such promotions, demotions or transfers the appointing authority shall establish the effective date, subject to the certification by the Personnel Director of both the appointment and the effective date.

B. Inter-departmental promotions, demotions or transfers shall take place on the Monday immediately following the tenth working day after the date of certification by the Personnel Director.

SECTION 18: PROBATIONARY PERIOD

- 18.1 LENGTH OF PROBATIONARY PERIOD - Each appointment to a position of six (6) months duration or longer shall be on a probationary basis for six (6) months, which shall be regarded as a working test period.
- 18.2 UNSATISFACTORY SERVICE - Should the employee on probation fail to render satisfactory service, he/she may be removed by the appointing authority prior to completion of the probationary period upon notice to both the employee and the Township Personnel Director.
- 18.3 SATISFACTORY SERVICE - When a probationary employee has rendered satisfactory service, the appointing authority shall issue a service rating within thirty (30) days after completion of the probationary period, indicating the acceptance of the employee for civil Service status.
- 18.4 SEPARATION DURING PROBATIONARY PERIOD - An employee who has been separated by means other than layoff from a position or from Township service during the probationary period must begin a new probationary period upon rehire.

SECTION 19: STATUS AND TENURE

- 19.1 DEFINITION OF STATUS - An employee who has been examined, certified and appointed and who satisfactorily completes his/her probationary period, shall be considered as having attained full Civil Service Status.
- 19.2 PROVISIONAL PROMOTIONS - Employees appointed on a provisional promotional basis shall have continuing status in the class from which they were promoted until they are appointed from an employment list to the higher level position. (See Section 15.2)
- 19.3 TENURE OF EMPLOYMENT - All employment shall be without definite term except where the term is specified by law or where a limited term appointment has been approved by the Civil Service Commission.

SECTION 20: SERVICE RATINGS

- 20.1 CIVIL SERVICE COMMISSION TO ESTABLISH SYSTEM - The Civil Service Commission shall establish a system of rating the performance of each employee in the Township Civil Service.
- 20.2 EMPLOYEE TO BE NOTIFIED - Each employee shall be rated by his supervisor and notified of his service rating by furnishing him with a completed copy.
- 20.3 WHEN SUBMITTED - Service ratings shall be submitted for each regular employee on an annual basis. Interim service ratings may be submitted at any time. Service ratings for each probationary employee shall be submitted at the end of the third (3rd) and sixth (6th) month of service.
- 20.4 PROBATIONARY EMPLOYEE SERVICE RATING - A final satisfactory probationary period service rating shall supersede any other conditional or unsatisfactory probationary period service rating and give the employee credit for satisfactory service.
- 20.5 EMPLOYEE REVIEW - Appointing authorities or their designated representatives may, at their discretion, [a] prepare their own employees' service ratings, and [b] review with the employee and their immediate supervisor. Employees shall be required to sign and date the service rating as evidence of such review. The employee's signature on a service rating shall not be assumed to indicate that the employee approves of the rating. The employee may file an explanatory statement to accompany the rating if the employee so desires.
- 20.6 APPEALS - If the employee is dissatisfied with his service rating after availing himself of his departmental grievance procedure, he may appeal to the Civil Service Commission within ten (10) working days.

SECTION 21: DEMOTION

21.1 DEFINITIONS - A demotion is defined as a transfer of a status employee from a position which he occupies in one class to a position in another class at a lower salary level.

21.2 CONDITIONS - A demotion may be made under any of the following conditions:

A. When an employee is not rendering satisfactory service in the position he holds.

B. When the position is reallocated downward.

C. When requested by the employee and approved by the appointing authority.

D. When the position occupied by the employee is discontinued because of lack of work or lack of funds. (Section 15)

E. When the employee is displaced by the return to duty of another employee entitled to the position. (Section 15)

F. When the employee is displaced by another employee with more seniority during a reduction in force. (Section 15)

21.3 PROCEDURE - An appointing authority shall give prior written notice to the Township Personnel Director and to the affected employee of his/her intention to make the demotion. The Township Personnel Director shall approve the demotion after ascertaining whether:

A. Adequate grounds for demotion exist.

B. The employee has the necessary qualifications to make him suitable for a trial in the position to which is proposed he/she be demoted.

C. Other and less drastic means of adjustment, such as a transfer to a position of the same class under another appointing authority, are not preferable.

OCTOBER 23, 2002

Section 22 in its entirety deleted by action of the commission October 23, 2002

SECTION 22: RESIGNATION

SECTION 23: LAYOFFS

- 23.1 REASONS FOR LAYOFF - In the absence of sufficient work or funds, layoffs may be made.
- 23.2 NOTIFICATION - In every case of layoff, the appointing authority shall give prior written notice on the prescribed form to the Township Personnel Director with a copy to the employee.
- 23.3 PROCEDURE FOR LAYOFFS - Layoffs shall be made in accordance with the employment preference schedule outlined in Section 15.
- 23.4 PROBATIONARY EMPLOYEE - The name of a probationary employee who is laid off shall be returned to the top of the employment list from which certification was made.

OCTOBER 23, 2002

Section 24.1 amended September 19, 1979
Section 24 in its entirety deleted by action of the Commission June 19, 1996

SECTION 24: RETIREMENT

SECTION 25: DISMISSAL OR SUSPENSION

25.1 CAUSES - An employee in the Township Civil Service may be dismissed or suspended for any of the following reasons:

A. Failure to carry out the duties and obligations imposed upon him by these rules and by Township management.

B. Conduct unbecoming a Township employee while on duty.

C. Unsatisfactory service

25.2 PROCEDURE - Whenever an appointing authority considers it necessary to dismiss or suspend an employee, he/she shall:

A. Notify the employee in writing, giving specific reasons for the action.

B. Give prior or concurrent written notice to the Township Personnel Director.

C. Supplement the notice to the Township Personnel Director with the prescribed form within five (5) working days, and furnish a copy of the form to the employee.

SECTION 26: APPEALS

- 26.1 APPEALS FOR SUSPENSION, REMOVAL AND REDUCTION IN RANK - Any person removed, suspended, or reduced in rank or compensation may appeal to the Civil Service Commission within ten (10) days after presentation to him/her of the order of removal, suspension or reduction. The Commission, within two (2) weeks from the filing of the appeal, shall commence the hearing thereon, and shall thereupon fully hear to determine the matter, and either affirm, modify or revoke such order. The appellant shall be entitled to appear personally, produce evidence, and to have counsel and a public hearing. The official from whose order the appeal is taken shall be notified of the finding and decision of the Commission and such decision shall be enforced and followed by him/her but under no condition shall the employee be removed, suspended or reduced in rank until the finding and decision of the Commission is so certified.
- 26.2 APPEALS FOR LESS THAN SUSPENSION, REMOVAL, AND REDUCTION IN RANK - The primary purpose of this procedure is to secure an equitable solution to the Appeal at the lowest possible level. It is the intent of this commission to assure every employee covered under the Civil Service Act an opportunity to have unobstructed use of the Appeal procedure without fear or reprisal or without prejudice in any manner with regard to his/her employment status.
1. The employee shall first discuss the complaint with his/her Department Head who will attempt to resolve it. If the discussion fails to resolve the issue, the employee shall put the complaint in writing that includes a statement of the complaint, the facts on which it is based, and the remedy or correction requested.
 2. The written complaint must be presented to the employee's Department Head within ten (10) working days after occurrence of the complaint. The Department Head shall give the employee a written answer to the complaint within ten (10) working days after the complaint has been presented.
 3. If the complaint has not been settled in step two, the employee shall present the written complaint to the Personnel Director within ten (10) working days after the Department Head has rendered a decision.
 4. The Personnel Director shall meet with the employee within twenty (20) working days after receipt of the complaint and give the employee a written answer to the complaint within thirty (30) working days after said meeting.
 5. If the complaint is still unresolved after step four, the employee shall request a hearing before the Civil Service Commission within ninety (90) calendar days from the date of receipt of the employee's request. The Commission shall

issue its decision no later than thirty (30) calendar days after the conclusion of the hearing.

6. The Commission's decision shall be in writing and shall set forth its findings of fact, reasoning and conclusions on the issue submitted. The decision of the Civil Service Commission shall be final and binding upon the Township, the employee and all other Township employees.

26.3 APPEAL TO THE COURT - Any party aggrieved by the findings of the Civil Service Commission pursuant to a hearing before said body shall file an appeal within fifteen (15) days from the findings and decision of the Commission so certified by said Commission from which said appeal is taken, to such court as may have jurisdiction concerning said matter.

SECTION 27: REPORTS AND RECORDS

- 27.1 REPORTING PROCEDURES - The Township Personnel Director shall provide the forms and instructions for personnel reports required of appointing authorities.
- 27.2 PERSONNEL RECORDS - The Township Personnel Director shall prescribe the form, maintenance, and retention of the basic personnel records.

Section 28 amended October 17, 1973
Section 28.2 and 28.3 amended August 31, 2011

SECTION 28: CHANGES, MODIFICATIONS, AMENDMENTS AND SUPPLEMENTS

- 28.1 If practical experience demonstrates that changes, modifications, amendments and supplements to any of these rules and regulations are advisable, proper and reasonable, the Civil Service Commission may make changes, modifications, amendments or supplements, and not contrary to the provisions of P.A. 246.
- 28.2 Action on proposed changes, amendments, modifications or supplements to these rules and regulations shall be deferred by the Commission until its next regular or special meeting provided that at least five business days elapse between meetings to allow time for the filing of objections.
- 28.3 A copy of the proposed change, modification, amendment or supplement shall be publicly posted no later than forty-eight (48) hours after the meeting at which it was presented for discussion, and copies of same shall be directed to the Township Board, appointing authorities and department heads. Said notice shall include a provision for the filing of objections in writing with the Commission" secretary no later than the day preceding the next regular meeting of the Commission. Oral objections at the meeting may be considered by the Commission.

OCTOBER 23, 2002

Section 29, sub-Section 29.3, amended August 21, 1985

SECTION 29: REGULAR PART-TIME EMPLOYEE

- 29.1 All regular part-time employees will meet all Civil Service requirements at the time they are employed.

- 29.2 Pay rates for regular part-time employees will be equal to full-time classified employees in the same classification.

Section 30, sub-Section 30.3, amended May 23, 1990
Section 30, sub-Section 30.10, eliminated and replaced with former 30.11 August 21,
1985

SECTION 30: SEASONAL AND TEMPORARY EMPLOYEES

- 30.1 Seasonal or temporary employees are those employees hired to work less than 1040 hours in a twelve-month period.
- 30.2 All seasonal/temporary employees may be appointed by the appointing authority with the approval of the Civil Service Commission. There will be no examinations or Civil Service status. The Civil Service Commission approval will be handled by the Civil Service Personnel Director. No person should be placed on the job prior to that approval.
- 30.3 Seasonal/temporary employees receive no fringe benefits except as provided in 30.5.
- 30.4 Pay rates for seasonal people will be less than rates for classified employees in the same classification.
- 30.5 Temporary and seasonal employees working a regular 40-hour work week for more than three consecutive weeks immediately prior to a holiday will be paid for any paid holidays that regular full-time employees are paid.

SECTION 31: POLITICAL APPOINTEES

- 31.1 ACCEPTING APPOINTMENT - An employee may resign from the classified service to accept appointment to the unclassified service, as provided in Section 6 of Act 246 of the Public Acts of 1965, by giving written notice to the Civil Service Commission. The Commission shall notify the employee in writing of the conditions of reinstatement.
- 31.2 An employee having left the classified service and wishing to re-enter will be allowed to do so in preference to open-competitive applicants provided that:
- A. An opening exists in a department
 - B. Entrance shall be at the maximum rate, of the opening in the department the former classified employee wishes to re-enter.
 - C. The former classified employee must be qualified for the level of reinstatement. He/she must pass a qualifying examination
 - D. The former classified employee, returning to their prior position, will not have to serve the probationary requirement if the employee had status in the classification to which the employee is returning.
 - E. The former classified employee returning to their prior classification but in a different department than the one the employee left to accept the political appointment is required to serve a six-month probationary period whether the employee had status in the classification or not.

Section 32 added October 15, 1975

SECTION 32: FEDERAL GRANT EMPLOYMENT PROGRAMS

- 32.1 Federal grant employment programs which may be funded from time to time shall be distinct from the regular Township merit system but these programs shall not pre-empt or supersede the nature and intent of the Civil Service law. It is the intent of this Section of the rules and regulations to accommodate the unique requirements of federal manpower programs so that Township policy does not preclude the operation of such grant programs.

The provisions of grants may vary and the Township must be able to assimilate these provisions into the regular Township program without compromising the principles of the merit system. Specific conditions and requirements of the various grants shall determine which regulations must be followed.

- 32.2 To adapt the Township's merit system to the various federal programs, each participant of a federal program shall be hired in a "limited-term" capacity, having status somewhat distinct from regular Civil Service status. The participant shall either be hired for a specific period of time, or for a specific project, or for as long as the funds are available, or for as long as the particular grant dictates. These participants shall be identified as having this separate "limited-term status" and, in some cases, they shall have classifications distinct and separate from regular Township employees.
- 32.3 Participants in federal programs shall be selected from the various target groups which are designated by the particular grant. Preference shall be given so that the program goals are met as soon as possible.

If the project or term of employment expires, the participant shall be laid off and placed on the federal grant program lay-off list. If openings occur later in the class in which those federal grant employees have status, they shall be called back using the priority of target group members first, employees in the pertinent department second, and those with the best performance appraisals and work records third. Seniority shall be applied only when all other factors are equal.

- 32.4 When positions are to be filled for more than a six-month period of time, the normal civil service testing and qualifying procedures and target group preference shall be utilized. These participants shall be called Public Service Employees (PSE).

A. When positions are to be filled six (6) months or less, the participants shall be

selected solely from the target groups defined in the particular grant. These participants shall be called Public Service Interns (PSI).

- 32.5 Any assignment of six (6) months or less shall be considered a working test period, and participants shall obtain "Federal Grant Status" for their particular class after completing a cumulative period of six (6) months in any 12-month period of time. Therefore, when future PSE positions become open, "status" PSI participants shall be considered qualified and, indeed, will be given preference over other PSE eligibles in the like class. PSI participants shall be called back as the need arises in accordance with sub-Section 32.3.

Approved Regular Quarterly Meeting, June 17, 1998

SECTION 33: CONVERSION OF GRANT POSITIONS TO CLASSIFIED CIVIL SERVICE

- 33.1 This section shall apply to positions that were originally contemplated to exist for a limited period, terminating as grant funds were discontinued, but which have continued for over five (5) years and will continue for the foreseeable future.
- 33.2 In the event that a vacancy occurs in a position described in Section 33.1, the Personnel Director shall request in accordance with Section 9, Section 10, and Section 11 of these Rules and Regulations and with relevant labor union contracts, that the position be included in the classified civil service, if, in the Personnel Director's opinion, the positions will continue into the foreseeable future.
- 33.3 Once established and allocated in accordance with this section, the position will be filled pursuant to these Rules and Regulations and the relevant labor union agreement.
- 33.4 This section shall not be utilized to require that an employee currently employed in a position described in Section 33.1 compete for a newly classified civil service position with substantially similar job descriptions.

OCTOBER 23, 2002

Approved Regular Quarterly Meeting, December 18, 2012

SECTION 34: BUSINESS BROUGHT BEFORE THE COMMISSION

- 34.1 Anyone bringing business before the Commission must appear in person or have a representative appear on their behalf.