CLASSIFIED SERVICE RULES

City of Stamford, Connecticut

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Rule 1. INTRODUCTION

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1.1 FORWARD
1.2 PERSONNEL COMMISSION
1.3 EMPLOYEE ACCESS TO PERSONNEL RECORDS

1.1 Forward

The purpose of a municipal government is to provide necessary services for its citizens. The City of Stamford acknowledges this, as well as the fact that its most valuable asset in accomplishing these goals is its employees.

The City of Stamford is dedicated to a classified service that will maintain the integrity of classification, recruitment and selection of the most qualified individuals, which will treat employees with respect and consideration and through the quality of our policies and practices, demonstrate management's concern for their welfare.

Administration of the Classified Service shall be governed by these Rules, and the amendments that follow shall be approved by the Personnel Commission after public notice and hearing (City of Stamford Charter). In the event of any conflict between these rules and the City Charter, state law or collective bargaining agents, the latter shall prevail.

1.2 Personnel Commission

The Personnel Commission shall be organized and function as described in the City Charter of Stamford, Connecticut.

1.3 Employee Access to Personnel Records

Employees who wish to examine their Personnel records should send a written request to the Director of Human Resources (herein "Director").

Rule 2. DEFINITIONS

ALLOCATION	The assignment of a classification to an appropriate salary grade.
APPOINTING AUTHORITY	Commission, commissioner, department head, administrator, executive officer, person authorized by statute or otherwise lawfully delegated to make appointments.
BAND SCORING	Banding is a technique that combines candidates with close test scores into one rank from which the hiring authority may appoint any member. It removes statically inappropriate barriers to appointing candidates who are best able to succeed, and enables government hiring officials to include modern workplace competencies in the selection analysis.
CLASS	Position or group of positions sufficiently similar in type of duties performed, degree of supervision exercised or received, minimum requirements of training, experience, or skill and other characteristics so that the same title, the same tests of fitness and the same schedule of compensation may be applied to each position in the group.
CLASSIFICATION	The assignment of a position to an appropriate class on the basis of the duties and responsibilities of the position.
CLASSIFIED SERVICE	All positions in the city service except those designated as unclassified in the Charter.
CLASS SPECIFICATION	A written description containing the official title and statement of the duties, authorities and responsibilities of the class, as well as the qualifications that are necessary for the satisfactory performance of its duties.

COMMISSION	The Personnel Commission as defined by Section 731 of the City Charter.
DAYS	Days shall mean calendar days unless otherwise indicated.
DEMOTION	The change of an employee from a position in one class to a position in a class with a lower salary grade.
DIRECTOR	The Director of Human Resources of the City.
DISCHARGE	The involuntary separation of an employee from the classified service.
ELIGIBLE	A person whose name is on an eligible list.
ELIGIBLE LIST	A list of qualified candidates who have met all the requirements for appointment to a position by completing a selection procedure as outlined in Section 735 and 736 of the Charter of the City of Stamford.
EMPLOYEE	Any person employed by the city who is paid a salary, whose position is in the classified service and who has been duly appointed in accordance with the Charter and Classified Service Rules.
FULL TIME EMPLOYEE	An individual working thirty-five (35) or more hours per week on a year-round basis.
LAY-OFF	The involuntary separation of an employee from the classified service for an indefinite period made on the basis of financial or administrative reasons or any other reason beyond the control of the employee.
CLASSIFIED SERVICE RULES	A system of appointments and promotions made on the basis of

merit and fitness.

OPEN COMPETITIVE EXAMINATION	A test for original appointment in the classified service, that is open to all qualified persons who meet the minimum qualifications specified in the job announcement.
PART-TIME EMPLOYEE	An individual working an average of fewer than 20 hours per week on a year-round basis.
PAY PLAN	A schedule of rates of compensation, including a minimum and maximum rate of pay according to salary grade.
PERMANENT EMPLOYEE	An employee who has been appointed to a position in the classified service in accordance with Chapter 73 of the Charter and who has satisfactorily completed the probationary period.
PERMANENT PART TIME EMPLOYEE	An individual working an average of 20 hours or more, but less than thirty-five hours per week on a year-round basis.
POSITION	A job created in accordance with the Charter.
PROBATIONARY PERIOD	A working test period during which an employee is required to demonstrate fitness to perform the duties of a class by actual on-the-job performance of those duties.
PROMOTION	Advancing an employee from a position in one class to a position in a class in a higher salary grade as a result of an appointment from a promotional list or an open-competitive list.
PROMOTION EXAMINATION	A test for advancement within the service and limited to permanent City employees who meet the minimum qualifications specified in the job announcement. Probationary employees, who meet the minimum qualifications, may apply for and take the examination but will not be eligible for placement on the certified

list until successfully completing their probationary period.

PROVISIONAL APPOINTMENT	An appointment made to a position for not more than six (6) months, pending the establishment of an eligible list as described in Section 735 of the City Charter.
REALLOCATION	A change of classification from one salary grade to another.
RECLASSIFICATION	A change of position from one class to another.
SALARY GRADE	A series of pay rates to which a classification has been assigned.
SEASONAL POSITION	A position that is filled annually on a monthly or seasonal basis.
SUSPENSION	The temporary separation of an employee from the classified service for disciplinary or administrative reasons, with or without pay.
TRANSFER	The change of an employee from one position to another position in the same classification.
UNASSEMBLED EXAMINATION	A test which scores candidates on the basis of training and experience.

Rule 3. CLASSIFICATION PLAN

CONTENTS:

3.1 ADMINISTRATION OF THE CLASSIFICATION PLAN
3.2 CREATION OF NEW CLASSIFICATIONS
3.3 CLASS SPECIFICATION
3.4 CLASS TITLES
3.5 RECLASSIFICATION OF POSITIONS
3.6 PROHIBITION AGAINST OUT OF TITLE WORK

3.1 Administration of the Classification Plan

A. The Director shall be the administrator of the classification plan, which contains class specifications for all positions in the classified service.

B. Administration of the plan shall include, but not be limited to, the following:

1) Maintaining class specifications for all positions in the classified service.
2) Periodically reviewing the classification of positions.
3) Recommending that existing classes be abolished, combined with existing classes or that new classifications be created.
4) Investigating requests received for new classifications from appointing authorities.
5) Modifying class specifications as the nature of duties and responsibilities change.

C. When vacancies occur, the Director shall investigate the duties and responsibilities of the position, reclassify it or reallocate the salary if necessary.

3.2 Creation of New Classification

A. After investigation, the Director can recommend the establishment of a new classification for approval by the Personnel Commission.

B. The new classification shall include a class title, statement of duties and responsibilities and minimum qualifications necessary to perform the duties of the class.

C. The new classification shall be added to the classification plan after it is approved by the Personnel Commission and shall be effective on that date.

3.3 Class Specification

Specifications shall be descriptive and explanatory of the type and scope of the work required of the class, but is not inclusive of all its duties.

3.4 Class Titles

A. The class titles provided in the classification plan shall be the official titles and shall be used on all official records, vouchers, payroll and communications concerning personnel.

B. No person shall be appointed to, assigned to or employed in a class title which has not been approved by the Personnel Commission.

C. When classifications are abolished by the Personnel Commission, the class specifications shall be removed from the classification plan.

D. The class specification shall be maintained by the Director and shall be available for public inspection at the Office of Human Resources during regular business hours.

3.5 Reclassification of Positions

A.

1) At the request of the appointing authority or employee, the Director can recommend that a position be reclassified if there has been a substantial change in the nature of the position.

2) All position reclassifications, which are not covered by a collective bargaining agreement, must receive the final approval of the Personnel Commission.

B. Appointment to a position that has been reclassified shall be in accordance with Rules 4 and 6.

3.6 Out of Title Work

A. No person shall be regularly assigned to perform any duties that are beyond the reasonable scope of his/her job title, except in an emergency situation when the proper authority may make a temporary assignment. It is understood that various job classifications may share similar duties.

B. No credit shall be granted in an examination for out of title work unless the manager has submitted proper documentation to the Director prior to such out of title work.

Rule 4. SELECTION PROCESS

CONTENTS:

4.1 GENERAL SELECTION PROCEDURES
4.2 SELECTION PROCEDURES FOR CANDIDATES WITH DISABILITIES
4.3 PROMOTIONAL SELECTION PROCEDURES
4.4 SPECIAL SELECTION PROCEDURES

4.1 General Selection Procedures

A. All appointments and promotions in the classified service shall be made according to the Charter.

B. The type of selection procedures shall be determined by the Director and may include, but not be limited to, written, unassembled, medical, oral, physical and performance tests or any combination of these.

C. Selection procedures shall relate to and test for the knowledge, skills and abilities required to perform the duties of the class for which the examinations are held.

4.2 Selection Procedures for Candidates with Disabilities

A. The Director shall make reasonable accommodation as defined by the 1973 Rehabilitation Act, Section 504, and the Americans with Disabilities Acts, when administering a selection procedure to an otherwise qualified candidate with an acknowledged disability.

B. Written request identifying the nature of the accommodation must be received by Human Resources. Along with request, documentation from a qualified authority shall be submitted to the Director by the candidate prior to such examination.

C. No employee shall retain a job title if he or she permanently cannot perform the essential functions of the job, with or without reasonable accommodation. The employee shall be terminated or retired depending upon their length of service.

4.3 Promotional Selection Procedures

A. Advancement within the service shall be by competitive promotional selection procedures as outlined in the Charter.

B. The Director may require that such positions be filled by an open competitive examination.

4.4 Special Selection Procedures

For positions requiring no prior experience and education and for temporary and seasonal positions, the Director may authorize other appropriate selection procedures.

Rule 5. CLASSIFIED SERVICE EXAMINATIONS

CONTENTS:

5.1 EXAMINATION ANNOUNCEMENTS
5.2 EXAMINATION APPLICATIONS
5.3 DISQUALIFICATION OF APPLICANTS, CANDIDATES OR ELIGIBLES
5.4 ADMINISTRATION OF EXAMINATIONS
5.5 METHOD OF RATING EXAMINATIONS
5.6 NOTIFICATION OF EXAMINATION RESULTS
5.7 REVIEW OF EXAMINATIONS

5.1 Examination Announcements

A.

1) Announcements for open competitive examinations shall be posted for at least ten (10) working days in advance of the closing date for applications. Such announcements shall appear as specified in the Charter.
2) Announcements shall include:
   a. Job Title
   b. Last Filing Date
   c. Date of Examination
   d. Salary
   e. Duties and Responsibilities
   f. Type of Examination
   g. Minimum Qualifications

5.2 Examination Applications

All persons desiring to participate in any examination for a position must file a completed, signed application for each job

announcement on forms provided by the Director, including any other documentation the Director shall require to determine the applicant's qualifications.

5.3 Disqualification of Applicants, Candidates or Eligibles

A. The Director may reject applicants, candidates or eligibles for the following reasons, and such decisions are not subject to appeal:
   1) Lack of any of the minimum qualifications established for the position.
   2) Criminal conviction record.
   3) A false statement of material fact on the application.
   4) Attempt to use political pressure, bribery or illegal coercion to secure an advantage in the examination and appointment process.
   5) Directly or indirectly obtained information regarding an examination to which he or she was not entitled.
   6) Participation in the compilation, administration or correction of the examination.
   7) Failure to submit the application correctly, completely or within the prescribed time limits.
   8) Lack of any job related factor necessary to perform the duties of the class.
   9) Failure to complete or pass any part of the selection process.

B. A disqualified applicant, candidate or eligible shall be notified of such action.

5.4 Administration of Examinations

A. Examinations shall only be held at the designated time and place as specified by the Director. The Director, may at his/her discretion for extenuating and extraordinary circumstances, designate an alternate time and place. These circumstances may include the following:
   1) Death of an immediate family member.

2) Hospitalization of the applicant.
3) An obvious error on the part of the Office of Human Resources, such as, but not limited to, misinformation concerning the time and place of the examination.
4) Ordered U.S. military service.
5) Admission of an applicant to more than one City examination scheduled for the same date and time.

B. Requests for alternate examination dates must be made in writing to the Director as soon as possible but in no event postmarked or received later than five days of the administration of the test.

5.5 Method of Rating Examinations

A. Objective measuring techniques and procedures, determined by the Director, shall be used in rating the results of tests and determining the relative ranking of candidates.
B. In all examinations, the minimum rating, by which eligibility may be achieved, shall be established by the Director.

5.6 Notification of Examination Results

Each person who takes an examination shall be notified about the results in writing of the examination

5.7 Review of Examinations

A. Each person taking the written examination may be entitled to inspect a copy of their answer sheet and examination booklet papers, under conditions and circumstances prescribed by the Director.
B. This inspection must take place within thirty (30) days after the date that examination results were mailed to the candidate. No more than two (2) inspections shall be permitted.

Rule 6. FILLING VACANCIES

CONTENTS:

6.1 ORDER OF ELIGIBLE LISTS
6.2 ADMINISTRATION OF ELIGIBLE LISTS
6.3 REMOVAL FROM ELIGIBLE LISTS
6.4 RE-INSTATEMENT TO ELIGIBLE LIST
6.5 CERTIFICATION OF ELIGIBLE LISTS
6.6 APPOINTMENTS
6.7 TRANSFERS
6.8 PROVISIONAL APPOINTMENTS
6.9 APPOINTMENT TO A TEMPORARY POSITION
6.10 DURATIONAL APPOINTMENTS

6.1 Order of Eligible Lists

A. In filling vacancies, names shall be certified to the department head as prescribed by the Charter.

B. The following employment lists shall be promulgated by the Director:

1) Re-employment: There shall be two (2) types of re-employment lists:

a. Mandatory Layoffs - Permanent employees laid off due to lack of work, lack of funds or any other reason not attributable to themselves, shall be placed on a re-employment list for the appropriate class, in accordance with Rule 10.1. A mandatory list will be the only list certified for vacancies in the class, until such time as the list expires.

b. Non-Mandatory - Permanent employees with a satisfactory record of service who resign their position, in accordance with Rule 10.2, may request to be placed on an appropriate list for consideration for re-employment in the same or previously held classification. All requests must be made in writing to the Director within one (1) year of the date of resignation. Any person thus re-employed must successfully pass a medical exam and meet all applicable medical standards. In no event shall the existence of a non-mandatory list prohibit the certification of other types of eligible lists. In cases of

reinstatement from a non-mandatory list, the time between the date of resignation and re-employment shall not be applied to the employee's service.

2) Promotional

a) No person shall be eligible for appointment from a promotional list until six (6) months from the date of his/her permanent appointment in the lower class position.

b) This does not prohibit an employee with less than six (6) months of service from taking a promotional exam, provided the minimum requirements are met. If such employee passes the test, he/she will be placed on the open eligible list(s) as follows:

i. Promotional Only – Individuals will be placed on the promotional eligible list, but will not be eligible for appointment until he/she has successfully completed the probationary period in the lower class.

ii. Combined Promotional/Open Competitive – Individuals will be placed on both the promotional and open competitive lists until he/she has successfully completed the probationary period in the lower class. Once the individual's probationary period has been completed, his/her name will be moved from the open competitive eligible list to the promotional only eligible list.

c) If three (3) or more names are eligible for certification from the promotional list, open competitive lists will not be submitted. If there are less than three (3) names, other appropriate lists shall be submitted to the appointing authority concurrently.

3) Open Competitive

An open competitive list shall be certified when the

requirements in Rule 6.1 B1a and B2 have been met.

6.2 Administration of Eligible Lists

A. The eligible list established for each examination shall expire after two (2) years or sooner if exhausted, in accordance with the Charter. The Director shall have the right to extend any eligible list one time only for up to additional twelve (12) months.

B. Two (2) or more eligible lists for the same classification of positions may be consolidated by the Director, according to the final scores received. In no case will the consolidation result in an extension of an eligible list beyond two years, except as allowed for under Section A above.

C. (1) The Director shall have the power to correct any administrative error and amend any eligible list where such an error has been made.

(2) A correction in the rating shall not affect an appointment which has been made from the eligible list.

6.3 Removal From Eligible Lists

A. The name of any person appearing on an eligible list may be removed by the Director for the following reasons:

1) The eligible cannot be contacted by mail within ten (10) calendar days.
2) The eligible requests, in writing, that his/her name be removed from the list.
3) The eligible refuses to accept the appointment.
4) The eligible fails to appear for the scheduled interview or medical examination.
5) Any cause specified in Rule 5.3 for the rejection of applicants may likewise be cause for removal from an eligible list.
6) At the request of an appointing authority, the Director shall have the right to remove an eligible that has been passed over for appointment on three (3) certified lists

from that particular eligible list.

6.4 Re-instatement to Eligible List

Upon written request, an eligible whose name has been removed from the eligible list for reasons stated in Rule 6.3 may be restored to that list at the discretion of Director.

6.5 Certification of Eligible Lists

Whenever a vacancy is to be filled, the Director shall certify the names of the persons with the three (3) highest scores on the appropriate eligible list to the appointing officer. If the fourth and/or fifth scores are within five (5) points of the highest rating, the names of those persons will also be certified for appointment. Notwithstanding the foregoing,for entry level exams, where banded scores are used, and a band has twenty-five (25) or more individuals, the Director shall have discretion to limit the number of bands on the appropriate certification list submitted to the appointing authority even if it results in less than three (3) bands being certified. Bands shall be established based on psychometric properties of the test score distribution or on job analysis information. All scores falling within a given band shall be considered tied.

6.6 Appointments

A. After interview and investigation, the appointing authority must make appointments from among those certified, within thirty (30) days of certification, and shall immediately notify the Director of the selection in writing. The Director may extend the thirty (30) days time limit at his/her discretion. Eligibles must be interviewed at least once by the appointing authority.

6.7 Transfers

B. Transfers may be made from a position in one department to a position in the same class in another department provided that the individual is selected by the appointing authority to fill the vacancy. An individual requesting a transfer must submit a written request to the Office of Human Resources.

6.8 Provisional Appointments

A. When an appointing authority finds it necessary to fill a vacancy and the Director is unable to certify three (3) or more eligibles, the Director may authorize the appointing authority to fill the vacancy by means of a provisional appointment.

B. No provisional appointment shall be made without prior approval of the Director.

C. A provisional appointment shall expire automatically six (6) months from the date of such appointment or within thirty (30) working days, whichever is sooner, after the establishment of an eligible list. This appointment shall not be subject to renewal.

D. Any individual appointed provisionally must meet the stated minimum qualifications of the position as determined by the Director.

6.9 Appointment to a Temporary Position

A. Appointment to a temporary position shall be made from an eligible list, if one exists, and last no longer than twelve (12) months.

B. Any persons appointed from an eligible list shall not relinquish eligibility for a permanent appointment if one is made.

C. Any individual appointed temporarily must meet the stated minimum qualifications of the position as determined by the Director.

6.10 Durational Appointments

A. Appointments lasting longer than twelve (12) months may be made with the purpose of achieving a definite work project or study with the approval of the Personnel Commission. These appointments are not to exceed three (3) years.

Rule 7. APPEALS

CONTENTS:

7.1 APPEAL FROM DISQUALIFICATION OF APPLICANT
7.2 GENERAL APPEAL OF EXAMINATION RESULTS
7.3 APPEAL OF WRITTEN EXAMINATIONS
7.4 APPEAL OF ORAL OR UNASSEMBLED EXAMINATIONS
7.5 APPEAL OF MEDICAL EXAMINATIONS

7.1 Appeal From Disqualification of Applicant

A. Any applicant, whose application for admission to an open competitive or promotional examination is rejected by the Director, may make a written request for a review ten (10) days from the date specified on the notification of disqualification. All requests shall be directed to the Director for reconsideration of the applicant's qualifications.

B. If the Director confirms the rejection, the disqualified applicant may make a written appeal to the Personnel Commission within ten (10) days from the date of notification.

C. Appeals will be heard by the Personnel Commission and shall be limited to a review of the candidate's ability to meet the stated minimum qualifications for admission to an exam, only on the basis of information submitted to the Human Resources Department prior to the Personnel Commission appeal.

D. An applicant may only appeal disqualifications under section 5.3(A)(1), (4), (5), (6), or (8), to the Personnel Commission.

E.

1) The Director may allow an applicant to be admitted to an examination pending appeal.
2) The applicant's examination papers will not be scored unless the appeal is upheld by the appropriate authority.
3) In the event the appeal is denied, the examination will not be scored nor can the examination papers be reviewed by the candidate.

7.2 General Appeal of Examination Results

A candidate may request the opportunity to review his/her examination results and file an appeal provided this opportunity may be denied on the basis of the requirements of the exam vendor. All appeals relating to Rule 5 should be made in writing to the Director and filed within thirty (30) days of the notification date of exam results. The candidate shall only have one opportunity to review the exam results. All appeals should be accompanied by appropriate documentation.

7.3 Appeal of Written Examinations

A. After review of written examination questions, a candidate may appeal the keyed answer by demonstrating that an alternative answer for that question is the best response of those given. Appeals must be made in writing on the form provided by the Human Resources Department.
B. An applicant may appeal to assure that uniform procedures have been applied equally and fairly.
C. An appeal from the decision of the Director shall be made in writing to the Personnel Commission within ten (10) calendars days of the denial.

7.4 Appeal of Oral or Unassembled Examinations

A. In the case of oral and/or unassembled examinations, a candidate may appeal to the Director to assure that the computations made in determining a score are correct. If an error in a candidate's score has been made, the Director shall immediately correct the error and make the appropriate changes on the eligible list.
B. The decision of the Personnel Director is final.

7.5 Appeal of Medical Examinations

A. A candidate may review medical examination reports.
B A candidate may be required to submit additional factual information from a licensed M.D. to determine if he/she meets the prescribed medical standards established for the position.

C. The Director shall consult with the City Physician to evaluate the additional information prior to making a decision. The decision of the Director is final.

Rule 8. PROBATIONARY PERIOD

CONTENTS:

8.1 DURATION
8.2 EVALUATIONS
8.3 DISCHARGE DURING PROBATION
8.4 RESTORATION OF A DISCHARGED EMPLOYEE

8.1 Duration

Every person appointed to a permanent position shall be required to successfully complete a probationary period.

A. The probationary period will be of sufficient length to enable the appointing authority to observe the employee's ability to perform the duties pertaining to the position.

B. The minimum probationary period shall not be less than three (3) months in the case of an appointment from a non-mandatory re-employment and promotional lists and six (6) months duration in the case of appointment from an open competitive eligible list. The maximum length of the probationary period shall be one (1) year or longer if designated by a collective bargaining agreement.

C. Employees who transfer are subject to a three (3) month probationary period.

D. Upon expiration of the minimum period, the appointment will be permanent unless the appointing authority advises the probationer and the Personnel Director, in writing, that the probationary period will be continued. An extension of probation must have prior approval of the Director, or his designee, and be executed in writing.

8.2 Evaluations

The department head shall submit a written evaluation of the

employee midway through the probationary period, and one (1) month before its completion. A copy of the evaluation shall be given to the employee and the Director.

8.3 Discharge During Probation

A. At any time during the probationary period, the appointing authority, with the approval of the Director, may discharge an employee if it appears that the employee is unwilling or unable to perform the duties of the position satisfactorily.

B. These discharges by the appointing authority and reasons for discharge shall be sent in writing to the employee, with a copy to the Director.

8.4 Restoration of a Discharged Employee

A. Open Competitive:

1) Any employee removed from a position during or at the end of the probationary period, may request reinstatement to the eligible list by writing to the Director within ten (10) days.

2) If the Director determines that the employee is suitable for appointment to another position, the employee's name may be restored to the list from which it was certified.

B. Promotional:

1) An employee appointed from a promotional list who does not successfully complete the probationary period may be reinstated to a position in the previously held classification, provided such a vacancy exists.

Rule 9. DISCIPLINE

CONTENTS:

9.1 DISCIPLINARY ACTION

9.1 Disciplinary Action

The grounds for disciplinary action shall be in accordance with the Charter.

Rule 10. WORKFORCE REDUCTIONS

CONTENTS:

10.1 LAYOFFS
10.2 RESIGNATIONS
10.3 REINSTATEMENT
10.4 UNAUTHORIZED ABSENCES

10.1 Layoffs

A. A reduction in the number of employees sometimes becomes necessary due to economic reasons, the reorganization of a department, curtailment of activities or for reasons beyond the employee's control.

B. The resulting layoffs shall be made by classification among incumbents of the affected departmental unit.

C. Layoffs will be made in order of seniority in that particular classification.

D. If two (2) or more employees have the same seniority date, the employee with the lowest examination score used for the appointment to the classification in question shall be laid off first. In the event of a tie examination score, the date of receipt of application shall apply. The earlier date shall prevail.

E. Any employee to be laid off shall have the right to revert to a job classifications previously held, if he/she has greater seniority than the employee occupying the lower job class. Both classifications must be in the same departmental unit.

F. Any employee so laid off will be placed on the re-employment list for a period of two (2) years and will be re-hired in the event of a vacancy in the classification he/she last held in reverse order of the layoff.

10.2 Resignations

A. To resign in good standing, an employee must give the appointing authority at least fourteen (14) days prior written notice. The appointing authority may agree to permit a shorter period of notice due to extenuating circumstances.

10.3 Reinstatement

A. Employees, who have resigned in good standing, may apply for re-employment, within one (1) year after their resignation

date. Such request must be made in writing to the Director.

B. Upon approval by the Director, or designee, such employee's name shall be placed on a non-mandatory re-employment eligible list.

C. The time between the date of resignation and re-employment shall not be applied to the employee's service.

10.4 Unauthorized Absences

A. When an employee is absent without authorized leave for a period of five (5) working days, the absence will be considered a resignation not in good standing effective on the first day of the unauthorized absence

B. Notification of acceptance of resignation will be sent by registered letter and regular mail to the last known address of the employee.

Rule 11. SALARIES

CONTENTS:

11.1 ADMINISTRATION OF THE SALARY PLAN
11.2 ALLOCATION OF CLASSIFICATIONS
11.3 APPOINTMENT RULE
11.4 PROMOTION RULE
11.5 PAY RATES ON DEMOTION OR TRANSFER

11.1 Administration of the Salary Plan

A. The Director shall be the administrator of the salary plan. The duties and responsibilities shall include, but are not limited to:

1) Developing administrative procedures for salary administration.
2) Recommending the allocation of salaries for new classifications.
3) Recommending reallocation of salaries for existing classifications.

11.2 Allocation of Classifications

A. Unless otherwise provided by labor contract, the Director shall recommend a salary range for new classifications to the Personnel Commission.

B. The salary range shall be effective when approved by the

Personnel Commission, unless otherwise provided.

11.3 Appointment Rule

A. Unless otherwise provided for by labor contract, the minimum rate of pay for a class shall normally be paid upon appointment to a classification.

B.

1) An appointing authority may recommend an appointment at a higher rate than the minimum rate established for a position by written request to the Director.
2) The Director may approve a starting rate up to the midpoint of the salary range.
3) Requests to appoint at a salary range beyond the midpoint of the range require prior approval by the Personnel Commission.

11.4 Promotion Rule

A. Unless otherwise provided by labor contract, employees promoted in accordance with these rules shall be placed in the salary grade for the new position according to the following step:

1) Placement in the step in the new grade shall be closest to but at least 10% more than the step rate in the former grade, not to exceed the maximum step for the new grade.
2) Unless otherwise provided by labor contract, the anniversary date for future step increases within the new grade shall be based upon the effective date of the promotion.

11.5 Pay Rates on Demotion or Transfer

A. Demotion: If an employee is demoted, the rate of pay for the new position shall not exceed the maximum for the class to which the demotion is made.

B. Transfer: In the event of a transfer, the salary shall remain the

same.

Rule 12. LEAVE OF ABSENCE

CONTENTS:

12.1 LEAVE OF ABSENCE

12.1 Leave of Absence

A. An employee may request an unpaid leave of absence by submitting a request in writing to the appointing authority.

B. After notifying the Director, the appointing authority may grant such a request for a period of time not to exceed three (3) months.

C. Upon expiration of the leave of absence, the employee will be reinstated to his/her position provided the position has not been eliminated.

D. Extensions beyond the original three (3) months must be submitted to the Personnel Commission for approval. Extension of leave for additional three (3) month periods may be granted by the Personnel Commission, but in no case shall the total period of time exceed two years.