Every refusal or act of negligence on the part of an eligible who has been certified or offered an appointment to accept the appointment.

Every change in compensation.

Every suspension.

Every absence from duty for one day or more, and whether the absence was caused by dismissal, resignation, suspension, sickness, or some other reason.

Every return to duty at the expiration of suspension or other absence.

Performance ratings at regular intervals.

A copy of each payroll for classified employees.

**EXCEPTIONS TO RULES MAY BE AUTHORIZED**

**Sec. 115.** At the request of an appointing authority, the Commission may authorize exceptions to its Rules when required to implement the terms of a proposed settlement of claims brought before a court of competent jurisdiction or other agency of government charged with protecting the employee or applicant against discrimination if, in the opinion of the Commission, the best interests of the City would be served by doing so. At the request of the City Council, the Commission shall authorize whatever exception to its rules as may be required to implement the settlement of claims authorized by the City Council.

**APPOINTMENT OF EXECUTIVE DIRECTOR**

**Sec. 116.** The Commission shall appoint an Executive Director who shall also act as Secretary to the Commission. The Executive Director shall hold his/her position subject to the pleasure of the Commission, and the Commission may appoint other employees as it may find necessary to carry out the business of the Commission and other functions which may be designated by the City Council.

**RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR**

**Sec. 117.** The Executive Director, under the direction of the Commission, shall be in charge of all matters regarding the program administration of the Civil Service Department.

**CERTIFICATION OF PAYROLL**

**Sec. 118.** The City shall not pay any salary or compensation for service to any person holding a position in the classified service unless the payroll or account for that salary or compensation contains the certification of the Commission, by its Executive Director, that the persons whose names appear on the payroll have been appointed or employed by the City and are performing City service under the provisions of the City Charter and of the Civil Service Rules and Regulations established under its authority.