CIVIL SERVICE RULES AND REGULATIONS-INDEX

APPEAL HEARINGS
Conduct of ................................................................. Sec. 79

APPEALS ................................................................. Sec. 40,75,76
Disciplinary Action ....................................................... Sec. 75,76
Employee Objection to Charges ........................................ Sec. 77
Layoff ........................................................................ Sec. 99
Medical ................................................................. Sec. 40

APPLICANTS ............................................................ Sec. 5
Change of Address ......................................................... Sec. 37
Non Discrimination ........................................................ Sec. 2
Medical Examination of ............................................... Sec. 40

APPLICATION FORM .................................................. Sec. 5
Filing Period & Extensions ............................................. Sec. 5
Qualifications & Requirements ........................................ Sec. 7

APPOINTMENTS
Emergency ................................................................. Sec. 42
Extension of Provisional & Non Career ............................. Sec. 49
Medical Examination Prior to ........................................ Sec. 40
Probationary Period ..................................................... Sec. 41
Provisional ............................................................... Sec. 43
Unclassified .................................................................. Sec. 91
Waiver of ................................................................. Sec. 46
Waiver of Priority List-Lifeguard .................................... Sec. 34

ASSIGNMENTS
Permanent .................................................................... Sec. 67
Temporary .................................................................... Sec. 63

CATEGORIES OF EMPLOYMENT ................................. Sec. 3

CERTIFICATIONS
Allegations of Improper .................................................. Sec. 50
Failure to Appear after ................................................... Sec. 48
From Alternate Eligible List ............................................ Sec. 36
From Priority Lists ........................................................ Sec. 35
From Open Eligible Lists ............................................... Sec. 27
From Promotional Eligible Lists ................................................. Sec. 29
Selective .......................................................... Sec. 28

CIVIL SERVICE COMMISSION AUTHORITY .................. Sec. 82
Authorizing Rule Exceptions .................................. Sec.115
E lecting Officers ..................................................... Sec.110
Orders after Hearings are Concluded ................. Sec. 83
Reports Required by .................................................. Sec.114
Meetings of .......................................................... Sec.111
Consent Calendar 0 .................................................. Sec.112

CLASSIFICATIONS
Consolidation of .......................................................... Sec. 66
Demotion after Status in ........................................ Sec. 88
Division of ............................................................. Sec. 65
Duties of ................................................................. Sec. 61
Forfeiture of Status in ............................................ Sec. 70

DEFINITIONS .......................................................... Sec. 4

DEMOTIONS .......................................................... Sec. 84
Duration of ............................................................. Sec. 86

DISCIPLINARY ACTIONS
Appeals ................................................................. Sec.75,76
Causes for .............................................................. Sec. 84
Notice of ................................................................. Sec. 75
Objection to ............................................................. Sec. 77

DISMISSAL .......................................................... Sec. 84
Dismissed Employee not Eligible for Reemployment  Sec. 85
During Probationary Term (New Employee) ............ Sec. 90

CSRI-ii
During Probationary Term (Permanent Employee)........ Sec. 89
From Unclassified Service ............................................ Sec. 91

DUTIES OF EMPLOYEE .................................................. Sec. 62

ELIGIBLE LISTS .......................................................... Sec. 25
Certification from ...................................................... Sec. 27,28,29,35,36
Combining ............................................................... Sec. 33
Duration of Time on (Priority List) ......................... Sec. 31
Establishment of .................................................. Sec. 25
Insufficient Number of Names on .................................. Sec. 27
Life of ................................................................. Sec. 26
Placement of Names on ............................................... Sec. 25
Removal of Names from ............................................. Sec. 6
(also see "Priority Lists..Sec. 30")

EMERGENCY APPOINTMENTS ........................................... Sec. 42

EMPLOYEE EVALUATIONS ................................................. Sec. 51

EXAMINATIONS
Examination Announcements (Notices) .......................... Sec. 10
Examination Conduct .................................................. Sec. 12
Examination Grading ................................................... Sec. 13
Examination Information .............................................. Sec. 11
Qualifications and Requirements ................................. Sec. 7
Review of/Protest of .................................................. Sec. 20
Ties in (Open) ......................................................... Sec. 18
Ties in (Promotional) .................................................. Sec. 19
Medical after Absence ............................................... Sec. 40

EXECUTIVE DIRECTOR-CIVIL SERVICE
Appointment of .......................................................... Sec. 4, 116
Responsibilities of .................................................... Sec.117
Certification of Payroll ................................................. Sec.118

CSRI-iii

Rev. July 20, 1993

HEARINGS
Conduct of ............................................................. Sec. 79
Failure of Employee to Appear ...................................... Sec. 81
Hearing Officers/Administrative Law Judges .................... Sec. 80
Request for Continuance or Postponement ....................... Sec. 78

LAYOFF ................................................................. Sec. 92, 94
Causes for ............................................................... Sec. 92
Notice of ................................................................. Sec. 96
Objection to , and Appeal of ....................................... Sec. 99
Order of ................................................................. Sec. 93
Out of Order .......................................................... Sec.100
Seniority in ................................................................. Sec. 95

LEAVE OF ABSENCE .................................................. Sec. 103
   Return From ......................................................... Sec. 104

NOTICE OF EXAMINATIONS ........................................ Sec. 10
   Line of Promotion .................................................. Sec. 7
   Length of Service Required for Eligibility (Fire) .......... Sec. 16
   Length of Service Required for Eligibility (Police) ..... Sec. 15
   Marine Safety Sergeant and Boat Operator ................. Sec. 17
   Waiver of Certification ........................................... Sec. 47

MEDICAL EXAMINATIONS ............................................ Sec. 40
   After Absence ........................................................ Sec. 40
   At Request of Appointing Authority ......................... Sec. 40
   Prior to Appointment ............................................. Sec. 40
   Charges Based on Medical Findings ......................... Sec. 40

PRIORITY LISTS ........................................................ Sec. 30
   Placement on ......................................................... Sec. 97
   Reinstatement to ................................................... Sec. 89
   Removal of Names from (Eligible and Priority Lists) .. Sec. 32

Rev. July 20, 1993

PROBATIONARY PERIOD ............................................. Sec. 41
   Discharge During (New Employee) ......................... Sec. 90
   Discharge During (Permanent Employee) ................ Sec. 89

PROVISIONAL APPOINTMENTS ..................................... Sec. 43
   Extension of ......................................................... Sec. 49
   Of Current Permanent Employee (Temporary Assignment) Sec. 44, 63
   Reinstatement of Permanent Employee after ............... Sec. 44

REAPPOINTMENT OF RESIGNED EMPLOYEE ..................... Sec. 45

REDUCTION IN FORCE ................................................. Sec. 92, 94

REPORTS TO COMMISSION .......................................... Sec. 114

REQUISITIONS .......................................................... Sec. 60
RESIGNATIONS ...................................................... Sec.101
Letters, Verbal ................................................. Sec.101

RESIGNED EMPLOYEE SEVERS ALL RIGHTS ............... Sec.102

RETENTION PHYSICALS ....................................... Sec. 53

REVERSION TO FORMER STATUS .......................... Sec. 98

SENIORITY CREDIT ............................................. Sec. 14

SERVICE RECORDS ............................................ Sec.113

STATEMENT OF PURPOSE ................................. Sec. 1

SUSPENSIONS
Duration of .................................................. Sec. 86
Summary ......................................................... Sec. 87

CSRI-v

TRANSFERS ..................................................... Sec. 64
From Classified to Unclassified (Position) ............... Sec. 68
From Unclassified to Classified (Employee) .......... Sec. 69

VETERANS EMPLOYMENT RIGHTS ....................... Sec. 52