

CIVIL SERVICE COMMISSION POLICY

SUBJECT: ADMINISTRATION OF CLERK EXAMINATION FOR INJURED EMPLOYEES	FILED UNDER:	ITEM NO: 1.06 PAGE 1 of 1
APPROVED BY: _____	EFFECTIVE DATE: 8-21-96	
AUTHORIZED SIGNATURE		
NOTES:		

PURPOSE: To accommodate permanent, full-time unclassified clerical employees, who have been injured on the job, and who wish to transition into the classified service.

In an effort to accommodate permanent, full-time unclassified clerical employees who have been injured on the job, the Civil Service Commission may approve an employee's request to take the Clerk examination, if that unclassified employee has been deemed incapable of performing typing tasks by the City Health Officer. The Clerk classification requires no typing. The unclassified employee shall be given the same Clerk examination given to all other job candidates for the Clerk classification.

If an eligible list for Clerk exists, and the Commission approves, an administration of the Clerk examination, the employee's test score will be merged with the test scores on the existing Clerk eligible list.

The employee will not be guaranteed placement on the eligible list, unless a passing score is achieved. If the employee successfully completes the examination, there is no guarantee that he/she will be reachable for hire.