

CIVIL SERVICE COMMISSION POLICY

SUBJECT: REQUEST TO EXTEND PERSONNEL REQUISITION	FILED UNDER:	ITEM NO: 1.07 PAGE 1 of 1
APPROVED BY: _____	EFFECTIVE DATE: 3-19-97	
AUTHORIZED SIGNATURE		
NOTES:		

PURPOSE: To establish criteria for consideration of requests by departments to extend personnel requisition as authorized under Section 60 of the Civil Service Rules and Regulations.

POLICY:

Section 60 requires that the "appointing authority" shall transmit a personnel requisition to the Civil Service Department in a format prescribed by the Commission when filling any classified vacancy. Section 60 states... "After certification, personnel requisitions shall become void after either 90 days have passed or after all vacancies indicated on the requisition are filled. Upon request by the appointing authority, the Commission may extend the expiration of a requisition beyond 90 days."

It shall be the Commission's policy that all requests for extension of personnel requisitions must be made in writing and received by the Commission prior to the 90-day expiration, without exception.

Further, each request will be considered on a case by case basis. Consequently, an appointing authority must demonstrate specific and compelling justification as to why it would be in the best interest of the City to grant the extension.

Requests to an extension based on pending litigation or an official budget freeze, which prohibits the filling of vacancies, would be considered acceptable reasons.

Requests for an extension of a personnel requisition based on an administrative oversight shall not be appropriate rationale for granting such requests.