Table of Contents

ARTICI			. PROVISIONS SHORT TITLE
			DEFINITIONS
ARTICI	F2	FXFMPTF	D POSITIONS
			LIST OF EXEMPTED POSITIONS
ARTICI	LE 3	EQUAL EI	MPLOYMENT/AFFIRMATIVE ACTION PLAN
ARTICI	E 4	CONDUCT	OF BOARD BUSINESS
	SECTION	DN 401 DN 402	WORKSHOP SESSIONS
	SECTIO	ON 402 ON 403	BUSINESS MEETINGS WORKSHOP SESSIONS PUBLIC HEARINGS AGENDA
	SECTIO	ON 404	AGENDA
	SECTIO	ON 405	CONDUCT OF BUSINESS NOTICE
	SECTIO	ON 400 ON 407	ELECTION OF CHAIRMAN
		ON 408	
ARTICI	_E 5	CONFIDE	NTIAL RECORDS
ARTICI	_E 6	ADOPTIO	N OR AMENDMENT OF RULES
ARTICI	_E 7	PRESERV	ATION OF RECORDS
	_E 8	EXAMINA	TIONS
	E 8	EXAMINA ON 801	TIONS JOB-RELATED EXAMS
	E 8	EXAMINA DN 801 DN 802	TIONS JOB-RELATED EXAMS EXAMINATION PARTS
	E 8	EXAMINA DN 801 DN 802 Section 80 Section 80	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews
	E 8	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test
	E 8	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test
	E 8	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80 Section 80	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test
	E 8	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test 2.6 Training and Experience Evaluation
	LE 8 SECTIC SECTIC	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test 2.6 Training and Experience Evaluation 2.7 Assessment Center 2.8 Other
	LE 8 SECTION SECTION SECTION	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test 2.6 Training and Experience Evaluation 2.7 Assessment Center 2.8 Other IDENTIFICATION NUMBER
	LE 8 SECTION S	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 DN 803 DN 804	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test 2.6 Training and Experience Evaluation 2.7 Assessment Center 2.8 Other IDENTIFICATION NUMBER CHEATING ON EXAM
	LE 8 SECTION SECTION SECTION	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 N 803 DN 804 DN 805	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test 2.6 Training and Experience Evaluation 2.7 Assessment Center 2.8 Other IDENTIFICATION NUMBER
	SECTION SECTIO	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 N 803 DN 804 DN 805 DN 806 DN 807	TIONS JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test 2.6 Training and Experience Evaluation 2.7 Assessment Center 2.8 Other IDENTIFICATION NUMBER CHEATING ON EXAM APPLICANT IDENTIFICATION EXAMINATION ASSISTANCE DISABILITY POLICY
	SECTION SECTIO	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 DN 803 DN 804 DN 805 DN 805 DN 806 DN 807 DN 808	JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test 2.6 Training and Experience Evaluation 2.7 Assessment Center 2.8 Other IDENTIFICATION NUMBER CHEATING ON EXAM APPLICANT IDENTIFICATION EXAMINATION ASSISTANCE DISABILITY POLICY REPETITION OF SAME EXAM
	SECTION SECTIO	EXAMINA DN 801 DN 802 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 Section 80 DN 803 DN 804 DN 805 DN 805 DN 806 DN 807 DN 808 DN 808 DN 809	JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test 2.6 Training and Experience Evaluation 2.7 Assessment Center 2.8 Other IDENTIFICATION NUMBER CHEATING ON EXAM APPLICANT IDENTIFICATION EXAMINATION ASSISTANCE DISABILITY POLICY REPETITION OF SAME EXAM WAITING PERIOD TO REPEAT EXAM
	SECTION SECTIO	EXAMINA ON 801 ON 802 Section 80 ON 803 ON 804 ON 805 ON 805 ON 806 ON 807 ON 808 ON 809 ON 810	JOB-RELATED EXAMS EXAMINATION PARTS 2.1 Written Test 2.2 Oral Interviews 2.3 Performance Test 2.4 Physical Test 2.5 Mental Test 2.6 Training and Experience Evaluation 2.7 Assessment Center 2.8 Other IDENTIFICATION NUMBER CHEATING ON EXAM APPLICANT IDENTIFICATION EXAMINATION ASSISTANCE DISABILITY POLICY REPETITION OF SAME EXAM

ARTICLE 9 NOTICE OF GRADE ON EXAMINATIONS

SECTION 901 NOTIFICATION OF TEST RESULTS AND RIGHT OF REVIEW

Table of Contents

ARTICLE 10 ELIGIBILI	
SECTION 1001	ESTABLISHMENT AND MAINTENANCE OF ELIGIBILITY REGISTER
SECTION 1002	AMENDMENT TO OR ABOLITION OF AN ELIGIBILITY REGISTER
SECTION 1003	PLACEMENT ON ELIGIBILITY REGISTER
SECTION 1004	DISMISSAL DURING PROBATIONARY PERIOD
ARTICLE 11 APPLICAT	TION FORM
	REQUIRED FORMS AND DOCUMENTS
	PENALTY FOR FALSE STATEMENTS
02011011 1102	TENALT FORTALOE OTATEMENTO
ARTICLE 12 VETERAN	'S PREFERENCE
	APPLICATION FOR VETERAN'S PREFERENCE
Section 12	
SECTION 1202	DISABLED VETERAN
	RETIRED VETERANS
	PROMOTIONAL EXAMINATIONS
SECTION 1205	LIMITATIONS
	LIGIBLE TO APPLY FOR CIVIL SERVICE POSITIONS
SECTION 1301	AGE REQUIREMENTS FOR UNIFORMED BODIES
SECTION 1302	
SECTION 1303	REQUIREMENT OF HIGH SCHOOL EDUCATION
SECTION 1304	REJECTION OF APPLICATION
ARTICLE 14 REJECTION	ON OF APPLICANTS
ARTICLE 15 REQUISIT	ION AND CERTIFICATION
SECTION 1501	
SECTION 1502	
SECTION 1503	JUSTIFICATION FOR SELECTION
SECTION 1504	ORDER OF ELIGIBILITY REGISTERS
SECTION 1504 SECTION 1505	DEPLETION OF REINSTATEMENT OR RE-EMPLOYMENT LISTS
SECTION 1505 SECTION 1506	SUPPLEMENTATION OF ORIGINAL REFERRALS
	INSUFFICIENT ELIGIBLE LIST
SECTION 1507	
SECTION 1508	CERTIFICATION FROM RELATED ELIGIBLE LISTS
SECTION 1509	TEMPORARY APPOINTMENT
SECTION 1510	STRUCTURED INTERVIEW
SECTION 1511	
SECTION 1512	REINSTATEMENT TO CLASS
SECTION 1513	REINSTATEMENT TO POSITION
SECTION 1514	FAILURE TO COMPLETE PROBATIONARY PERIOD DUE TO
	DISCIPLINARY ACTION
SECTION 1515	RE-EMPLOYMENT
SECTION 1516	DEMOTION FROM A CIVIL SERVICE CLASSIFICATION
SECTION 1517	TIE IN SENIORITY ON REINSTATEMENT-TO-CLASS
	AND RE-EMPLOYMENT LISTS
SECTION 1518	RETIRED
SECTION 1519	REMAIN ON RE-EMPLOYMENT LIST FOR TWO YEARS
SECTION 1519 SECTION 1520	REMOVAL OF NAMES FROM LISTS
SECTION 1520 SECTION 1521	REMOVAL OF NAMES FROM LISTS REMOVAL FROM ELIGIBLE LIST
SECTION 1522	CATEGORICAL ELIGIBLE LIST
SECTION 1523	SIMPLIFIED EXAMINATION PROCEDURE
SECTION 1524	EXPANDED CERTIFICATION

Table of Contents

		ection 15		Recommendation for Expanded Certification
	Se	ection 15	24.2	Decision
	Se	ection 15	24.3	Identification of Subjects of Expansion
	56	ection 15		Referral
				Expansion Not Approved
	SECTION	1525		OF EMPLOYEES AFFECTED BY THE ACQUISITION
			OF COM	PANIES, GOVERNMENTAL AGENCIES, ETC.
ARTICL	E 16 IN	ITIAL EN	MPLOYME	ENT PROBATIONARY PERIOD
	SECTION			OF INITIAL EMPLOYMENT PROBATIONARY PERIOD;
	0201.011	.001		ON OF SAID PERIOD
	Se	ection 16		Extension of Initial Probationary Period For Uniformed Police Employees
	SECTION			F DURING PROBATIONARY PERIOD
				TION OF PROBATIONARY EMPLOYEE
				LE FOR APPEAL OF DISCIPLINARY ACTION
				RSARY DATE
ARTICL				ESTIGATIONS
	SECTION SECTION	1701		AUTHORITY
	SECTION	1702		PURPOSE
	SECTION	1703		EMPLOYEE COMPLAINTS OF DISCRIMINATION AND/OR
	CECTION	4704		HARASSMENT
	SECTION	-		INVESTIGATION PROCEDURES
	SECTION	1705		NON-RETALIATION POLICY
ARTICL	E 18 PC	DLICE C	ADET/API	PRENTICESHIP PROGRAM
	SECTION			
				/I REQUIREMENTS
	SECTION	1803	POLICE (CADET ELIGIBILITY
	SECTION	1804	PROGRA	IM COMPONENTS
	SECTION	1805	CONDITION	ONS OF CONTINUED EMPLOYMENT AS A CADET
	Se	ection 18	05.1	General
	Se	ection 18	05.2	Police Basic Training
	Se	ection 18	05.3	Work Experience
	Se	ection 18	05.4	College Education (Optional)
	SECTION	1806	CERTIFIC	CATION AS A POLICE OFFICER
	- 40 DF			/ALUATIONS
ARTICL				ALUATIONS
				EVALUATION
				A FOR EVALUATION
	SECTION	1903	RIGHT O	FAPPEAL
ARTICL	.E 20 TF	RANSFE	RS	
	SECTION		TRANSF	ER LIST
	SECTION			SHMENT OF TRANSFER LIST
	SECTION			NANCE OF TRANSFER LIST
	- 04 - 55		0110	
ARTICL		ROMOTI		TIONS AND ODDODT INITIES
	SECTION SECTION			TIONS AND OPPORTUNITIES
				TION POLICY Consideration of Promotional Applicants
		ection 21		Consideration of Promotional Applicants
	56	ection 21	UZ.1.1	Length of Placement on Promotional Register

Increase in Duties

Section 2102.1 Section 2102.1.1 Section 2102.2

Table of Contents

SECTION 2103 SECTION 2104 SECTION 2105 SECTION 2106 SECTION 2107 SECTION 2109 Section	2102.4 PROMOTYPES OF TRANSF PERFORELIGIBIL SERVICE PROMOTION 2109.1 2109.2 2109.3 2109.4 2109.5 2109.6 NOTIFIC APPLICA INVALID CAREER DEPART 2113.1 2113.2 2113.3 2113.4 2113.5 2113.6	TIONAL EXAMINATION OF PROMOTIONAL EXAMINATIONS OF PROMOTIONAL EXAMINATIONS OF PROMOTIONAL EXAMINATIONS OF RESPONDED BY A STATE OF THE RESPONDED BY A STATE OF THE RESPONDENCE OF THE RES
Section	2113.8 2113.8.1	Minimum Years of Service Conditions for Waiving Minimum Requirement
Section		Accelerated Advancement
ARTICLE 22 PROMO	TION WITH	OUT EXAMINATION
ARTICLE 23 PROMO SECTION 2301 SECTION 2302 SECTION 2303 SECTION 2304	LENGTH PERIOD EVALUA REJECT	DINTMENT PROBATIONARY PERIOD I OF PROMOTION APPOINTMENT PROBATIONARY ; EXTENSION OF SAID PERIOD TION OF PERFORMANCE OF PROMOTIONAL EMPLOYEE ION DURING PROBATIONARY PERIOD RSARY DATE
ARTICLE 24 PROMO SECTION 2401 Section	RETENT	ON-CLASSIFIED POSITION TON OF CIVIL SERVICE STATUS Seniority of Classified Employee Who is in Non-Classified Position
SECTION 2501 SECTION 2502	CLASSIF PURPOS	COMPENSATION PLAN FICATION/COMPENSATION PROGRAM AUTHORITY SE Classification Plans

Compensation Plans

SECTION 2503 DEVELOPMENT AND MAINTENANCE OF THE

Section 2502.2

Amended 3/21/18

Table of Contents

		CLASSIF	ICATION/COMPENSATION PLANS
	Section 25	03.1	Review of Classification Plans
	Section 25	03.2	Review of Requisitions
	Section 25	03.3	Creation of New Positions
	Section 25	03.4	Abolishment of a Position
	Section 25	03.5	Salary Survey
SECTION	ON 2504		TRATION OF THE GENERAL GOVERNMENT ICATION PLAN
	Section 25	04.1	Changes In Duties of Positions
	Section 25	04.2	Reclassification of a Position
SECTION	ON 2505	ADMINIS	TRATION OF THE GENERAL GOVERNMENT
		COMPEN	ISATION PLAN
	Section 25	05.1	Composition
	Section 25	05.2	Adoption and Amendment
	Section 25	05.3	Administration
	Section 25	05.4	Starting Rate of Pay
	Section 25	05.5	General Structure Adjustments
	Section 25	05.6	Advancement Through the Pay Range
	Section 25	05.7	Annual Pay Increase
	Section 25	05.8	Demotion Rate of Pay
	Section 25		Retreat/Reinstatement Rate of Pay
SECTION	ON 2506		TRATION OF THE UNIFORMED POLICE & FIRE
			ISATION PLANS
	Section 25		Composition
	Section 25		Adoption and Amendment
	Section 25		Administration
	Section 25		Starting Rate of Pay
	Section 25		General Structure Adjustments
	Section 25		Advancement Through the Pay Range
Section 25 Section 25			Annual Pay Increase
			Demotion Rate of Pay
	Section 25	06.9	Retreat/Reinstatement Rate of Pay
ARTICLE 26	RESIGNAT	ΓIONS	
	Section 26	01.1	Withdrawal of Resignation
ARTICLE 27	DISCIPLIN	ARY ACT	TION
	ON 2700		CIPLINARY PROCEDURES
SECTION	ON 2701	STATEM	ENT OF DISCIPLINARY ACTION
SECTION	ON 2702	REQUES	T FOR REVIEW OF DISCIPLINARY ACTION
SECTION	ON 2703	SELECTI	ON OF HEARING EXAMINER AND DATE OF HEARING
SECTION	ON 2704	NOTICE	OF HEARING
		CONTINU	
SECTION	ON 2706	PRE-HEA	ARING CONFERENCE
	ON 2707		ARING DISPOSITION
	ON 2708	SUBPOE	
	ON 2709		SS FOR THE REVIEW OF DISCIPLINARY ACTIONS
	ON 2710		RIPT OF PROCEEDINGS
SECTION	ON 2711	NOTICE	OF APPEAL OF THE HEARING EXAMINER'S DECISION

ARTICLE 28 GRIEVANCE PROCEDURE

Table of Contents

ARTICLE 29 LAYOFFS	S AND REDUCTIONS IN FORCE
SECTION 2901	NOTIFICATION OF LAYOFF
SECTION 2902	SECTION
SECTION 2903	EMPLOYEE IN SAME CLASS PERFORMING DIFFERENT WORK
SECTION 2904	REVERSE SENIORITY
SECTION 2905	TRANSFER
SECTION 2906	RETREAT
SECTION 2907	ABSENT RETREAT OR TRANSFER RIGHTS
SECTION 2908	RIGHTS OF AN EMPLOYEE WHO HAS BEEN BUMPED
SECTION 2909	RE-EMPLOYMENT ELIGIBILITY FOR TWO YEARS
Section 29	909.1 Re-Employment Seniority Status
SECTION 2910	ELIGIBILITY LIST FOR TWO YEARS
Section 29	Promotional Preference for Two Years
SECTION 2911	RIGHTS LIMITED TO OCCUPIED POSITIONS
SECTION 2912	WORK HISTORY RIGHTS
SECTION 2913	
SECTION 2914	QUALIFIED TO FILL A VACANT POSITION
SECTION 2915	VOLUNTARY TRANSFER TO A CLASSIFICATION IN THE SAME SKILL LEVEL
	5, IIII
ARTICLE 30 PLACING	CIVIL SERVICE EMPLOYEES IN A LOWER CLASSIFICATION IN
WHICH T	HEY HAVE NOT PREVIOUSLY BEEN CERTIFIED
SECTION 3001	REDUCTION OR LATERAL TRANSFER RESULTING FROM DISABILITY
SECTION 3002	VOLUNTARY REDUCTION IN CLASSIFICATION
ADTIOLE 04 DEVIEW	OF DISDUBSEMENT OF WASES AND SALADIES
	OF DISBURSEMENT OF WAGES AND SALARIES
SECTION 3101	
SECTION 3102	NOTIFICATION
ARTICLE 32 PROFESS	SIONAL SERVICES CONTRACT
SECTION 3201	

FROM THE CIVIL SERVICE SYSTEM

CRITERIA FOR DETERMINING EXEMPTIONS OF EMPLOYEES

SECTION 3202