

RULES AND REGULATIONS  
OF THE  
CIVIL SERVICE COMMISSION  
CITY OF LAKEWOOD, OHIO

ADOPTED December 22, 1982

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## PREAMBLE

The following rules and regulations are promulgated under the authority of the Lakewood City Charter and Codified Ordinances of the City of Lakewood, Ohio. The Rules and Regulations are promulgated for the purpose of administering the duties and functions prescribed to the Civil Service Commission in an efficient, fair, and proper manner. The following rules and regulations apply to the employees of the City of Lakewood.

### ARTICLE 1: THE COMMISSION

#### Section 101: Meetings

All regular meetings shall be held on a monthly basis as determined by the Commission. Special or emergency meetings shall be held as deemed necessary by the Commission. Notice of both regular and special meetings shall be provided in accordance with Section 109.01 of the City of Lakewood Codified Ordinances and Section 121.22 of the Ohio Revised Code.

#### Section 102: Officers

At the first meeting of each calendar year the Commission shall elect a President and may appoint a Secretary and elect such other officers as it may determine.

#### Section 103: Duties of President

It shall be the duty of the President to call meetings, preside at meetings, and to sign the minutes of all actions taken by the Commission.

#### Section 104: Duties of Secretary

It shall be the duty of the Secretary to attend all meetings, keep the minutes of the meetings, record all official actions of the Commission, and maintain the records of the Commission.

The Secretary shall properly furnish appointing authorities with eligible lists, review payroll as directed by the Commission, handle correspondence, sign orders for payment of money on behalf of the Commission and perform such duties as required by the Commission. (Lakewood City Council Ordinance 79-06 passed 5/7/07.)

#### Section 105: Quorum

Two members of the Commission shall constitute a quorum. It shall require the affirmative vote of at least two members to adopt any motion or resolution.

Section 106: Order of Business

The order of business for regular meetings of the Commission shall be:

- A. roll call
- B. reading of minutes
- C. unfinished business
- D. new business
- E. adjournment

Section 107: Powers and Duties of Commission

- A. The Commission shall exercise its power and perform its duties in accordance with the Lakewood City Charter, enactments of the City Council, and applicable sections of the Ohio Revised Code.

The Charter requires the Commission to make, promulgate, prescribe and enforce rules for the appointment, promotion, transfer, lay-off, reinstatement, suspension and removal of employees in the classified service and such other rules as may be necessary and proper for the enforcement of the merit system and for the procedure of the Commission.

No person subject to the civil service laws of the City shall be appointed, removed, transferred, laid off, suspended, reinstated, promoted, or reduced as an officer or employee in the civil service, in any manner or by any means other than those prescribed in the City Charter, in these rules, or by another applicable and controlling law.

- B. To carry out its stated duties the Commission shall have the power to perform the following:
  - 1. To hear appeals of employees in the classified service relating to final decisions of the appointing authority relative to reduction in pay, class, grade or position, job abolishment, lay-offs, suspension, discharge, assignment, reassignment, classification, or reclassification, or refusal of the appointing authority to reclassify or reassign pursuant to a job audit.
  - 2. To subpoena and require the attendance and testimony of witnesses, the production of books, papers, public records and other documentary evidence pertinent to any matter which the Commission has the authority to hear or investigate. Enforcement

of such subpoenas and payment of fees or mileage shall be as provided by State law.

3. To prepare, conduct and grade all competitive and non-competitive examinations in the classified service. Consistent with the contracting laws of the City, the Commission may secure the services of others to do the same as the Commission may deem appropriate.
4. To prepare eligible lists containing the names of persons qualified for appointment to positions in the classified service.
5. To ascertain from the appointing authority or the Department of Human Resources the duties, responsibilities, requirements and desirable qualifications of positions in the classified service that are subject to competitive or non-competitive examinations.
6. To perform such other acts as required.

## ARTICLE 2: CLASSIFICATION

### Section 201: Classification Plan

The classes of positions as named and described in specifications adopted by the Commission and with such amendments as may be made thereto under these rules from time to time and as interpreted therein, shall constitute the “classification plan” for the classification of positions in the service of the City.

The Commission may whenever circumstances warrant, or upon request of the Department of Human Resources, appointing authority, or employee requesting review of a classification:

- A. Amend job descriptions;
- B. Abolish classes;
- C. Divide existing classes;
- D. Create new classes; or
- E. Take any other appropriate action.

### Section 202: Class Specifications or Job Descriptions

Each position in the classified service shall have a class specification or job description. The class specification or job description may describe the duties and skills,

examples of duties performed in the position, types of skills necessary to perform the tasks, and the minimum requirements to perform the job.

#### Section 203: Reclassified Positions

When a position is created due to additional or different responsibilities being added to the duties of an existing position held by a classified employee, that position may be reclassified. In such event the employee may be placed in the reclassified position without examination provided that it is proven to the satisfaction of the Commission that the employee has fully performed the duties and assumed the responsibilities of the new position and is qualified to fill the position.

#### Section 204: Appeal of Classification

Any employee or appointing authority may appeal any classification or reclassification to the Commission within 30 days after receipt of notification of classification or reclassification.

#### Section 205: Audits and Verification of Classification

The Commission or the Department of Human Resources, if designated by the Commission, shall conduct periodic audits of the job descriptions and classification system. If the Commission finds jobs improperly classified, or with inappropriate job descriptions, the Commission may exercise its powers as described in Section 201.

### ARTICLE 3: APPLICATION FORMS

#### Section 301: Application Forms

Every applicant for an exam must complete an application form provided by the Commission. The application must be signed by the applicant verifying the accuracy of the information.

#### Section 302: Availability

Application forms will be available for applicants to obtain from the Civil Service Office or in other places designated by the Commission and stated in the advertisement for the position.

#### Section 303: Qualifications

##### A. Residency

1. Applicants must be United States Citizens or must have legally declared their intention of becoming a United States Citizen.



Appointments to the sworn divisions of Police or Fire must be United States Citizens by date of hire.

2. Applicants are not required to meet any local residency requirements as a prior qualification for testing. After appointment of any employee to the classified service, the violation by such employee of any applicable residency requirements established for the efficient operation of the service as a condition of appointment and continued employment by any provision of the Charter, ordinances, collective bargaining agreement or employment rules of the City shall constitute grounds for dismissal and removal from the classified service.

B. Age

1. Applicants must meet the age requirements if any, stated by the Commission in the announcement for the examination.
2. All applicants for entry level uniformed positions for Police must be at least 21 years of age at time of appointment.
3. All applicants for entry level uniformed positions for Fire must be at least 21 years of age at time of appointment and no person shall be eligible to receive an original appointment on and after the person's 41<sup>st</sup> birthday. (Lakewood City Council ordinance 25-14 passed 6/16/14)

C. Character and Fitness

All applicants shall have the requisite health and requisite mental and physical fitness, ability and capacity necessary to perform all of the established and anticipated tasks and duties of the position to which he or she seeks appointment and each applicant shall submit to such tests or testing as deemed necessary by the Commission to demonstrate such qualifications as established by the applicable and effective provisions of the Charter, ordinances, collective bargaining agreement or employment rules, and class specification or job description for such position and shall be subject to disqualification for the following:

1. Prior Convictions, Moral Turpitude, and Misconduct.

Any applicant may be disqualified who habitually uses intoxicating liquors to excess or unlawfully uses any drugs of abuse, who has been convicted of any felony or who has been guilty of any felony or who has been guilty of any act involving moral turpitude or any infamous or notoriously disgraceful conduct involving moral turpitude, or has been habitually tardy or absent without

authorization, or who has been dismissed from a branch of any governmental unit for delinquency or misconduct.

2. Certifications and Licenses.

Except as specifically established in the public notice for a competitive examination, every person applying for examination for eligibility to any position that requires the earning of a driver's license or other certificate or license from any examiner or board of examiners authorized under the laws of Ohio, shall demonstrate such qualification by filing his or her requisite license or certificate or certified copy thereof with the Commission at the time he or she files his or her application for an examination. For purposes of this section, a driver's license with eight points or more shall not be considered valid.

Section 304: Filing Applications

Applications for any position must be received as designated in the public notice. Applications must be received or postmarked five calendar days prior to the date of the examination, unless otherwise stated in the public notice.

- A. Additions, corrections, or deletions can be made by the applicant to the application up to the fifth day prior to the date fixed for the written exam, unless otherwise determined by the Commission.
- B.
- C. Applications for an exam will remain valid until the eligible list is exhausted, the eligible list expires, or the eligible list is otherwise terminated by the Commission.

Section 305: Recording Applications

The Secretary of the Civil Service Commission, or designee, shall receive applications and shall note upon each the date received.

If an applicant wishes to make a change, the date of receipt will be changed to the date the application is received after changes have been made.

Section 306: Qualifications and Disqualification of Applicants

No applicant shall be placed or remain upon an eligible list unless such applicant:

- A. Meets all of the qualifications and requirements specified by statute, ordinance, class specification or job description, public notice and the rules of the commission. All applicants for any position in the classified

service shall meet all other qualifications and requirements specified in the public notice of examination for such position and failure to meet same shall be grounds for disqualification;

- B. Completes and takes each and every part or portion of the examination at the date, time, and place as directed by the Commission; and
- C. Attains the minimum score on the examination or any part thereof to be considered qualified and fit for the applied for position, where the minimum score to be considered qualified on any examination, part or subpart thereof has been determined prior to testing by the Commission.

#### Section 307: Penalty for False Statement

The statements made by a candidate in his or her application, addendum, resume or other submissions shall contain no falsification, omission or concealment of material fact. Should investigation disclose any willful misstatement, falsification or concealment with respect to an application the Commission may use its discretion to do the following:

- A. Disqualify the applicant from the examination.
- B. Remove the applicant's name from consideration and the eligible list for the position, if the candidate has already taken the exam.
- C. Dismiss an employee.

Any person who intentionally makes any false statement on an application or otherwise during the hiring process may not be permitted to make any future application for any position.

### ARTICLE 4: EXAMINATIONS

#### Section 401: Public Notice and Examination Announcement

- A. A public notice of every open competitive examination shall be given by publication in a newspaper or newspapers of general circulation or on-line circulation. Such public notice, shall be given at least 15 days prior to the date by which the application should be received for that position.
- B. An examination announcement shall also be posted pursuant to L.C.O. §107.01. Additional public notice may be given at the discretion of the Commission.
- C. An examination announcement shall include:
  - 1. The age requirement, if any;

2. The date by which applications should be received;
3. The place the applications will be accepted;
4. The minimum qualifications for the position;
5. The time and place to report for the examination;
6. The parts and subparts of the examination, if there will be more than one part or type of examination given (i.e. oral, written, physical ability, etc.);
7. The amount of examination fee, if any; and
8. The method and time by which an applicant with a disability may request a reasonable accommodation in order to participate in the examination process.

#### Section 402: Type of Examinations

All examinations shall be designed to fairly test the relative capacity of the persons examined to discharge the particular duties of the position for which appointment is sought. Examinations may test for education, training, manual dexterity, capacity, knowledge, physical and psychological fitness. Tests may be written, oral, physical, demonstration of skill, or an evaluation of training and experience.

Applicants for original appointment to uniformed Police and Fire shall be required to pass written examination, physical ability tests, and such other tests or requirements which the Commission specifies in an examination announcement for such positions.

#### Section 403: Passing Scores

When a minimum score on an exam (or part thereof) is required to consider an applicant to be qualified for a position, that minimum score shall be determined prior to testing. Notice of the required minimum score shall be given prior to the exam.

#### Section 404: Additional Credit

- A. Applicants otherwise eligible and qualified for original appointment to the position of Patrol Officer shall be extended the following additional credit for a degree from a nationally accredited college or university, if the applicant can satisfactorily furnish proof of same. Only one such additional credit may be added to any individual applicant's score.

<u>Percentage of Passing Score</u>	<u>Degree</u>
2%	Associate
5%	Bachelor

B. Credit for Active Service in United States Military: Any applicant otherwise eligible and qualified may receive additional credit as follows for active military service with any branch of the United States military including the Coast Guard. No such additional credit may be awarded unless the applicant in question received an Honorable Discharge or a General Discharge under Honorable Conditions from the service. Discharges under other than honorable conditions; including without limitation, General, Undesirable, For the Good of the Service, shall make the applicant ineligible for such additional credit. Such credits shall be added to a passing score as follows:

1. For each year of honorable service, one point shall be added to a passing score, up to a maximum of three points.
2. Veterans discharged with a service-connected disability, for any cause shall automatically qualify for the three points set forth in section B.1. above, assuming separation by Honorable Discharge.
3. In addition to the three points credit set forth above, a service member may receive the following additional credits for assignment to areas where the service member is exposed to danger as a consequence of hostile fire or where the service member is awarded Hazardous Duty Compensation by reason of assignment to a geographic area where such potential danger exists.

Receipt of Hazardous Duty Pay as a consequence only of the particular duty or job assignment shall not qualify under this section. Credit shall be awarded as follows:

- a. for such service as above from one day to six months, one additional point;
- b. for such service as above in excess of six months but no longer than one year, two additional points;
- c. for such service as above in excess of one year, three additional points;

provided that the maximum number of additional points under this section 404.B .3 . shall be three.

Notwithstanding the total points that might result from the computations contained herein, no applicant shall receive more than five additional credit points as a consequence of military service and in accordance with this rule. Applicants must furnish evidence of military service to qualify under this section, including certified military records.

- C. Applicants otherwise eligible and qualified for original appointment shall be extended an additional one point if the applicant is a full-time employee, a Part Time Police Officer with the Lakewood Division of Police, a member of the Auxiliary Police or any combination thereof when making application to the Uniformed Police Patrol only if the applicant has been employed by the City of Lakewood for the 12 months preceding the examination. The additional one point shall be added to the applicant's passing score
- D. Applicants otherwise eligible and qualified for original appointment shall be extended an additional six points if the applicant can satisfactorily furnish proof of residency within the City of Lakewood for the 12 months preceding the examination. The additional six points shall be added to the applicant's passing score. (Lakewood City Council ordinance 20-10 passed 3/15/10)

Section 405: Application Requirement

No applicant will be considered for an eligible list unless the Commission is in receipt of the applicant's application, or unless it is established to the satisfaction of the Commission that he or she submitted an application.

Section 406: (Reserved.)

Section 407: Disqualification of Applicant

No person shall:

- A. Willfully or corruptly by himself or herself or in cooperation with one or more persons, deceive or obstruct any person in respect of his or her right of examination, appointment or employment; or
- B. Willfully or corruptly falsely mark, score, estimate or report upon the examination or proper standing of persons examined, registered or certified; or
- C. Willfully or corruptly make any false representations concerning the results of such examinations or concerning any person examined; or

- D. Willfully or corruptly furnish to any person any special or confidential information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be appointed, employed or promoted; or
- E. Willfully impersonate any other person, or permit or aid in any manner any other person to impersonate him or her in connection with any examination, registration or appointment or application or request to be examined, registered or appointed; or
- F. Furnish any false information about himself or herself, or any other person, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed; or
- G. Make known or assist in making known to any applicant for examination, any question to be asked on such examination; or
- H. Assist any other applicant taking an examination in any manner whatsoever; or
- I. Personally solicit a favor from any member of the Commission, appointing officer, or have any person in his or her behalf solicit a favor.

Any applicant in any examination found to be using any means of information, other than that provided in the examination itself, such as memoranda, pamphlets, notes, devices or books of any kind to assist him or her in answering the questions will be disqualified.

#### Section 408: Grading and Test Weight

Unless otherwise determined prior to testing by the Commission, applicants shall be graded on a scale of 100% for each part of an examination. Each part and subpart of an examination shall be so weighted by the Commission to comprise a total possible combined score of 100 points or 100%. Unless otherwise determined prior to testing by the Commission each graded part of an examination (i.e. written test battery) shall be weighted equally and each subpart thereof shall within the grading of such test part also be weighted equally. Applicants shall be notified as to such determinations prior to taking the test to which they have applied.

#### Section 409: Notice of Applicant's Score

The Commission or its designee shall give each applicant written notice of his or her score and standing within four weeks after the grading of the entire examination is completed.

#### Section 410: Custody of Examination Papers

All records of the Commission shall be maintained (including retention and disposition) as directed by the City Records Commission or otherwise required by law.

#### Section 411: Non-competitive Examinations

- A. Non-competitive exams may be held for positions which, in the judgment of the Commission:
  - 1. Require unique, peculiar or exceptional qualifications; such as positions of scientific, professional, managerial or educational character or
  - 2. Are of such a nature as to make competitive examination impractical.
- B. Non-competitive examinations shall be of such character as to determine whether or not the applicant possesses the requisite experience, knowledge, ability, and physical qualifications to enable him or her to perform the duties of the position. The applicant shall be required to attain a qualifying rating to be fixed by the Commission.

When the Commission has determined that a non-competitive examination is appropriate for any position, the appointing authority may appoint any person from the eligible list created from such examination.

Whenever the Commission deems it advisable, competitive examinations may be ordered for any position previously filled by non-competitive exams.

#### Section 412: Written Examinations

- A. Applicants shall be required to present photo identification prior to taking an exam. All exams and papers submitted by the applicants shall contain their identification number only. Any paper bearing the name of an applicant or any other identifying mark, shall be rejected. A specific announcement of this fact shall be made at the commencement of the examination process. This subsection shall only be applicable to locally administered tests.
- B. The Commission may designate a testing agency and may monitor as required.
- C. The Commission or the testing agency shall advise all applicants of instructions and rules for the conduct of the written examinations and other special instructions as may be required.



- D. No applicant shall be admitted to any assembled examination more than 30 minutes after the advertised time for beginning such examination, or after any applicant competing in any such examination has completed his or her work and left the examination room, except by special permission of the person in charge, who, at his or her discretion, may admit the applicant conditionally, subject to the final approval or disapproval of such admission by the Commission.
- E. Applicants must pay the examination fee, if any, in the manner and form determined by the Commission.
- F. No applicant in any examination shall be given a time to complete any subject longer than the time prescribed by the Commission or the designated consultant or testing agency, unless otherwise required by law.

#### Section 413: Oral Examinations

Whenever the Commission deems it appropriate an oral exam may be administered to measure the fitness and relative capabilities of applicants for a particular position.

#### Section 414: Physical Ability Test

Physical ability tests may be included in the examination for any position if deemed necessary by the Commission. The Commission may designate a testing agency to develop and administer the test.

#### Section 415: Medical and Psychological Fitness

If the Commission has determined that qualification to perform the duties of a position requires examination of the medical or psychological fitness of applicants for that position, the Commission shall so notify applicants in the Examination Announcement. Such examinations shall be conducted consistent with applicable laws concerning disability, personal privacy, and confidentiality of medical information. If appropriate, such examinations shall be conducted after a conditional offer of employment has been made.

## ARTICLE 5: ELIGIBLE LISTS

### Section 501: Preparation of Eligible Lists

The Commission shall certify an eligible list from the results of an examination. An eligible list shall include the names of applicants who attain a passing score, arranged on the list in descending order of each applicant' total score. Eligible lists must indicate the date certified and the date on which the list will expire. Eligible lists will be filed and maintained with the official records of the Commission.

### Section 502: Term of Eligible Lists

- A. The term of the eligible list for original appointment shall be fixed at not less than one year nor longer than two years.
- B. The term of the eligible list for promotional appointment shall be fixed at two years.

### Section 503: Deciding Tie Scores

When two or more eligible applicants receive the same total score, the order in which the names of such persons shall appear on the eligible list shall be determined by their respective scores on that part of the examination assigned the greatest weight. In the event that two or more qualifying applicants also receive identical scores on that part of the examination assigned the greatest weight, the order of listing shall be determined by a computer generated random number assigned each applicant, the lower number qualifying for priority listing on the eligible list. Such list of numbers is to be made available for review by applicants and shall be kept in the office of the Secretary of the Commission with a second copy to be provided to the Director of Human Resources upon generation of the list.

In the event two or more applicants receive the same total score on a promotional examination, seniority shall determine the order in which their names shall be placed on the eligible list. In the event such applicants have equal seniority the placement on the eligible list shall be determined by random number as stated above. (Lakewood City Council ordinance 82-06 passed 5/7/07)

### Section 504: Responsibility of Persons on Eligible Lists

Any person on the eligible list must promptly furnish the Commission with written notice of any change of address. The notice should state: name, former address, new address, and the eligible list(s) on which his or her name appears. Failure to provide this notice may be considered sufficient reason not to consider the applicant for the position.

### Section 505: Removal from Eligible List

- A. If at any time after the certification of an eligible list, the Commission has reason to believe that any person whose name appears on any list is disqualified for appointment because of false statements made in his or her application, lack of qualification or loss of qualification, or for any other reason(s), the Commission shall, after appropriate investigation, remove the applicant from the eligible list and shall promptly notify the applicant and the appointing authority of the removal and the reason therefore. Such disqualification shall be final unless the Commission determines, upon written request of such applicant, during the term of the eligible list that the applicant is entitled to be reinstated to the eligible list. Such request must be received within 10 days from the date of the notification of the removal.
  
- B. When the age of any person reaches the maximum age limit as set by the Commission such person shall no longer be eligible for appointment and his or her name shall be withdrawn from the list.
  
- C. A person's name shall be removed from the eligible list if he or she:
  - 1. Fails to contact the appointing authority or designee within 10 days after date of notice of certification.
  - 2. Fails to report for an interview with the appointing authority or designee.
  - 3. Declines an appointment or consideration for an appointment without reasons satisfactory to the Commission.
  - 4. Cannot be located at the address last furnished to the Commission.
  - 5. Provides incorrect or incomplete information.
  - 6. Fails to respond to request for information within a reasonable time as determined by the Commission.
  - 7. Fails to appear for or complete un-scored exams.
  
- D. Any applicant who is disqualified as a result of any exam shall be removed from the eligible list and the Commission shall certify the next eligible applicant on the current list to the appointing authority.

#### Section 506: Revocation of Eligible List

If in the judgment of the Commission the eligible list has been prepared using inappropriate standards, or the examination upon which the eligible list is based is fraudulent or contains substantial errors, the eligible list may be revoked. All applicants

in the first examination shall be notified in writing and shall be rescheduled for a new examination without filing a separate application or paying an additional exam fee.

#### Section 507: Persons on Multiple Eligible Lists

A person may take examinations for more than one position and may be placed on more than one eligible list. A person appointed to any classified position shall be removed from all other eligible lists.

#### Section 508: Transfer to Lower Class

At the discretion of the Commission, the name of any person on an eligible list may, at any time, upon his or her written request, be transferred to the eligible list of a lower class if the required qualifications are of the same general character and the examinations are substantially similar. He or she shall be ranked thereon according to his or her original score and shall be permanently removed from the list of the higher class.

### ARTICLE 6: PROCEDURE FOR ORIGINAL APPOINTMENT

#### Section 601: Filling Vacancies

- A. Whenever a vacancy is to be filled, the appointing authority shall submit a written request to the Commission, specifying the title of the position and compensation to be paid.
- B. The Commission shall certify the names of the ten persons standing highest on the appropriate eligible list if no lay-off list exists. If a lay-off list exists, appointments shall be made from that lay-off list first. The Commission may certify less than ten names if ten names are not available.
- C. The Commission or its designee shall notify each person of his or her certification. All persons so notified shall respond according to the instructions given in the notice within 10 days from the date of notice. Applicants who fail to respond within the designated time frame shall be disqualified, removed from the eligible list, and given notification thereof.

At the request of the appointing authority, the Commission may certify an additional name for each person removed from the eligible list following certification.

- D. Upon receipt of the certified names, the appointing authority shall fill the position by appointing one of the individuals so certified. After the appointment is made, the appointing authority shall report to the Commission the name of the appointee, the final salary, date of appointment and such other information as the Commission may require.

- E. The Commission or designee shall formally notify the appointee of the appointment. If the appointee declines the appointment, the appointing authority may request the certification of an additional name from the eligible list.
- F. If there are fewer than ten names on an eligible list the Commission may certify them, the appointing authority may appoint one or reject all.
- G. A person certified from an eligible list three or more times to the same appointing authority for the same or similar positions may be omitted from future certification to that appointing authority.

#### Section 602: Temporary Appointments

- A. In the case of sickness or disability of a permanent employee, unusual work load or other emergency, an appointing authority may request a temporary appointment.
- B. Upon request for such temporary appointment, the Commission may follow the normal procedures for appointment or take such other action as the Commission deems appropriate under the circumstances.
- C. Failure of any person on an eligible list to accept a temporary appointment shall not affect his or her standing on the eligible list. If the person accepts the temporary appointment, it shall not be considered part of a probationary period in case of subsequent appointment.
- D. No such temporary appointment shall last longer than six months or the duration of the emergency, whichever is shorter.
- E. Any change in the nature of the employment of the temporary employee or an increase in salary shall immediately terminate such temporary appointment, unless the Commission is previously notified and approves of such changes. (Lakewood City Council ordinance 83-06 passed 5/7/07)

#### Section 603: Provisional Appointments

Whenever there are urgent reasons for filling a vacancy in any position in the classified service and the Commission is unable to certify to the appointing authority a list of persons eligible for appointment created through competitive examination. The appointing authority may nominate a person to the Commission for noncompetitive examination. If such nominee is certified by the Commission as qualified after noncompetitive examination, the nominee may be appointed provisionally to fill such appointment until an appointment can be made pursuant to a competitive examination. Provisional appointments shall be made according to the authorizing procedures in Ohio

Revised Code section 124.30 and shall have the same status as established by statute, except insofar as the statutory provisions are inconsistent with the Charter or legislative enactments of the Council.

Provisional appointees shall serve the same probationary period as is required for certified appointment to the position.

Any employee who remains in provisional status in a classification for a period of two years continuous service becomes a permanent appointee in the classified service at the conclusion of the two-year period provided that no examination has been held for the position during that period.

A provisional employee who passes an examination for the position or classification in which he or she holds provisional status shall be appointed as a certified employee in the position before the Commission prepares the eligible list from the results of the examination.

#### Section 604: Original Appointment to the Division of Fire

- A. There shall be two methods for original appointment of Firefighter to the Division of Fire: civil service examination with placement on the certified eligible list and lateral hire. In either case, candidates must conform to certain minimum qualifications of the City of Lakewood Civil Service Rules and Regulations.

1. Civil Service Examination Process.

Original appointments to the uniformed force in the Division of Fire shall be in the lowest grade in service as classified.

Prior to original appointment an applicant must pass psychological, background, physical and such other additional examinations as may be required.

2. Lateral Hire Process

Applicants will submit an employment application as well as a current certificate of physical agility, State of Ohio Firefighter II Certification and State of Ohio EMT-Paramedic Certification to the Department of Human Resources.

In addition, candidates must conform to all the minimum requirements of the Civil Service Commission Rules and Regulations and all applicants for lateral hire shall meet the following pre-requisites:

- a. An applicant must currently or have previously been employed as a full-time firefighter;
- b. An applicant must possess State of Ohio Firefighter II Certification and State of Ohio EMT-Paramedic Certification and be current with all applicable continuing education requirements;
- c. For applicants previously employed there shall be no more than a one year break in service from previous employment as a fire fighter; and
- d. An applicant's current or previous firefighter employment must have been as a result of a civil service examination process.

The Fire Chief, in conjunction with the Director of Human Resources and the Public Safety Director, will review resumes and applications to determine which applicants meet the lateral entry criteria. Lateral entry candidates may be required to submit to the following, including but not limited to, a thorough background investigation, polygraph examination, psychological and medical evaluation, oral interview and drug screening.

Positions filled through these procedures are therefore exempt from competitive examination.

Candidates appointed to Firefighter through these procedures will be hired at Firefighter Grade III first year and must successfully complete a 24-month probationary period.

Seniority for lateral entry firefighter will be based on the date of hire with the City of Lakewood.

Employees selected through these procedures shall obtain and retain all other rights attributed to the classified service, following successful completion of the probationary period.

- B. If any firefighter is hired under the lateral entry process, at least the next three hires must be made from the Civil Service Entry Level Certified Eligible List.
- C. If a layoff list exists then the appointment will be subject to the City of Lakewood Civil Service Rules and Regulations (Lakewood City Council ordinance 70-10 passed 10/18/10) and the Collective bargaining Agreement.

Section 605: Original Appointment to the Division of Police

A. There shall be two methods for original appointment of police officers to the Division of Police: civil service examination with placement on the certified eligible list and lateral hire. In either case, candidates must conform to certain minimum qualifications of the City of Lakewood Civil Service Rules and Regulations.

1. Civil Service Examination Process

Applicants are required to complete a written examination as well as a physical agility test. The Civil Service Commission shall certify the names in accordance with its rules and regulations.

Candidates appointed to police officer through these procedures will be hired at Grade III first year and must successfully complete an 18-month probationary period or as otherwise provided by the collective bargaining agreement.

2. Lateral Hire Process

Applicants will submit an employment application as well as a current certificate of physical agility to the Department of Human Resources.

In addition, candidates must conform to all the minimum requirements of the Civil Service Commission Rules and Regulations and all applicants for lateral hire shall meet the following pre-requisites:

- a. An applicant must currently or have previously been employed as a peace officer;
- b. An applicant must be OPATA certified;
- c. For applicants previously employed there shall be no more than a one year break in service from previous employment as a peace officer; and
- d. An applicant's current or previous peace officer employment must have been as a result of a civil service examination process.

The Police Chief, in conjunction with the Director of Human Resources and the Public Safety Director, will review resumes and applications to determine which applicants meet the lateral entry criteria. Lateral entry



candidates may be required to submit to the following, including but not limited to, a thorough background investigation, polygraph examination, psychological and medical evaluation, oral interview and drug screening as stated in the Police General Order 91-014 Selection Process.

Positions filled through these procedures are therefore exempt from competitive examination.

Candidates appointed to police officer through these procedures will be hired at Grade III first year and must successfully complete an 18 month probationary period or as otherwise provided by the collective bargaining agreement.

Seniority for lateral entry police officers will be based on the date of hire with the City of Lakewood.

Employees selected through these procedures shall obtain and retain all other rights attributed to the classified service, following successful completion of the probationary period.

- B. If any police officer is hired under the lateral entry process, at least the next three hires must be made from the Civil Service Entry Level Certified Eligible List.
- C. If a layoff list exists then the appointment will be subject to the City of Lakewood Civil Service Rules and Regulations. (Lakewood City Council ordinance 73-09 passed 11/2/09)

## ARTICLE 7: PROMOTIONS

### Section 701: General Promotions

- A. Except as otherwise provided in this Article, promotional examinations and appointments shall be conducted in the same way as has been established for original appointments.
- B. All promotions shall be made by examinations conducted by the Commission or designee as outlined in these rules. The Commission may establish the length of service in the next lower class, grade or position and other reasonable requirements to determine eligibility for the examination. All such requirements shall be specified at the time of posting notice for the exam.
- C. Such notice shall be posted as determined by the Commission.
- D. At the discretion of the Commission credits for performance ratings of applicants for any promotional examination may be given. In no case,

however, shall the performance rating be given a weight of more than 15%. The examination announcement will indicate what weight performance ratings will be given. If performance ratings are used, the system implemented by the appointing authority to establish the ratings shall be as prescribed by the Commission. If performance ratings are not used, an applicant may be disqualified for demonstrated poor conduct or lack of capacity in office.

- E. In promotional examinations, seniority in service may be added to the examination grade. Such credit for seniority shall not be added unless the applicants achieve a passing score on the exam which may include a rating for performance evaluation. Credit for seniority shall be determined as follows:
  - 1. Each of the first four full years of service shall be counted as one half of a point.
  - 2. Each full year of the next 10 years of service shall be counted as eight tenths of a point.

Seniority credit shall be calculated based on the date of the first component of the promotional examination.

- F. The Commission may establish other requirements it deems appropriate as a part of any promotional exam.
- G. After the exams are scored eligible lists shall be created. The Commission shall certify the three standing highest on the list to the appointing authority who shall appoint one of the persons so certified. If there are fewer than three names on an eligible list the Commission may certify them, in which case the appointing authority may appoint one or reject all. If the appointing authority rejects all such names the eligible list shall terminate.
- H. If there are fewer than three individuals within the classified service that meet the minimum requirements for promotional exams, the Commission may elect to conduct an open, competitive or non-competitive exam. (Lakewood City Council ordinance 84-06 passed 5/7/07)

#### Section 702: Promotions for Uniformed Police and Fire

- A. Promotions for uniformed Police and Fire shall be from class to class from the lowest to highest. No person shall be eligible to take any promotional examination without having served two years in the highest grade in the next lower class by the date of such examination. This requirement may be waived by the Commission if only one person is eligible, or if only one eligible person is willing to take such examination. In that event, persons

having served at least two years in the then next lower grade in the next lower class shall also be eligible to take such examination.

- B. In no case shall any person be considered for the position of Chief unless he or she has served a minimum of 10 years with that division in the City of Lakewood.
- C. At the discretion of the Commission credit for performance ratings of the applicants may be considered in the determination of a final score. In no case however, shall the performance evaluation constitute more than 15% of the applicant's final score. Performance evaluations shall be on forms and in a manner prescribed by the Commission.
- D. Applicants, otherwise eligible for promotion, who achieve a passing score on a promotional exam shall receive credit for seniority which shall be determined as follows:
  - 1. Each of the first four full years of service shall be counted as one half of a point.
  - 2. Each full year of the next 10 years of service shall be counted as eight-tenths of a point.

Seniority credit shall be calculated based on the date of the first component of the promotional examination

- E. The Commission shall conduct the examinations in accordance with the general rules of the Commission governing examinations.
- F. After the exams are scored, eligible lists shall be created. The Commission shall certify the three applicants standing highest on the list to the appointing authority who shall appoint one of the persons so certified. If there are fewer than three names on an eligible list, the Commission may certify them. The appointing authority may appoint one or reject all. If the appointing authority rejects all such names the eligible list shall thereupon terminate.
- G. If there are fewer than three individuals within the classified service that meet the minimum requirements for a promotional exam, the appointing authority may elect to conduct an open, competitive exam according to the original appointment procedures to fill said vacancy. (Lakewood City Council ordinance 85-06 passed 5/7/07)

#### ARTICLE 8: PROBATIONARY PERIOD

- A. All original and promotional appointments to any position except as a sworn member of the divisions of Police or Fire shall be for a probationary

period of 90 days. Original appointments to the positions of Patrol Officer shall be for a probationary period of 18 months and Fire Fighter shall be for a probationary period of two years or as otherwise provided by the collective bargaining agreement. The probationary period for promotional appointments as a sworn member of the divisions of Police and Fire shall be for one year.

- B. No appointment or promotion shall be considered final until the employee has satisfactorily completed the probationary period. The purpose of the probationary period is to evaluate the suitability, performance, and qualifications of the employee for permanent appointment to that position.
- C. If the service of the probationary employee is unsatisfactory he or she may be removed or reduced at any time by the appointing authority.
- D. The probationary period of any employee may be extended by the Commission for good cause shown upon written request of the appointing authority.
- E. Any probationary employee who is removed may request a review by the Commission. Such request must be in writing and received by the Commission within 10 days of such removal. The Commission shall review the procedure for such removal to ascertain that the removal was in accordance with the provisions of this article. (Lakewood City Council ordinance 86-06 passed 5/7/07)

#### ARTICLE 9: SUSPENSION, REMOVAL, REDUCTION, APPEAL

The tenure of every employee in the classified service shall be during good behavior and efficient service and no employee, other than a probationary employee, shall be reduced in pay, position, grade or class, suspended or removed, except as provided in the section entitled lay-off, for incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty or felony conviction, any other failure of good behavior or any other acts or misfeasance, malfeasance, or nonfeasance in his or her office or position and the applicable conditions of appointment and continued employment established by any provision of the Charter, ordinances, collective bargaining agreement or employment rules of the City.

##### Section 901: Incompetence

A charge of incompetence by the appointing authority may include circumstances where the employee lacks certification or other qualification necessary to perform the duties of his or her office or position, or may include circumstances where the employee no longer has the capacity to perform the duties of his or her office or position. When, in the opinion of the Commission, the appointing authority has presented reasonable grounds to believe that an employee is physically or mentally incapable of performing the

duties of his or her position, the Commission may require the employee in question to submit to a physical or medical examination by one or more physicians or other appropriate healthcare experts selected by the City. The examining physician or other expert shall submit the results and conclusions from the examination in a written report to the Commission. If the report demonstrates that the employee is not able to perform the duties of his or her position, and if no reasonable accommodation would enable the employee to perform the duties of his or her position, then the employee may be removed from his or her position pursuant to this Article. Information about an employee's health or medical condition that is compiled pursuant to this procedure shall be kept confidential in the same manner as other employee medical information.

#### Section 902: Suspension, Removal or Reduction

For good cause shown after appropriate investigation the appointing authority may suspend for a period not to exceed 30 days, remove, reduce or otherwise dismiss any employee. A written notice setting forth the reasons for such action shall be given to the employee and a copy filed with the Commission.

#### Section 903: Appeal to the Commission

Any person in the classified service, other than a probationary employee, who is suspended, reduced, removed or otherwise dismissed pursuant to this Article may appeal such action to the Commission within 10 days from the date of notice of said action. Appeals from suspensions, removals or reductions under this article shall be made and maintained in accordance with Article 12.

### ARTICLE 10: LEAVE OF ABSENCE

- A. An appointing authority may grant a leave of absence without pay to an employee for a period not to exceed 30 days without consent of the Commission. The Commission shall be given written notice of all such leaves of absence granted, stating the commencement date and duration thereof.
- B. A leave of absence for a period longer than 30 days shall be granted only upon request of the appointing authority and approval of the Commission.

### ARTICLE 11: LAY-OFFS

Whenever, in the interest of the public service, it becomes necessary to reduce the working force in any division of the classified service by lay-off, or to reduce pay or positions, or to abolish positions, the following procedure shall be followed:

- A. The appointing authority shall file written notice with the Commission of the intention to lay-off personnel. All such notices shall state the title and salary of the position involved, the name of the employee to be laid off, and the reason for such lay-off.
- B. The appointing authority shall give each employee to be laid off written notice containing the following information:
  - 1. reason for lay-off;
  - 2. effective date of lay-off;
  - 3. right of employee to appeal to the Commission;
  - 4. time within such appeal must be filed;
  - 5. procedure for reinstatement as defined in Section 1102.

Section 1101: Order of Lay-Off

The appointing authority shall determine the number of employees within each class to be laid off. All lay-offs within each such class must proceed in the following order:

- A. Employees serving temporary or emergency appointments;
- B. Seasonal employees;
- C. Part-time employees;
- D. Provisional appointees who have not completed their probationary period.
- E. Provisional appointees who have completed their probationary period.
- F. Employees certified from eligible list who have not completed their probationary period;
- G. Full-time permanent employees certified from an eligible list who have the least amount of seniority. (Lakewood City Council ordinance 87-06 passed 5/7/07)

Section 1102: Lay-Off Lists

Except when a lay-off occurs as a result of abolishment, a lay-off list shall be established by the Commission for all positions in the classified Civil Service. This list will be in effect for a period of one year. All persons who are laid off shall be placed on

the appropriate lay-off list and ranked according to seniority. An individual's placement on the list shall terminate one year after such placement.

If the appointing authority determines at any time, within the one year period, to fill a position which has been made vacant by lay-off, the Commission shall certify the person standing highest on the lay-off list for appointment to the position and follow the relevant procedures provided in Section 601. (Lakewood City Council ordinance 88-06 passed 5/7/07)

#### Section 1103: Abolishment of Positions

- A. When a position above the class of Patrol Officer in the Division of Police and above the class of Firefighter in the Division of Fire is abolished, the officer with the least time of service in that class shall be reduced to the next lower class and the officer with the least time of service in the next lower class shall be reduced and so on down until the officer with the least time of service has been reached, who shall be laid off.
- B. Whenever the incumbent in a classified position is separated from employment due to the abolishing of such position, he or she may be placed by the Commission on an eligible list. In the event of the re-establishment of such position, said person shall be certified from the eligible list in the manner hereinbefore provided. (Lakewood City Council ordinance 89-06 passed 5/7/07)

#### Section 1104: Appeal

Any person in the classified service, other than a probationary employee, who is laid off pursuant to this Article may appeal such action to the Commission within 10 days from the date of notice of said action. Appeals from lay-offs under this article shall be made and maintained in accordance with Article 12.

### ARTICLE 12: APPEALS

#### Section 1201: Commission Authority

The Commission shall hear appeals of employees in the classified service pursuant to Section 107.

#### Section 1202: Notification; Jurisdiction

- A. Except as otherwise noted in this rules, a person taking appeal from final decisions of appointing authorities shall do so within 10 days from the date of notice of the final decision of the appointing authority. For purposes of this section, the date on which notice of a final decision is made is the date of hand delivery of the notice or the date of delivery of

the notice by certified United States mail, whichever occurs first. All notices of appeal shall be filed with the Secretary of the Commission.

- B. In the event the Commission receives an appeal pursuant to these rules, the Commission shall notify all relevant parties as to the timely filing of the appeal. If the Commission determines that the appeal has been timely filed, the appointing authority shall submit to the Commission a detailed report setting forth the specific allegations and charges against the employee and all circumstances relating to the action from which the appeal is brought.
- C. If the Commission determines that an appeal has not been timely filed or that it lacks jurisdiction to hear the appeal for any other reason, the Commission shall promptly notify the employee and the appointing authority in writing of its determination.

#### Section 1203: Procedures for Hearing

- A. When an appeal is timely filed, the Commission shall fix a time and place for hearing, which shall be no more than 30 days after receipt of such appeal. The appellant and the appointing authority shall receive not less than 48 hours' notice of such hearing.
- B. The Commission shall have the power to subpoena and require the attendance of witnesses, the production of documents pertinent to the investigation; and to administer oaths to such witnesses in an investigation or hearing.

#### Section 1204: Conduct of the Hearing

- A. The hearing of an appeal taken from a final decision made under Article 9 shall proceed as follows:
  - 1. The appointing authority shall present relevant evidence in support of the charges and specifications supporting the action taken. It shall be the duty of the appointing authority to demonstrate by a preponderance of the evidence that the charges and specifications supported the action taken. Failure to prove each of the allegations contained in the order does not require disaffirmance or annulment of the appointing authority's order by the Commission.
  - 2. The appellant shall present any relevant evidence in defense of such charges.
  - 3. The Commission may at its discretion allow rebuttal and argument.



- B. The hearing of an appeal taken from a final decision made under Article 11 shall proceed as follows:
1. The appointing authority shall present relevant evidence in support of the action taken. It shall be the duty of the appointing authority to demonstrate by a preponderance of the evidence that the lay-off was due to a lack of continuing need for the position based on reorganization for the efficient operation of the city, or for reasons of economy.
  2. The appellant shall present any relevant evidence in response to the appointing authority's evidence. If this allegation is made, it shall be the duty of the appellant to demonstrate by a preponderance of the evidence that the lay-off was a subterfuge in order to circumvent the civil service system, or was a decision made in bad faith.
  3. The Commission may at its discretion allow rebuttal and argument.
- C. The presentation of evidence shall generally be conducted according to the Ohio Rules of Civil Procedure and the Ohio Rules of Evidence; except that the proceedings shall be less formal in nature and appropriate rules including those relating to hearsay, may be relaxed at the discretion of the Commission. Testimony shall be given under oath.
- D. Any party may be represented by an attorney-at-law.
- E. Either party may request that a subpoena be issued by the Commission. Such requests shall be submitted no later than seven days prior to the hearing. Such request must be accompanied by a completed subpoena form. It is the responsibility of the requesting party to serve the subpoena. The Commission may call witnesses other than those requested by the parties.
- F. The Commission may permit the introduction of evidence otherwise excludable as hearsay provided there is established some foundation as to its reliability and its necessity.
- G. After consideration of the evidence, the Commission shall deliberate and may affirm, modify or reverse the actions of the appointing authority.
- H. The Commission may adopt findings of fact that support its decision. Either party may be asked to provide proposed findings of fact for the Commission's review.

Section 1205: Failure to Appear at Hearing.

If either party fails to appear at the hearing the Commission may take such action as it deems appropriate including dismissal of such appeal.

ARTICLE 13: TRANSFERS

Any employee who has been permanently appointed to a position in the classified service, may, upon written authority of the Commission, be transferred according to the following procedures:

- A. The appointing authority must first file notice of such transfer with the Commission. Such notice shall contain the name of the person to be transferred, the current position and salary of the person to be transferred, the position and salary to which the person will be transferred.
- B. Transfers may be made from a position in one class to a same or similar position in the same class when the current pay and salary grade are equal to or lower than the position transferred from; or transfers may be made from one class to a similar position in another class when the current pay and salary grade are equal to or lower than the position transferred from.
- C. The temporary detail of an employee for a reasonable period to perform duties other than those for which he or she was originally appointed is not to be construed as a transfer in the meaning of the Commission rules.

ARTICLE 14: CONFLICT OF INTEREST

In any matter before the Commission all Commissioners shall make full disclosure of any possible conflict of interest to the other members of the Commission. At that time:

- A. The member in question may elect to refrain from participation in that matter; or
- B. If the other Commission members unanimously agree that a conflict of interest exists, said Commissioner shall not participate in the consideration of said matter.

ARTICLE 15: INVESTIGATIONS

When the Commission has reason to believe that any officer, commission, head of a department, or person having the power of appointment, layoff, suspension, or removal, has abused such power by making an appointment, layoff, reduction, suspension, or removal of an employee under his, her or their jurisdiction in violation of the laws

governing the civil service of the City, the Commission shall make an investigation, and if it finds that a violation of any such law has occurred, the Commission shall make a report to the Mayor.

#### ARTICLE 16: WAIVER OF RULES

In specific cases where in the judgment of the Commission it is in the best interest of the City, any rule hereby adopted may be waived by a two-thirds vote of the Commission. Such action with the reasons therefore shall be entered in the minutes of the meeting.

#### ARTICLE 17: AMENDMENTS

The Commission may from time to time upon reasonable notice amend any part of these rules and regulations. Amendments to these rules shall not be adopted at the same meeting at which they are proposed and no final action shall be taken on any amendment within seven days after its proposal.

#### ARTICLE 18: SEVERABILITY

In the event that any portion of these rules and regulations shall be declared void, the remaining portion hereof shall remain in full force and effect and it is declared to be the intent of the Commission that these rules shall be severable.

#### ARTICLE 19: COLLECTIVE BARGAINING AGREEMENTS

Any time there is a conflict between a collective bargaining agreement and these rules the collective bargaining agreement will prevail in accordance with Sections 4117.08 and 4117.10 of the Ohio Revised Code.

#### ARTICLE 20: (Reserved.)

#### ARTICLE 21: DEFINITIONS

Unless otherwise expressly stated, the following words and phrases, wherever used in these rules and regulations, shall be construed to have the meaning indicated herein:

<u>Abolishment</u>	An elimination of a position or entire class of positions in the classified service.
<u>Application</u>	The form provided by the Commission which all persons interested in positions must complete.

<u>Appointee</u>	A person chosen by the appointing authority to fill a vacant position.
<u>Appointing Authority</u>	The Director, under the supervision and approval of the Mayor, or Commission having the power of appointment to, or removal from the position in any office or department as described in the City Charter.
<u>Appointment</u>	The nomination to a position in the classified service.
<u>Certification</u>	The submission to the appointing authority of names taken from the eligible list developed by the Civil Service Commission.
<u>City</u>	The City of Lakewood, Ohio.
<u>Class</u>	A group of positions sufficiently similar in respect to duties, responsibilities, authority and qualifications so that they may be grouped together logically, whose separate pay bands are contained within the same overall pay band.
<u>Classification Plan</u>	The process by which the proper title and level for each position is determined.
<u>Classified Service</u>	Those employees of the City of Lakewood specifically designated as belonging to the classified service.
<u>Commission</u>	The Civil Service Commission of the City of Lakewood.
<u>Days</u>	The time prescribed to complete an act shall be calculated in accordance with Ohio Rule of Civil Procedure 6(A).
<u>Dismissal</u>	The involuntary termination of an employee for reasons other than those for lay-off.
<u>Eligible List</u>	A list consisting of persons or applicants who have taken all scored and relevant non-scored portions of the examination process and still remain qualified, which may also be established subject to each applicant passing any required medical examination.
<u>Employee</u>	A person employed by the City of Lakewood, Ohio in a full-time, part-time or seasonal capacity. Volunteers, unpaid interns or students and 1099 vendors are not employees.

<u>Examination</u>	The test or group of tests given to candidates to determine their qualifications for a particular position.
<u>Grade</u>	Subdivisions of a class for separate groupings within the class of similar positions according to like responsibilities, duties, authority and qualifications. Particularly used in the lower class of uniformed officers of the safety forces.
<u>Job Description</u>	A written description of a position containing the title, general statement of duties and responsibilities, minimum qualifications and requirements.
<u>Lay-Off</u>	The involuntary separation of an employee from City service due to lack of work, or lack of funds, or reorganization for the efficient operation of the city or the abolishment of a position.
<u>Leave of Absence</u>	A temporary, voluntary separation of an employee for a specified period of time.
<u>Military Service</u>	Honorable Military Service, limited to periods of active duty as defined by the Department of Defense's regulations.
<u>Original Appointment</u>	Any appointment to a position in the classified service other than by promotional exam.
<u>Pay Band</u>	The division of a salary schedule to which classifications of positions are assigned.
<u>Position</u>	A particular employment post or job consisting of a group of job duties intended to be performed by an individual employee as assigned by the appointing authority.
<u>President</u>	The President of the Civil Service Commission of the City of Lakewood.
<u>Probation</u>	The specified period of time between the initial appointment and the designation of a person as a permanent employee.
<u>Promotion</u>	The appointment of an employee from a lower class to a higher class by competitive examination.

<u>Rank</u>	The relative position of a class, grade or position with respect to other classes, grades or positions. Any relative position or relationship.
<u>Reclassification</u>	A change in the classification of an employee or group of employees by the Civil Service Commission.
<u>Reduction</u>	The placement of an employee to a lower class or position which shall decrease his or her salary; provided, however, that a decrease in salary without a change in class or position shall not necessarily constitute a reduction.
<u>Reinstatement</u>	The placement of a former employee on the eligible list for a position which he formerly held.
<u>Removal</u>	The permanent separation of an employee.
<u>Resignation</u>	The voluntary separation of an employee.
<u>Rules</u>	The Rules and Regulations of the City of Lakewood, Ohio Civil Service Commission.
<u>Secretary</u>	The Secretary of the Civil Service Commission of the City of Lakewood.
<u>Seniority</u>	The period of time of continuous service for the City of Lakewood.
<u>Suspension</u>	The temporary, involuntary separation of an employee of the City of Lakewood for disciplinary purposes.
<u>Transfer</u>	The permanent reassignment of an employee from one position to another.
<u>Uniformed Division</u>	Sworn members of the divisions of Police and Fire.