

TABLE OF CONTENTS

		<u>PAGE</u>
RULE I	<u>DEFINITIONS</u>	1 - 7
RULE II	<u>THE ORGANIZATION, RULES & PROCEDURES OF THE BOARD</u>	8
	Section 1 Meetings	8
	Section 2 Vacancies & Officers of the Board	8 - 9
	Section 3 Rules	8 - 9
	Section 4 Hearings, Appeals & Testimony	9 - 14
	Section 5 Oaths, Subpoenas & Production of Records	14
RULE III	<u>THE POSITION CLASSIFICATION PLAN</u>	15
	Section 1 The Classification Plan - General Rules	15
	Section 2 Class Specifications	15 - 16
	Section 3 Class Titles	16
RULE IV	<u>PAY PLAN</u>	17
	Section 1 General	17
	Section 2 Hiring Rates	17 - 18
	Section 3 Promotion Pay Rates	18
	Section 4 Demotion Pay Rates	18 - 19
	Section 5 Pay Increases	19 - 20
	Section 6 Apprentice Pay Progressions	20
	Section 7 Reallocation of Position	20 - 21
	Section 8 Reclassification	21
	Section 9 Pay Range Assignment	21 - 22
	Section 10 Change from One Market Aligned Component to Another	22
	Section 11 Pay of Unclassified Positions Declared to be in the Classified Service	23
	Section 12 Severance Pay	23
	Implementation Rule for Proposed Market Aligned Pay Plan Components and Determining Individual Pay Rates: Effective for FY 2008 - 2009 MAPP Implementation Only	24
	Assignment of Pay Ranges Within MAPP Groupings	25 - 40
	Pay Placement Guide Chart	41
RULE V	<u>EXAMINATIONS</u>	42
	Section 1 Public Announcement, Applications, Deadlines	42
	Section 2 Applicants	42 - 43
	Section 3 Types of Examinations	43
	Section 4 Weighting & Scoring Examinations	44

	Section 5	Examiners	44 - 45
	Section 6	Employment Lists	45 - 46
	Section 7	Selection of Civil Service Director	46
RULE VI	<u>VACANCIES, CERTIFICATION AND APPOINTMENT</u>		47
	Section 1	General Rules for Filling Vacancies	47
	Section 2	Procedure for Filling Vacant Positions of Regular Employment	48 - 49
	Section 3	Preference in Filling Vacancies	50 - 53
RULE VII	<u>WORKING TEST OR PROBATIONARY PERIOD</u>		54
	Section 1 - 4	Working Test of Probationary Period	54 - 55
RULE VIII	<u>ANNUAL, SICK AND OTHER LEAVE</u>		56
	Section 1	Annual Leave	56 - 57
	Section 2	Sick Leave	57 - 59
	Section 3	Worker's Compensation & Leaves of Absence	59
	Section 4	Funeral Leave	60
	Section 5	Civil Leave	60
	Section 6	Military Leave	60-61
	Section 7	Leave Without Pay	61
	Section 8	Family and Medical Leave	61-63
	Section 9	Holidays	63-64
	Section 10	Administrative Leave	64
RULE IX	<u>DISCIPLINARY ACTION</u>		65
	Section 1	Maintaining Standards of Service	65
	Section 2	Reasons for These Disciplinary Action May Include:	65 - 66
	Section 3	Appeal Rights of Employees	66
RULE X	<u>PROHIBITIONS AGAINST POLITICAL ACTIVITIES</u>		67
	Section 1	Prohibited Activities	67 - 68
	Section 2	Action of Violations	68
RULE XI	<u>RECORDS</u>		69
	Section 1	Payroll and Attendance Records	69
	Section 2	Employment List Requisition and Report of Appointment	69
	Section 3	Leave Records	70
	Section 4	Examination of Records	70
	Section 5	Records of the Civil Service Office	70

RULE XII	<u>ABOLITION OF POSITIONS AND LAY OFF</u>	71
Section 1	Abolition of f Position	71
Section 2	Order of Seperation of Incumbents of Position in the Classified Service Upon Abolition of Them is as Follows:	71 - 72