

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING      JANUARY 25, 1961

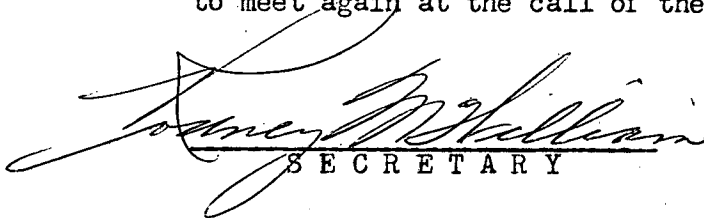
The Civil Service Board met in regular session at the City Corporation Yard at 2:00 P.M.

PRESENT: Members C. Alexander, J. Alexander, Genshlea, and Street.

ABSENT: Member E. Grebitus.

Vice-President Joseph Genshlea advised that this meeting was called for the purpose of touring the City Corporation Yard. Explanations and descriptions of the functions of the City Corporation Yard were explained to the board members by Ed Scollan, Superintendent of Building Maintenance.

There being no further business, the meeting adjourned at 3:30 P.M. to meet again at the call of the Chair.

  
SECRETARY

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PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING      FEBRUARY 1, 1961

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 P.M.

PRESENT: Members C. Alexander, J. Alexander, Genshlea, Grebitus and Street.

ABSENT: None

Minutes of the last regular meetings held January 18 and January 25, 1961, were read and approved.

Rule 1  
Authority and Purpose

- 1.1 Authority. Under the authority of Article VIII, Sections 42 through 52, and Article XX, Sections 165 and 183 of the Charter of the City of Sacramento, the Civil Service Board does prescribe and adopt these rules and regulations which shall have the force and effect of law.
- 1.2 Purpose. The Civil Service Board hereby declares its intent that these rules shall be used as a general guide by all affected persons; that they be interpreted broadly on the basis of what is the reasonable approach to specific problems and situations; that they be considered as a total set of working regulations rather than each section, sub-section, sentence or phrase being interpreted in isolation and out of context; and that the following general principles be accepted as setting the tone of personnel management within the city service:
- (a) The citizens of the City of Sacramento, their elected legislative and administrative representatives and appointed city department heads have the right to expect that the city will employ the best qualified persons reasonably available, with preference to citizens of the city, qualifications being equal; that the tenure of every employee will be based upon demonstrated need for the work performed, availability of funds, faithful effective performance, proper personal conduct, and continuing fitness for his position; and that each employee will be encouraged, trained, and developed to assure optimum performance.
- (b) Each employee of the city has the right to expect: that he will be fully informed as to his duties and responsibilities; that he will be provided with adequate administrative and supervisory direction; that he will be informed as to how well he is performing his duties and will be encouraged and helped to improve his level of performance; that promotions will be made on the basis of demonstrated merit and ability; that progressively improved work performance over an extended period will be recognized and rewarded and that incompetence will not be tolerated; and that he will not be dismissed without justification.
- 1.3 Personnel Officer as Agent of the Board. As referred to in these rules, the Personnel Officer shall be considered to be identical with the Secretary of the Civil Service Board and Chief Examiner as provided in Section 42 of the City Charter.

The Personnel Officer is hereby specifically designated as the agent of the Board and he shall, subject to review of his actions and decisions by the Board, act with the authority of the Board and shall be responsible for performing all duties imposed by Charter upon the Board, except the adoption of rules; the creations, abolition or combination of classes; the conduct of hearings upon appeals from disciplinary actions or from allocation actions; and making of salary recommendations to the City Council. Any action of the Personnel Officer taken as agent for the Civil Service Board may be appealed to the Board within thirty calendar days of its effective date.

Rule 2  
Definitions

2.1 For the Interpretation of these rules, the following words and terms shall be construed as follows:

Allocation. The assignment of a single position to its proper class in accordance with the duties performed and the authority and responsibility exercised.

Applicant. A person who, under the rules, has made formal application for employment.

Appointing Power or Authority. The officers of the city who, in their individual capacities, or as a board, commission, or city council, have the final authority to make the appointment to the position to be filled.

Appointment. The offer to a person and his acceptance of a position in accordance with these rules.

Assignment. The designation of an employee, by the department head, to perform certain specialized duties within a particular class, for which additional pay because of special hazards, hours, or responsibilities, may be authorized.

Board. The Civil Service Board established pursuant to the provisions of the Charter of the City of Sacramento.

Class or Classes of Positions. All positions sufficiently similar in duties, responsibilities, working conditions and requirements, to permit grouping under a common title with equitable application of common standards of selection, transfer, promotion and salary.

Class Title. The designation given to a class, to each position allocated to the class, and to the incumbent of each position.

Classification Plan. The arrangement of positions in classes, together with the titles and specifications describing each class.

Classified Service. All positions now existing or hereafter created in or under any of the departments or boards, but not including those positions in classes specifically excepted from the operation of civil service rules as outlined by resolution of the City Council, in accordance with provisions of Section 43 of the Charter of the City of Sacramento.

Certification. The submission of names of eligibles from a appropriate list to an appointing authority by the Personnel Department.

City. The City of Sacramento.

Demotion. A reduction in grade or rank resulting from the movement of an employee from one class to another class having a lower maximum rate of pay.

Department. An administrative unit of the city government.

Eligible. A person whose name has been placed on an eligible register by virtue of successful completion an appropriate civil service examination.

Employee. A person holding a position in the city service.

Examination. The formal process of testing to determine either mere qualification, or rank order of merit and the establishment of an eligible register, as provided for in Rule 7:

- (a) Assembled: A test or tests conducted at a specified time and place at which applicants are required to appear for competitive examination under the supervision of an examiner.
- (b) Unassembled: A test or tests consisting of an appraisal of training, experience, work history, or any other means of evaluating the relative qualifications of applicants, without requiring them to appear in a group at specified places.

Extra-Board Work: Employment with temporary status in the class of Refuse Collector, where it is necessary for the employee to appear for work daily, but who may work only when other employees are absent for any reason.

Leave of Absence. Permission to be absent from duty for a specified period and for a specified purpose, with the right to return, depending upon the time involved, either to the position or to a reinstatement list, before or at the expiration of the period.

Lay-Off. The separation of an employee with permanent status from the classified service because of a reduction in personnel, resulting in the placement of his name on a reinstatement list.

Military Replacement. A person appointed to a regular position in the classified service to replace a permanent or probationary employee called into the military service, and subject to termination upon return of the employee from such military service.

Permanent Status. The right to continued permanent employment, subject to provisions of these rules, of an employee who has completed a probationary period in a position in the classified service.

Position. A combination of duties regularly assigned to be performed by one person. There are the following types of positions:

- (a) Regular: A position, either in the classified service or exempt, in which employment may be expected to be continuous on a full-time basis.
- (b) Limited Term or Seasonal: A position stipulated to be of a certain duration, made necessary by seasonal work loads, special projects, or other reason.
- (c) Part-Time: A position where the work schedule calls for less than the normal eight hours per day, either on an intermittent or regular schedule.

Probationary Period. A working test period during which an employee is required to demonstrate his or her fitness by actual performance of the duties of the position to which the employee has been appointed. The time of the probationary period is considered to be the first six (6) months of service following the date of appointment to a permanent position from an eligible register.

Promotion. The movement of an employee from one position to another which is allocated to a class with a higher salary range.

Promotional Examination. An examination for a particular class which is limited to permanent employees in designated classes with lower salary ranges.

Public Notice. Announcements of examinations, meetings, hearings, and other actions of the Civil Service Board and Personnel Department on bulletin boards in the City Hall and other city buildings; to public newspapers and to employee organizations.

Resignation. The separation of an employee from employment in a particular class of position, voluntary and complete on his part.

Specification. The official description of a class including (1) the title; (2) statement of the nature of work and illustrative examples of work; (3) knowledges, abilities, and skills required; and (4) desirable experience and training.

Suspension. The temporary separation of an employee from his position with loss of pay as a disciplinary measure, or pending investigation of charges.

Termination. The separation of an employee from the service of the city. Termination may include death, discharge, displacement of a temporary employee by a probationary appointment, lay-off, resignation, retirement, and work completion.

Types of Status. There are four types of status. They are acquired as follows:

- (a) Permanent: acquired by an employee who has been lawfully retained in his position after the completion of the probationary period as provided in these rules.
- (b) Probationary: acquired by an employee who has been certified and appointed, but who has not completed the probationary period as provided in these rules.
- (c) Exempt: acquired by an employee who has been appointed to fill a position, either full-time or part-time, not included in the classified service as outlined in Section 43 of the City Charter.
- (d) Temporary: acquired by an employee who has been appointed to fill a position in the classified service on a temporary basis in the absence of an eligible list, or appointed to a position in the classified service on a limited term or part-time basis, or to perform relief or extra-board work in a particular class, or as a military replacement.

Transfer. A change of an employee from one position to another position in the same class in a different division or department.

Vacancy or Vacant Position. Any unfilled position in the classified service or the exempt group.

Waiver. The voluntary relinquishment by an eligible of any right to consideration for appointment to a specific position.

Year. The calendar year, unless specifically designated otherwise.

Meanings of Words. Words used in these rules in the present tense include the future; words used in the masculine gender include the feminine and neuter; the singular number includes the plural; the plural indicates the singular; and writing includes printing and typewriting.

Rule 3  
Organization and Duties

- 3.1 Election of President. The Civil Service Board, as established under provisions of Article VIII, Section 41, of the City Charter, shall elect one of its members to serve as President, and who shall preside at all meetings of the Board for a period of one (1) year or until resignation or other disability necessitates an election of a duly qualified successor. The Board may also elect a Vice-President who shall preside at the meetings in the absence of the President.
- 3.2 Meetings.
- (a) Regular. Regular meetings of the Board shall be held at such times and such places as the Board may determine. Proper notice of regular meetings shall be given to the press, to employee organizations, and to the public generally.
  - (b) Special. Special meetings may be held at any time when called by the President or upon request of any three members of the Board, provided that reasonable advance notice shall be given to each board member. Proper notice of such special meetings shall be given to the press, to employee organizations, and to the public generally.
  - (c) Open to Public. All meetings shall be open to the public in accordance with provisions of Section 54953 of the Government Code.
- 3.3 Quorum. Three (3) members of the Board shall constitute a quorum.
- 3.4 Rules of Order. "Roberts' Rules of Order", except as otherwise provided herein, shall guide the Board in its proceedings.
- 3.5 Suspension of Rules of Order. The Rules of Order may be suspended at any meeting, upon the unanimous approval of the board members present.
- 3.6 Amendments. These rules and regulations of the Civil Service Board may be amended by a majority vote of the Board at any meeting, provided that notice of the proposed amendment has been given at a previous meeting.
- 3.7 Communications. Communications and requests to the Board shall, whenever possible, be made in writing, and the substance of such request, and the action of the Board thereon, noted in the minutes.
- 3.8 Minutes. The Personnel Officer shall act as Secretary of the Board and shall record in the minutes, the time and place of each meeting of the Board, the names of the Board members present, all official acts of the Board, the votes given by Board members except when the action is unanimous; and when requested, a Board member's dissent, with his reasons, and shall cause the minutes to be written up forthwith and presented for approval or amendment at the next regular meeting. The minutes, or a true copy thereof, certified by the President and the Secretary, shall be open to the public inspection.
- 3.9 Duties and Responsibilities of the Board. The duties and responsibilities of the Board shall be:
- (a) To determine the order of business for the conduct of its meetings.
  - (b) To adopt, amend, or repeal rules and regulations covering those areas of personnel administration and civil service procedures properly within

the jurisdiction of the Board, and to ascertain that the Rules and Regulations are properly administered.

- (c) To adopt and maintain the Classification Plan as outlined in Section 52(a) of the City Charter.
- (d) To formulate rules and regulations covering the examination of applicants for positions in the classified service, as outlined in Section 52(a) of the City Charter.
- (e) To hear appeals from any employee in the classified service from any disciplinary action as outlined in Section 52(a) of the City Charter.
- (f) To hear appeals from any employee in the classified service with reference to the allocation or re-allocation of his position by the Personnel Officer, as outlined in Section 52(a) of the City Charter.
- (g) To prepare annual wage and salary surveys, and make recommendations to the City Council on salary ranges to apply to each class of position in the municipal service as outlined in Section 52(a) of the City Charter.
- (h) To provide, by rule, for the interpretation and administration of ordinances affecting personnel, when specifically directed to do so by the City Council, as outlined in Section 52(a) of the City Charter.
- (i) To hear any employee in the classified service on any matter affecting his employment which falls within the jurisdiction of the Board.
- (j) To provide for the regulation and/or investigation of any other matter pertaining to personnel management not in contradiction with the provisions of the City Charter.

Rule 4  
Position Classification

- 4.1 Preparation of Plan. The Personnel Officer, or a person or agency employed for that purpose, shall ascertain the duties and responsibilities of all positions in the classified service, and, after appropriate consultation with employees and department heads, shall recommend a classification plan to the Civil Service Board. This plan shall consist of classes of positions in the classified service defined by class specifications, including title, a description of duties and responsibilities, and a statement of employment standards to be required of applicants for employment in each class. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, and employment standards are included within the same class, and that the same pay ranges or rates may be made to apply fairly under like working conditions to all positions in the same class.
- 4.2 Inclusion of Exempt Classes. In order that the classification plan may properly describe all classes of positions in the city service, there may be included specifications for all classes designated as "exempt" by the City Council, but the inclusion of such classes shall in no way mean or infer that persons occupying positions in such classes are in any way subject to these civil service rules and regulations.
- 4.3 Adoption of Plan. Before the classification plan or any part thereof shall become effective, it shall first be approved by the Civil Service Board after a public hearing on the plan. Upon the conclusion of said hearing, the Civil Service Board may make such changes or modifications of the plan as it may consider desirable. Upon adoption by the Board, the classification plan shall thereafter be observed in the personnel and fiscal activities of the city.
- 4.4 Allocation of Positions to Classes. After the classification plan has been adopted by the Board, the Personnel Officer shall allocate every position in the classified service to one of the classes established by the plan. Such allocations shall be based on the principle that all positions shall be allocated to the same class if:
- (a) sufficiently similar in respect to duties and responsibilities that the same descriptive title can be used;
  - (b) substantially the same requirements as to education, experience, knowledge, and ability are demanded of incumbents;
  - (c) substantially the same tests of fitness may be used in choosing qualified appointees;
  - (d) the same schedule of compensation can be made to apply with equity.

Any employee shall have the right to appeal to the Board concerning the allocation of his position in accordance with the provisions for hearings as outlined in Rule 17.

- 4.5 Maintenance of Plan. Whenever a new position is created by the City Council or by the City Manager, or whenever a change in organization, functions, or duties of an individual position makes necessary, the Personnel Officer, or an agency selected for that purpose, shall recommend to the Board the creation, abolition, subdivision, or consolidation of classes and shall prepare the new class specifications for the classes affected. The Board shall hold a public hearing on the proposed revision and may incorporate the revision into the

position classification plan.

When a new position is created, the appointing authority shall notify the Personnel Officer before the same may be filled, and, except as otherwise provided by these rules, no person shall be appointed or employed to fill any such position, except in an emergency, until the position has been allocated to a class, or the classification plan shall have been amended to provide therefor.

- 4.6 Reallocations. Positions, the duties of which have been changed enough to require reallocation, shall be allocated to a more appropriate class, whether new or already created, in the same manner as originally classified and allocated. The Civil Service Board reserves the right to initiate and conduct investigations of positions in the classified service as such inquiry becomes necessary, and to propose and adopt changes in classification when the facts are considered to warrant such action. In this connection, the Board may, at any time, secure from the appointing authority, department heads, or employees involved, new statements of the duties and responsibilities of the position or positions under consideration.
- 4.7 Status of Employee Whose Position is Reallocated. If an occupied position is reallocated, the incumbent shall be promoted, transferred or granted status in the new class in accordance with these rules.
- (a) Reallocation to Lower Class. When a position is reallocated to a lower class, the incumbent (1) shall be granted permanent status in such class; (2) shall suffer no reduction in salary, in accordance with provisions of the salary ordinance; and (3) may be placed on the reinstatement list of the class in which he held permanent status prior to the reallocation if such class still exists, or, if it does not exist, to a related class of comparable level.
- (b) Reallocation to Different Class with Same Salary Range. When a position is reallocated to a different class, but which has the same salary range, the incumbent shall be granted permanent status in the new class and maintain the same salary rights.
- (c) Reallocation to Higher Class. When a position is reallocated to a higher class, the Board may grant permanent status in the class to which the position has been reallocated only (1) as a part of a general reclassification affecting the entire classified service, or (2) upon a clear showing that the duties of a position have gradually evolved without any purpose on the part of anyone to evade the merit principle. In every other case, permanent status in the higher class may be attained only after qualification by appropriate examination.
- 4.8 Official Copy. The Personnel Officer shall maintain the official copy of the classification plan, which shall be open to public inspection at any reasonable time during business hours. A copy of the classification plan, including class specifications, shall be furnished to each department head and the Personnel Officer shall supply each department head with notice of changes as they may be made by the Board.
- 4.9 Right of Appeal. Any employee whose position has been allocated to a different class by the Personnel Officer, or whose position has not been reallocated to a different class as may have been requested, shall have the right to appeal the allocation decision of the Personnel Officer to the Board, within thirty (30) days after official notification has been given to the employee of the allocation action.

Rule 5  
Compensation

5.1 Preparation or Review of the Compensation Plan. In accordance with the provisions of Section 52 of the City Charter, the Civil Service Board shall, at least once yearly, review the existing compensation plan and make recommendations to the City Council on salary ranges to apply to each class of position in the municipal service. Salary ranges so recommended shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities, and in making such recommendations, the Board shall take into consideration the generally prevailing rates for such service in other California cities of comparable size, other public employment and private business in the Sacramento Metropolitan Area, and the general trend of salary levels. After considering the recommendation of the Civil Service Board, it shall be the duty and responsibility of the City Council to determine, by adoption of an ordinance, the salary ranges to apply for all classes of positions in the municipal service.

Rule 6  
Examination Announcements, Applicants and Applications

6.1 General Provisions.

- (a) Residence. Every officer or employee of the City of Sacramento must be a citizen of the United States. In addition to meeting those qualifications which may be established by the Civil Service Board for any examination, all applicants for positions in the classified service must have resided within the City of Sacramento for at least one (1) year immediately preceding the date of the examination, except that the Civil Service Board shall have the authority to waive this residence requirement for any examination when a shortage of qualified applicants exists.

Any person whose residence is outside the city limits and (a) who is successful in a civil service examination, or (b) who is appointed to an exempt position, shall be required to move his residence within the city limits within a period of one (1) year after appointment. Except as hereinbefore provided, all persons regularly employed by the city shall at all times reside within the city.

The requirement of one year of residence within the city limits shall not apply to those persons appointed to (a) positions in classes which are filled only on a part-time, seasonal, or limited-term basis, or to (b) positions in the classified service of a temporary, seasonal, part-time, relief or limited-term nature. Such positions shall be filled, however, by persons whose bona-fide residence is within the city limits at time of appointment. (Section 165, City Charter.)

- (b) Age Limits. Unless the age limits of applicants for a position are fixed by the City Charter, the Board shall, before the preparation of the bulletin giving notice of the examination, determine the minimum and maximum age limits of applicants for such class, and when so fixed, the same shall be final. In no case, however, shall the minimum age limit for any full-time position be set at less than 18 years for men, or 17 years for women.
- (c) Discrimination. No person in the classified service or seeking admission thereto shall be appointed, promoted, demoted or discharged or in any way favored or discriminated against because of political opinions or affiliations or because of race, color or religious belief. (Article VIII, Section 47, City Charter.)
- (d) Sex. Unless the announcement notice otherwise provides, applicants of either sex may be admitted to take the examination if in other respects they meet the stipulated requirements.
- (e) Names Withheld. The names of applicants in any examination shall not be made public prior to the completion of the examination.

- 6.2 Announcements. The Personnel Officer shall publicize examinations by appropriate means, including the posting on bulletin boards of announcement which shall state the class title, salary, nature of work to be performed, required training and experience, when and where to file applications, and other pertinent information. In addition to the general employment standards in the class specification, the Personnel Officer may further detail the requirements which shall be included in the examination announcements and which must be met by each applicant before admission to examination or before appointment. All examinations must be announced at least fourteen (14) calendar days prior to

the last date for filing applications, excepting those examinations held on a promotional basis only where the time limit for filing applications may be less than fourteen (14) calendar days.

- 6.3 Disqualification. The Personnel Officer may disqualify an applicant or a candidate, or remove a name from the eligible list for employment for any of the following reasons:
- (a) Failure to meet any of the requirements or qualifications established for the examination.
  - (b) Physical unfitness to perform the duties of the class.
  - (c) Addiction to the use of narcotics or to the excessive use of intoxicating liquors.
  - (d) Conviction of a felony or a misdemeanor. (Conviction of a felony constitutes automatic rejection, unless the applicant has received a certificate of rehabilitation.)
  - (e) Evidence of immoral, infamous, or disgraceful conduct.
  - (f) False statement of material fact or actual or attempted deception, fraud, or misconduct in connection with an application or examination.
  - (g) Record of dismissal from public or private employment for any of the above causes, or resignation to avoid such dismissal.
  - (h) Has a record of service in a city department considered detrimental to the best interests of the city.
  - (i) Where application is filed by a city employee with permanent status for an entrance examination in a different class for which the salary range is lower than the salary range of the class in which he holds permanent status.
- 6.4 Notice of Rejection. Whenever an applicant is rejected, written notice shall be given the applicant. Incomplete or deficient applications may be returned to the applicant for amendment. Any applicant rejected for any examination by the Personnel Officer shall have the right to appeal such rejection to the Board.
- 6.5 Fingerprinting. Candidates may be required to be fingerprinted prior to the acceptance of an application, and in any case, all successful applicants, or other persons making application for any position whatsoever with the city, will be required to be fingerprinted prior to appointment.
- 6.6 Proof of Military Service. Any applicant claiming preference for military, naval or marine service shall, before examination, submit for inspection, his discharge papers or a certified copy thereof, or other satisfactory proof of his military service. The applicant shall not receive any extra credit unless such proof is submitted.
- 6.7 Completion Dates. When periods of time such as age and residence are required as a qualification for an examination, such periods shall be fixed as complete on the date set for the examination.

Rule 7  
Examinations

7.1 Types of Examinations. In establishing eligible registers for classes in the classified service, promotion, open or continuous examinations may be used. When practical and consistent with the best interests of the service, promotional examinations shall be used. If the Board believes it desirable, both open and promotional examinations may be given concurrently.

- (a) Promotional Examinations. Candidates for promotional examinations must be regular employees in the classified service and must meet all the requirements outlined in Rule 8.
- (b) Open Examinations. Any person meeting the requirements of the examination announcement may compete in an open examination.
- (c) Continuous Examinations. Continuous open examinations may be held for any position in the classified service, particularly those in which vacancies are frequent or in which there is a shortage of qualified candidates, or in similar circumstances, with the approval of the Board. Such examinations may be administered from time to time as applicants are available or as appointments are necessary. A single eligible list shall be maintained, to which the names of qualifying candidates shall be added in the order of final grades and from which names may be removed after one year.

7.2 Types of Tests. As the Board may determine, examinations may consist of any one or a combination of the following types of tests: written, oral, performance, physical, medical or psychological, evaluation of training and experience, or any other forms designed to test fairly the qualifications of applicants.

- (a) Written. Written tests may be used to measure knowledges, abilities, judgments, aptitudes, or alertness, insofar as such traits are related to ability to perform the work in a class.
- (b) Oral. Oral interviews may be used to evaluate personal fitness, training and experience, capacity and judgment. In considering personal fitness, it shall be appropriate to evaluate pertinent personality traits but the evaluation shall be done on a basis which is as objective as possible.
- (c) Performance. Performance tests may be used to evaluate the facility, speed, or accuracy with which typical tasks of the class are performed.
- (d) Physical. Physical tests may be used to measure agility, strength, coordination, or general physical fitness.
- (e) Training and Experience. Evaluation may be made of the relevance, level, recency, progression, and quality of education and experience offered by candidates, which may be done in an oral interview or by a review of written statements by candidates. Reports of superiors, former employers, and educational institutions may be considered in this process.
- (f) Medical. An examination by a city physician is required of all applicants before appointment. Physical or medical standards for any class may be established by the Board. Failure of a candidate to achieve the minimum standard will disqualify him.

- 7.3 Scheduling. The Personnel Officer shall schedule examinations as the current and anticipated needs of the service require. Scheduled examinations may be postponed or cancelled or the final date for filing applications extended by the Personnel Officer by notifying all persons directly affected, posting on official bulletin boards, and notification to the examination announcement mailing list.
- 7.4 Test Administration. The Personnel Officer shall be responsible for administering and scoring tests. Careful and reasonable measures shall be taken to insure that examinations are fairly administered, that unfair advantage is not gained by any candidate through assistance of any kind from another candidate or from references, that time limits are clearly explained, and that all other phases of test administration are handled in an objective and impartial manner.
- (a) Identity Concealed. The identity of each candidate shall be concealed in all written examinations until all papers have been scored and minimum qualifying scores established, after which the scores shall be identified.
  - (b) Disqualification. The Personnel Officer may disqualify any candidate who attempts to interfere with the fair, equitable, and orderly conduct of any part of the competitive examination process. Tardiness may be grounds for disqualification in the examination. Failure in one test of the examination may be grounds for failure in the entire examination.
  - (c) Qualifying Score. Candidates must attain a minimum rating of 70% in each part of any examination in order to qualify for a position on the eligible list. The number of successful applicants on any written or performance test may be regulated by adjusting the qualifying raw score to above or below the actual 70%, in which case the adjusted raw score shall then become the qualifying 70% score; however, in any promotional examination any deviation from the actual 70% raw score as the qualifying score must be approved by the Board.
  - (d) Rating of Tests. The final score of a candidate shall be based upon all tests and evaluations in the examination, according to the weights for each phase established by the Personnel Officer in advance of the examination. The Personnel Officer may set minimum qualifying ratings for each phase of the examination and may provide that all competitors failing to achieve such ratings in any phase shall be disqualified from any further participation in the examination.
  - (e) Ties. When two or more applicants have the same average rating, preference on the eligible list shall be determined by the order in which their applications were filed.
  - (f) Notification. Each candidate taking an examination shall be given prompt written notice of whether or not he qualified in the examination, his final rating and his relative position on the eligible list.
  - (g) Review of Test Materials. Appropriate opportunity to inspect test materials shall be granted in accordance with procedure established by the Personnel Officer. A manifest error in grading or rating, if called to the attention of the Personnel Officer within fourteen calendar days after the mailing of notices of results of an examination, shall be corrected. Correction shall not, however, affect certification or appointment already made from the eligible list.

(h) Permanent Record. The Personnel Officer shall preserve the following as a permanent record of each examination: the names and addresses of all applicants, whether accepted or rejected and if rejected the reason therefor; a key copy of the written test if held and if prepared by the Personnel Department; a description of each performance test together with the standards used in rating such test; appraisal record sheets used by oral examiners in the personal interview; a summary or narrative statement showing the method of testing used or the general nature of the examination, the weights of the various parts, the time and place each part was given, the minimum scores required, and the names of the examiners; the scores of all applicants on each part of the examination, and in the total examination.

- 7.5 Tests for Laborer and Refuse Collector. Applications for positions in the classes of Laborer and Refuse Collector shall be taken on an open continuous basis, and filed in chronological order. Reasonable measures shall be taken by the Personnel Officer to determine that applicants are qualified, and applicants may be rejected where, in the judgment of the Personnel Officer, the physical condition of the applicant would obviously prevent his being capable of performing the work, or where the candidate has an extensive record of arrests. Wide latitude shall be given department heads in making appointments from the entire group of applications on file, and the "rule of three" shall not apply in certifying eligibles to vacant positions, whether seasonal, limited-term, extra-board, or probationary.
- 7.6 Special Medical Standards for Patrolman and Firefighter. Medical standards for applicants for Patrolman and Firefighter shall be established by the Board, which in any case shall not be inferior to those required for recruits of the United States Army (see Article XII, Section 98, and Article XVIII, Section 150, of the City Charter) and which each successful candidate in the other parts of the examination for Patrolman or Firefighter shall be required to meet before being placed on the eligible register. Copies of such medical standards shall be made available to all applicants for these two classes, and which standards may not be altered in any way without the approval of the Board.
- 7.7 Medical Standards - General. In the absence of specific medical standards for any class, the decision of the City Physician as to the medical fitness of any applicant for any position shall be final.

Rule 8  
Promotional Examinations

- 8.1 General Provisions. Promotion in the higher classes of positions shall be filled, insofar as is practicable and consistent with the best interests of the service, by promotion following competitive tests. Lists from which promotions are to be made shall be created and the appointment of eligibles therefrom shall be made in the same manner as original appointments, except as provided herein.
- 8.2 Eligibility. Applicants for promotional examinations shall meet the following requirements:
- (a) They shall have served in the class of position which has been declared by the Board to be in the line of promotion, for a period of not less than that set forth elsewhere in these rules as the probationary period for any such class, except as provided for promotional eligibility in the Police and Fire departments.
  - (b) They shall be employed in the class of position at the time of the examination, or shall be upon the reinstatement list therefor, or shall be on leave of absence therefrom. Employees receiving appointment to another position, by promotion or otherwise, shall not be deemed to have lost any rights to take promotional examinations from the position formerly held by them until the probationary period in the position to which they were appointed has elapsed.
  - (c) They shall have maintained a record clear of suspension for a period of two years prior to the date of examination; provided, however, that in the case of a suspension of five days or less, such suspension shall not bar the applicant from taking an examination, and the Board may, by special action, permit an employee to take such examination in cases of a suspension exceeding five days.
  - (d) Members of the Police and Fire Departments shall not be eligible for promotion until they have served at least three years in such department computed from the date of the written examination and that in subsequent promotions the member must have held the rank from which promotion is to be made for a period of at least two years. (Article VIII, Section 44, City Charter.)
  - (e) To be successful on a promotional basis, when both promotional and open examination is held concurrently, such candidate must attain a final rating of at least 75%, including seniority credit, and upon attaining such a rating shall be placed on the promotional list, which shall take precedence over the open list. Any promotional candidate failing to attain a rating of 75% shall be rated on a non-promotional basis and placed on the open list.
  - (f) When an examination is limited to employees of the city in a given class or classes on a promotional basis, the 75% rating as outlined in (e) above shall not apply, and the Board may establish such qualifying written test score to be 70% as it deems proper, considering the number of anticipated vacancies and the number of candidates, and any candidate attaining such a qualifying raw score shall be considered successful in the written test, except as outlined in (g) following of this rule.

(g) In any promotional examination for uniform positions in the Police and Fire departments, the Board shall, in the announcement notice of such examination, specify the maximum number of candidates to be placed on the eligible list, and any candidate giving correct answers to at least 70% of the items contained in the test shall be permitted to compete in all other parts of the examination, including the addition of seniority credits, except as it may be necessary to lower the qualifying raw score in the written test in order to qualify the number of candidates so specified. Of the resulting list of candidates, the eligible list shall consist of not more than the number of candidates specified in the announcement notice standing highest on such list. If there is more than one candidate with identical scores at the cut-off point, all such candidates with such identical scores shall be included on the eligible list.

- 8.3 Seniority. Credit shall be given candidates for seniority, which credit shall be based upon the total time served in the class or classes of position which have been declared to be in the line of promotion, on the basis of 1/4 point to be added to the average of complete proficiency in the other subjects of the examination, taken as a whole, for each full year of service. No credit shall be allowed for service rendered under a temporary appointment.
- 8.4 Character of Promotional Examinations. Examinations for promotion shall be of the same character as prescribed for original admission to civil service positions, except that markings for seniority and service ratings shall be made a part of the final grade as provided in this rule. All of the provisions contained in the rules and regulations pertaining to types of examinations and certifications from eligible lists not in conflict with the provisions of this rule, are hereby made applicable to the giving of promotional examinations and to the making of appointments from the promotional eligible lists established hereunder.
- 8.5 Number of Applicants Required. When there are not two (2) or more applicants for a promotional examination, an original entrance examination shall be required, in which any applicant eligible may compete on a promotional basis.
- 8.6 Departmental Promotional Examinations. When experience in a given department or division is regarded as essential to the proper performance of the duties of the position to be filled, the Personnel Officer may, with the approval of the Board, limit competition to applicants who qualify under such experience requirement.
- 8.7 Precedence of Promotional Eligible Lists. When both open and promotional examinations are held concurrently, the eligible list resulting from the open examination shall not be used, unless it is necessary to certify names therefrom in addition to names from the promotional list in order to provide at least three eligibles from which the department head may make his choice.
- 8.8 Efficiency in Promotion. Service ratings may be made a part of any promotional examination upon approval of the Board, but such ratings shall not be given a weight which shall exceed one-fourth of the total weights in the examination.

Rule 9  
Eligible Lists

- 9.1 Preparation. As soon as possible after the conclusion of an examination, the Personnel Officer shall prepare an eligible list consisting of the names of persons successfully passing the examination and ranking high enough to be included on the eligible list, which names shall be arranged in order of final ratings received, from the highest score down to the lowest qualifying score. The final rating shall be determined by the total of the scores received by each candidate for each part of the examination, based upon the relative value assigned to each part of the examination before it was given. Whenever identical final ratings are received, names shall be arranged by the priority of the filing of their applications.
- 9.2 Effective Date. Eligible lists shall become effective on the date posted and eligibles notified of their final ratings and position on the list.
- 9.3 Life of Eligible Lists. Eligible lists shall expire by limitation of time in two years from the effective date, unless extended prior to the expiration of said two year period by order of the Board, or unless exhausted prior to the expiration of the two year period, or for any reason cancelled by action of the Board at any time during the two year period. In no case, however, shall any eligible list be extended beyond one year after the normal expiration date.

At any time during the life of an eligible list established as the result of a continuous examination, the Personnel Officer may add names to the list through giving another test, and names shall be added and may be merged with the existing list in order of final ratings of those added and those already on the list.

- 9.4 Veterans' Preference. In all tests and examinations held by the Civil Service Board pursuant to the provisions of the City Charter, any person who at the time of taking such test or examination has served in the army, navy, marine corps or revenue marine service of the United States in time of war and received an honorable discharge therefrom, or who, after such service of the United States in time of war, has continued in such service, or who has been released from active duty because of disability resulting from service in time of peace, or under other honorable conditions, as such persons are defined by Article XIII, Section 1 $\frac{1}{4}$  of the Constitution and the General Laws of the State of California in effect at that time and who has attained a percentage qualifying him for any position under civil service regulations, shall be allowed an increase of ten (10) points above the credit he has attained in such examination. Preference under this section does not apply to promotions, nor to promotion examinations. (Article VIII, Section 45, City Charter.)

For the purpose of this section, "Veteran" shall apply to any person who has served full time in the army, navy, marine corps or revenue marine service during the period of September 16, 1940 to December 31, 1946, inclusive, or from June 27, 1950 to January 31, 1955, inclusive, or from April 16, 1917 to November 11, 1918, inclusive, and received an honorable discharge therefrom, or was discharged under other conditions as specified in this section of the rules and regulations.

9.5 Disqualification and Removal from List. Names of eligibles may be removed from an eligible list by the Personnel Officer, subject to the eligible's right to appeal to the Board within a reasonable length of time after notification, for any of the following reasons:

- (a) All of the causes set forth for rejection of applicants in 6.3 of these rules and regulations.
- (b) Inability of the postal authorities to deliver mail to the eligible within a reasonable length of time. (Proof of mailing shall be considered prima facie evidence that said notice was received.)
- (c) Proof of fraud or false statements in the application, or proof of fraudulent conduct in connection with an examination.
- (d) Permanent appointment to a position in the class for which the eligible list was established, or for which the list is deemed suitable by the Board.
- (e) Upon request, death, or upon resignation from the service of an eligible on a promotional eligible list.
- (f) Failure to report to the appointing power to whom he was certified within three (3) working days from the date of certification.
- (g) Certification to an appointing authority for a probationary position three times without appointment; however, the Board shall have the authority to retain an eligible on the list after three such certifications if such action is warranted by reason of special situations or conditions.
- (h) Failure to appear for work after appointment.
- (i) Failure to complete the required medical examination or to have fingerprints taken.
- (j) Rejection by the City Physician in the medical examination.

9.6 Waiver of Certification. Eligibles may waive certification upon giving satisfactory reason in writing to the Personnel Officer. Waivers must be filed within three working days from the date of certification, and, if approved, such name shall not be certified to an appointing authority until such waiver has expired or has been withdrawn. Waivers, whether continuous or otherwise, shall not be approved for a period longer than one (1) year. An eligible may waive certification for temporary appointment or may state the minimum salary or the particular location or department of service for which he wishes to be certified.

9.7 Restoration of Names to Eligible Lists. Names which have been removed from eligible lists may be restored by the Personnel Officer for the duration of the list for the following reasons:

- (a) Acceptance of the reason for waiver of certification which had previously been rejected.
- (b) Acceptance of the reason for non-appearance for interview with the appointing authority after certification.
- (c) Upon request of an employee dismissed during a probationary period, if without fault or delinquency on his part.

(d) Upon correction of a physical condition which caused the applicant to be rejected by the City Physician in the medical examination.

9.8 Consolidation of Eligible Lists. Whenever two classifications have been consolidated and eligible lists existed for the classifications prior to consolidation, the Board may authorize the Personnel Officer to combine the eligible lists if the duties for the positions in the new classification are similar. The names of persons on the eligible lists shall be placed on the combined list in the order of their relative standing as determined by the examinations given to establish the eligible lists.

Rule 10  
Reinstatement Lists

- 10.1 Preparation. Reinstatement lists shall be maintained for each class of position. Such lists shall consist of the names of persons who have occupied positions in the class beyond their probationary period and who have:
- (a) been laid off, because of lack of work or lack of funds.
  - (b) been granted reinstatement privileges following a leave of absence.
  - (c) been granted reinstatement privileges by the Board following resignation from city service.
  - (d) been otherwise granted reinstatement privileges by the provisions of these rules.
- 10.2 Order of Names on Reinstatement Lists. Where names are placed on reinstatement lists by reason of lay-off, the names shall be arranged in the inverse order of lay-off; provided, however, that where lay-offs occur in the same class in two or more independent departments, offices, or boards, the names of persons so laid off shall be placed on the reinstatement list in the order of their seniority. Other persons who have been granted reinstatement privileges for any reason shall have their names placed on the reinstatement list for the appropriate class from such date and in such order as the Board may determine.
- 10.3 Duration of Reinstatement Lists. The name of any employee placed on a reinstatement list shall remain thereon until certified for employment. Failure to accept appointment when certified shall result in the person's name being removed from such reinstatement list.
- 10.4 Precedence. Employees whose names appear on reinstatement lists shall be given precedence for employment over persons whose names appear on promotion or open eligible lists for the same classes of positions.

Rule 11  
Certification and Filling of Vacancies

- 11.1 Types of Appointment. All vacancies in the classified service shall be filled by transfer, reinstatement, demotion, or from eligibles certified by the Personnel Officer from an appropriate eligible list if available. In the absence of persons eligible for appointment in these ways, temporary or provisional appointments may be permitted in accordance with these rules.
- 11.2 Request for Certification. Whenever a vacancy is to be filled, other than by transfer or demotion, the appointing power shall make a written request on the proper form, for certification of the names of the persons eligible for reinstatement or appointment to the class of position for which the vacancy exists. No certification of any kind shall be made to fill any vacant position without the approval of the City Manager.
- 11.3 Order of Certification. Names shall be certified by the Personnel Officer to the appointing authority in the following order:
- (a) Reinstatement List. The name of the person first on the reinstatement list for the class shall be first certified; provided, however, that if the appointing power specifies in his request that he desires the certification of the name of an employee who was previously employed in his department, office, or board, the Personnel Officer may, with the approval of the Board, certify the name of the employee first on the reinstatement list for that department, office, or board, irrespective of the relative standing of other employees on the reinstatement list. No other names shall be certified, unless the person certified from the reinstatement list shall indicate that he is not interested in reinstatement, in which case his name shall be removed from the reinstatement list. The appointing authority shall be required to appoint the person so certified from the reinstatement list if such person indicates that he wishes to return to work.
- (b) Promotional List. Eligibles shall be certified in strict order of standing on the eligible list (in the same manner as certifying for original appointment) except in the following cases:
1. Whenever the appointing authority shall request certification of a specified sex, and the Personnel Officer is satisfied that there is good reason therefor, certification may be limited to the sex desired.
  2. Whenever establishment of special qualifications for the particular position has been requested by the appointing authority and approved by the Board, certification shall be limited to those eligibles on the appropriate list possessing the special qualifications established.
  3. Whenever an eligible shall have indicated that he would not accept appointment under the conditions applying to the position to be filled, his name may be passed over in certifying to fill the position.
  4. When there is an insufficient number of names on a promotional list to furnish three names to the appointing authority, additional names shall be certified from the open list, if one exists, in order to provide three names from which the appointing authority may select.

(c) Open Eligible Lists. In the absence of a reinstatement list or a promotional list, or whenever there is an insufficient number of names on the promotional list to provide three eligibles to the appointing power, the Personnel Officer shall certify the names of the first three persons on the open eligible list for the class. When there is more than one vacancy to be filled, the Personnel Officer shall certify a number of names equal to the number of vacancies to be filled and two names in addition thereto; provided, however, that a less number may be certified when there is not the required number on the eligible list. In the event the appointing authority has less than three available persons from which to make his selection and no additional names can then be certified, he may choose from the certified names available, may elect to postpone filling the vacancy until the names of three available persons can be certified, or may fill the position by a temporary or provisional appointment.

As provided in 11.3(b)1. herein, certification may be limited to the sex desired when the Personnel Officer is satisfied that there is good reason therefor.

11.4 Removal of Temporary or Provisional Employees. Within thirty (30) days from the posting of an eligible list for any class, the appointing power must terminate the services of such persons as may be temporarily employed therein, and, if the position is to be filled, it must be filled upon requisition and certification from the eligible list referred to herein. The Board shall not approve the salary claim of any person for service rendered in conflict with the provisions of this section.

11.5 Limited-Term, Relief, or Part-Time Appointments. Whenever there is need of an employee for a limited period, for relief duty, or for part-time work, the Personnel Officer shall certify as many names from the eligible list as may be deemed necessary in order to permit the appointing authority to select from three eligibles who will accept such limited-term, relief, or part-time appointment. The acceptance or refusal by an eligible of such an appointment shall not affect his standing on the eligible list, nor shall such service under such an appointment be counted as part of any probationary period.

Once an applicant is appointed to a part-time or relief position from an eligible register, it will not be necessary for him to take subsequent examinations for the same class in order to continue employment in such part-time or relief position.

11.6 Certification in Absence of Eligible List. When no reinstatement or eligible list exists for a position under the class for which requisition is made by the appointing power, the Board may authorize the Personnel Officer to certify from reinstatement or eligible lists for other classes of a similar nature and duties, but in no case shall certification be made from an eligible list for a class which has a lower salary range than the class in which request for certification was originally made. The acceptance or refusal by an eligible so certified to a position in another class with the same or a lower salary range shall not affect his standing on the eligible list from which he was certified, and he shall be permitted to attain permanent status in the different class with the same or lower salary range.

11.7 Appointments in Absence of Eligible Lists. When no reinstatement or eligible list exists for a position under the class for which requisition has been made by the appointing power, and when no reinstatement or eligible list ex-

ists for other classes of similar nature and duties, appointments may be made directly by the appointing authority on a temporary or provisional basis, such appointments to remain in force only until such time as a reinstatement or eligible list is provided for such classification and a regular appointment can be made to fill the position. Time spent under temporary appointment shall not be credited to the probationary period, and no credit shall be allowed in the giving of any examination or the establishment of any employment or promotional list for service rendered under a temporary appointment.

- 11.8 Limitation on Temporary or Provisional Appointments. The Board hereby declares it to be in the interests of the city service that provisional or temporary appointments shall be held to a minimum and that highest priority shall be given by the Personnel Officer to establish eligible lists in classes in which such appointments have been made. The Personnel Officer shall report to the Board at least monthly provisional or temporary appointments made during the preceding month, all other provisional appointments in effect, and specify plans for establishing eligible lists from which regular appointments can be made. It shall be the Board's policy that temporary or provisional appointments be permitted to run no longer than six months, unless conditions exist in special cases where it may be necessary that such temporary or provisional appointment be permitted beyond the normal maximum of six months' duration.
- 11.9 Medical Examination Prior to Appointment. Prior to any appointment, every person shall be examined by the City Physician, who shall submit, on forms prescribed by the Personnel Officer, a medical report certifying the physical condition of said person for the type of work to be performed. The decision of the City Physician shall be final; provided, however, if an eligible should be rejected by the City Physician the Board may, upon recommendation of the City Physician, grant the eligible a reasonable length of time in which to clear up, cure, or remove any condition which is temporary and curable in nature.
- 11.10 Medical Examination After Absence. If any employee in the classified service has been absent from duty for any reason for a period of six (6) months or more, he may be required to submit to and pass the medical examination as provided in 11.8 of this rule before he shall be eligible or entitled to return to active duty. Failure to pass such examination shall constitute grounds upon which such employee may be either temporarily suspended or permanently dismissed from the classified service of the city.
- 11.11 Reinstatement Without Loss of Status after Termination of Temporary Appointment. In cases of emergency or where urgently necessary for the orderly and efficient conduct of city affairs and when the Personnel Officer is unable to certify any person to fill a position in the classified service, the appointing power may, with the consent of the Board and the employee having permanent status in the classified service, temporarily appoint said employee to a position in another classification in the classified service of the city; and upon termination of the temporary appointment the employee shall be reinstated without loss of status or seniority to the position held by him prior to his acceptance of the temporary appointment, or to a position of like seniority and status.

Rule 12  
Probationary Period

12.1 Appointments Subject to Probationary Period. All appointments from open or promotional eligible lists to positions in the classified service shall be for a probationary period of six (6) months, during which the department head shall observe and appraise the conduct, performance, attitude, adaptability and job knowledge of each employee and determine whether the employee is fully qualified for permanent status.

The Board shall have the authority to require any person appointed from a reinstatement list, where the person was placed thereon for reason outlined in 10.1(c) of these rules, to serve a six (6) month probationary period before acquiring permanent status.

12.2 Objective of Probationary Period. The probationary period shall be regarded as a part of the testing process and shall be utilized for observing closely the employee's work, for securing the most effective adjustment of a new employee to his position, and for releasing any probationer whose performance does not meet the required standards of work.

12.3 Reports on Probationers. At least one month prior to the termination of the probationary period, the Personnel Officer shall notify the department head of the date of expiration of the probationary period. If the service of the probationer has been satisfactory, the department head shall recommend retention. If release is not specifically recommended before the end of the six month period, the probationer shall be considered to have acquired permanent status.

12.4 Release of Probationer. Any probationer may be rejected by the appointing power during the probationary period for reasons relating to the probationer's qualifications, the good of the service, or failure to demonstrate merit, efficiency, fitness, and moral responsibility. Such probationer shall have no right of appeal to the Board, except upon grounds of discrimination as outlined in Section 47 of the City Charter.

12.5 Release Following Promotion. Any employee released during the probationary period following promotion shall be reinstated to the position from which he was promoted, unless the reasons for his release would be cause for dismissal from the city service.

12.6 Completion of Probationary Period in Higher Temporary or Exempt Class. With the approval of the Board, an employee who, while serving his probationary period, is temporarily appointed to a higher class in the classified service or who is appointed to a higher exempt class, shall be entitled to add the time served in such higher class to his probationary period. If the required six months' period is completed while the employee is serving in such higher class, he shall be considered to have acquired permanent status in the class in which he originally started his probationary period.

12.7 Forfeiture of Status. No person in the classified service shall acquire or hold permanent status in more than one class, and any person who has acquired permanent status in one class and accepts an appointment to a position in another class shall, upon the completion of his probationary period, forfeit his permanent status in the other class.

Rule 13  
Transfers

- 13.1 Within a Department. The appointing power shall have the authority to transfer an employee from a position in one division of a department to a position in the same class in another division of the same department at any time and for any duration.
- 13.2 Inter-Departmental. The appointing power may transfer an employee from a position in one department to a position in the same class in another department. Before such transfer is made however, the consent of the employee, and the consent of the heads of the departments must be obtained. The employee shall be given reasonable notice of the proposed transfer and the refusal of the employee to consent to such a transfer shall not affect his standing in the department from which the proposed transfer was requested.
- 13.3 To a Different Class. No transfer shall be permitted from a position in one class to a position in a different class, except in cases of emergency or where urgently necessary for the orderly and efficient conduct of city affairs, and then only in accordance with 13.4 below, or upon a demotion taken by an employee in accordance with 13.6 below.
- 13.4 Emergency Transfer. In cases of emergency or where urgently necessary for the orderly and efficient conduct of city affairs, and when the Personnel Officer is unable to certify any person to fill a position in the classified service, the appointing power may, with the consent of the employee holding a position in the classified service, assign said employee to perform the duties of such position, which duties may be outside of and in addition to the duties performed by him in his regular position. The period of assignment shall be determined by the appointing power, but in no event shall the period of assignment extend to a time subsequent to the date on which the Personnel Officer certifies an applicant to the appointing power to fill the position to which said employee is assigned to perform duties, but in no case shall this period of assignment exceed six (6) months.
- 13.5 Transfers Not Permitted. Transfers shall not be permitted when upon investigation it is found that the transfer is to be made (a) for the purpose of avoiding a lay-off; (b) with the intent of forcing or causing an employee to resign; (c) because of political influence; or (d) without first having notified the employee and obtained his consent to such transfer except as permitted under 13.1 of this rule.
- 13.6 Demotion. The transfer of an employee from a position in one class to a position in another class for which the maximum rate of pay is lower, shall be a "demotion" and may be made (a) upon the written request of the employee, approved by the appointing power and by the Board, or (b) upon the written recommendation of the appointing power with a statement giving the specific reasons therefor, in which latter case, the employee so demoted shall be entitled to a hearing before the Board in accordance with the provisions of Rule 17.

Rule 14  
Separation from Service

- 14.1 Resignation. Any employee wishing to leave the city service in good standing shall file with his department head at least two weeks before leaving, a written resignation, stating the effective date and reasons for leaving, unless such notice is waived by the appointing power. The resignation shall be forwarded to the Personnel Office with a performance appraisal by the department or division head and any other pertinent information.
- 14.2 Dismissal. An employee with permanent status may be dismissed at any time by the appointing authority for any of the causes outlined in 17.5 of these rules. Any regular employee holding a position in the classified service shall be entitled to receive a written statement of the reasons for such action and to a hearing if he requests, as provided by Article VIII, Section 52(a) of the City Charter, and these rules.

Rule 15  
Leave Without Pay and Reinstatement

15.1 Conditions. Leave of absence without pay may be granted by the Board to employees with permanent civil service status upon the specific request of the employee and with the approval of the appointing power for the following purposes:

- (a) Illness beyond that covered by sick leave.
- (b) Education or training which will benefit the city.
- (c) To enter the military service of the United States.
- (d) Other personal reasons which do not ignore inconvenience to the department.

15.2 Duration.

- (a) Short Duration. Absence from duty without pay for a period not exceeding ten (10) working days, for reasons satisfactory to the appointing power and where the appointing power does not find it necessary to fill the position vacant by requesting certification, will not be considered a leave of absence within the meaning of this rule and need only be reported to the Personnel Office as a matter of record.
- (b) 90 Days or Less. Leaves of absence for any of the reasons outlined above may be granted by the head of a department upon approval of the City Manager for a period not to exceed 90 days during any elapsed period of one year. Request for such leave shall be submitted to the City Manager for approval before the commencement of said leave.
- (c) Over 90 Days. If at the end of a 90-day leave of absence, conditions are such as to warrant an extension of the leave, the Board may, at the request of the employee and upon recommendation of the department head, approve an extension of said leave for a period not to exceed one year including the original leave and extension. If desired, the original request for leave of absence may be for a period not exceeding one (1) year.
- (d) Over One Year. Leaves of absence for military service, or for sickness of a nature which in the opinion of the Board justifies a leave for a period longer than one year, may be granted by the Board, provided that sick leave without pay may be terminated when in the judgment of the Board its further continuance would be detrimental to the service. Applications for extended leaves of absence over 90 days for sickness must be accompanied by a signed statement from the employee's personal physician or, if the Board requests, from the City Physician.

15.3 Revocation of Leave. A leave of absence may be revoked by the Board upon evidence that the cause for granting it was misrepresented or has ceased to exist, but before any revocation is ordered, the employee shall have the right to a hearing before the Board.

15.4 Reinstatement from Leave of Absence. Upon the expiration of a leave of absence, an employee shall be reinstated to his former position if such leave did not exceed ninety (90) days, or in the case of illness said leave did not exceed six (6) months; provided, however, if such absence exceeds 90

days, or in the case of illness six (6) months, and the position in the meantime has been filled, the name of said employee shall be placed on the reinstatement list and when a vacancy exists in said class the employee shall be certified to said vacancy provided there are no other names on the reinstatement list above him. When a leave has been granted for military service, the employee shall be restored to his position upon his release from service.

- 15.5 Failure to Return from Leave of Absence. Failure to report for duty after a leave of absence has expired or has been revoked or cancelled by the Board, shall be considered an automatic resignation, unless the employee so terminated shall show to the satisfaction of the appointing power and the Board that such failure to report was excusable, in which case the Board may order the reinstatement of the employee or the placing of the employee's name on the reinstatement list.
- 15.6 Reinstatement After Termination of Exempt Appointment. Any regular employee in the classified service holding permanent status, who has been appointed to an exempt position and has been continuously employed in the city service, and whose service in such exempt position is terminated, shall be reinstated to his former position, or to a position of similar nature with an equivalent salary range, unless the reasons for such termination in the exempt position would be cause for discharge from city service.
- 15.7 Reinstatement After Resignation. An employee who has resigned from the city service may, within one year after the date of resignation, make application to the Board to be placed on the reinstatement list for the class from which he resigned. The Board may, upon the recommendation of the head of the department from which the employee resigned, place the name of such person on the reinstatement list, but upon reinstatement, such person shall be credited with sick leave and shall receive such salary rate as the Board may determine. The Board may also require, upon re-appointment, that the employee serve a six month probationary period before acquiring permanent status.

Rule 16  
Reduction in Force

- 16.1 Lay-off. When it becomes necessary through lack of work or lack of funds, to reduce the number of employees within a given class, the Board shall order the Personnel Officer to prepare a lay-off list, providing that temporary and provisional employees shall be laid off before probationers or regular employees. The order of lay-off shall then be based on the needs of the service, with particular regard for length of service with the city and reports of performance. Unless otherwise specifically ordered by the Board, lay-off lists shall be prepared and lay-offs will be made within individual departments rather than service wide.
- 16.2 Order of Reduction. The reduction of the number of employees in any class, whether within a department or service-wide, shall be made in the following order: employees with (a) temporary or provisional status; (b) probationary status; (c) permanent status. In the case of probationary employees, the order of termination of appointment shall be determined by the former relative standing on the eligible list from which certification was made, the employee who was lowest on such list to be first terminated. In the case of employees with permanent status, the order of lay-off shall be determined on the basis of seniority as set forth below in this rule.
- 16.3 Lay-Off in Accordance with Seniority. The employee who has served the least amount of time in the class shall be laid off first. In computing length of service in a class there shall be included the time served in a higher promotional position or other position of a like or similar nature which may be authorized by the Board.
- If two or more employees have served the same amount of time in the class, the employee with the least total length of service shall be laid off first, or if their total service is the same, the employee who had the lowest average on the eligible list for the class shall be laid off first.
- 16.4 Lay-off Following Reinstatement. An employee who has been reinstated to a position the employment in which shall be of a duration of less than six (6) months shall, at the termination of such employment, be laid off without consideration of other employees filling permanent positions in the class, and such employee shall gain no additional reinstatement rights through such a reinstatement.

Rule 17  
Suspensions, Demotions, Removals and Hearings

- 17.1 Disciplinary Power. The City Manager, or other official or Board in whom is vested disciplinary or removal power, shall be allowed full freedom in his or its action on such matters, it being the intent and spirit of this article to provide a fair and honest approach to municipal employment for every inhabitant of the city, but, in no sense, to handicap or curtail the responsible administrative officer in securing efficient service. (Article VIII, Section 51, City Charter.)
- 17.2 Grounds for Termination. If any officer or employee of the city shall be convicted of a felony or malfeasance in office, or be adjudged insane, or absent himself for one month from the city without leave, his office shall immediately become vacant, and the vacancy shall be filled as in this charter provided. (Article XX, Section 182, City Charter.)
- 17.3 Summary Dismissal. Any officer or employee of the city may be summarily dismissed for the good of the service by the City Manager with the unanimous consent of the City Council. (Article XX, Section 178, City Charter.)
- 17.4 Right of Trial. If discharged after the completion of the probationary period, the employee so discharged may demand a trial, whereupon he shall be tried as provided in the section on suspensions and removals. (Article VIII, Section 50, City Charter.) Note: Sections 179, 180 and 181 dealing with Suspensions and Removals repealed November 8, 1960. See Section 52(a) paragraph (3), with reference to hearing of appeals by the Civil Service Board.
- 17.5 Causes for Suspension, Demotion, or Removal. In addition to the causes enumerated in Article XX, Section 182 of the City Charter, any of the following shall be deemed sufficient cause for the suspension, demotion, reprimand, in-grade salary reduction, withholding of in-grade salary increase, or removal of any person in the classified service:
- (a) Fraud in securing employment.
  - (b) Incompetency.
  - (c) Inefficiency.
  - (d) Inexcusable neglect of duty.
  - (e) Insubordination.
  - (f) Dishonesty.
  - (g) Drunkenness on duty.
  - (h) Intemperance.
  - (i) Addiction to the use of narcotics, or habit forming drugs.
  - (j) Inexcusable absence without leave, or abuse of sick leave privileges.
  - (k) Permanent or chronic physical ailment or defect which incapacitates the employee for the proper performance of his duties.
  - (l) For conviction of a criminal offense involving moral turpitude. (The word "convicted" shall be construed to mean a conviction by verdict, by plea of guilty, upon a judgment against the employee, upon a demurrer in the case mentioned in Section 1011 of the California Penal Code, or upon a judgment of a court, a jury having been waived; without regard to subsequent disposition of the case by suspension of sentence, probation, or otherwise. The words "moral turpitude" shall be construed to mean any act of baseness, vileness or depravity; or any act contrary to justice, honesty, modesty or good morals; or any act done with deception, or through corrupt motives.)

- (m) Conviction of a felony.
- (n) Immorality.
- (o) Discourteous treatment of the public or other employees.
- (p) Improper political activity.
- (q) Wilful disobedience.
- (r) Negligence or willful misconduct which has caused damage to public property or waste of public supplies.
- (s) Improper use of city property or equipment.
- (t) For failure to pay just debts or failure to make reasonable provision for the future payment of just debts, whereby annoyance is caused his superior officer, or scandal is caused the service because of such failure. (The exercise, by an employee, of his right to enter bankruptcy proceedings, shall not be cause for disciplinary action.)
- (u) Absence without leave, contrary to the rules of the Board or the City Charter, or failure to report after leave of absence has expired, or after such leave has been revoked and cancelled by the Board; provided, however, that if such absence or failure to report is excusable, the Board may dismiss the charges.
- (v) Any other failure of good behavior or acts either during or outside of duty hours which are incompatible with or inimical to the city service; or violation of any of the provisions of the City Charter or of these rules, relating to conduct in office of persons in the classified service.

- 17.6 Notice of Disciplinary Action. In any case of disciplinary action taken against an employee, the employee shall be notified in writing of the action being taken against him, and said notification shall contain specific charges set forth clearly and with such particularity as will enable the employee to understand the charges made against him, and to answer to them, and copy of such notification shall be filed with the Board, with the original of such notification to be personally served on the employee forthwith, or mailed to his usual place of residence. The Board may order the suspension of any employee against whom charges have been filed, pending a hearing thereon.
- 17.7 Answer. Within ten (10) working days from the date of filing of the charges with the Board, the employee may file his answer with the Board, and shall also immediately thereafter file a copy thereof with the complainant.
- 17.8 Request for Hearing. The employee removed, suspended, or reduced in rank or compensation may, within five (5) working days after presentation to him of the order of removal, suspension or reduction as hereinbefore provided, appeal to the Civil Service Board from such order.
- 17.9 Time for Hearing. The Board shall, within two weeks from the filing of said appeal, commence the hearing thereof, and shall, without delay, fully hear and determine the matter, and either affirm, modify, or revoke such order.
- 17.10 Conduct of Hearing. The appellant shall be entitled to appear personally, produce evidence, and to have counsel and a public hearing. The appointing authority may also be represented by counsel. All hearings and investigations before the Board shall be conducted by the President of the Board, and in the conduct thereof, the Board shall not be bound by technical rules of evidence, nor shall informality in any of the proceedings, or in the matter of taking testimony invalidate any order, decision, rule or regulation made, approved and governed by the Board.

- 17.11 Failure to Answer. Failure on the part of an accused employee to file an answer within the time allowed in 17.7 of these rules shall be construed as an admission of the truth of the charges made against him. Failure on the part of an accused employee to file a request for a hearing within the time allowed in 17.8 of these rules shall result in forfeiture of the right to a hearing. The Board may, upon the receipt from said accused employee of a statement setting forth the reasons (which shall be acceptable to the Board) for his failure to file such request, set aside such pre-emptory judgment and proceed with the hearing of evidence submitted in the matter.
- 17.12 Maximum Period of Suspension. Any suspension invoked under this rule against any one person in the classified service, shall not exceed thirty (30) calendar days for any offense.
- 17.13 Charges by Citizen. Charges filed by any citizen of the city against any person in the classified service shall be verified under oath, and shall be supported by affidavit of one or more witnesses.
- 17.14 Finding and Decision. The finding and decision of the Board shall be final, and shall be certified to the official from whose order the appeal is taken, and shall forthwith be enforced and followed by him. Copy of the decision shall be served upon the employee within three (3) days of its adoption.
- 17.15 Record Filed. A copy of the order in writing, a copy of the answer, together with a copy of the finding and decision of the Board shall be filed as a public record in the office of the Board.

Rule 18

Restrictions Upon Officers and Employees

- 18.1 General. No person shall be elected or appointed to any office, position or employment the compensation of which was increased or fixed by the City Council while said person was a member thereof, until after the expiration of one year from the date when he ceased to be a member of the City Council. No officer of the City, either elective or appointive, nor any clerk, assistant, or employee, shall be interested directly or indirectly in any contract or transaction with the city or with any department, board, officer, or employee thereof, nor become surety for the performance of any contract made with or for the city upon bonds given to the city. No officer, clerk, assistant, or employee shall receive any commission, money, or thing of value, or derive any profit, benefit, or advantage, directly or indirectly, from or by reason of any dealings with or service for the city by himself or others, except his lawful compensation as such officer, clerk, assistant, or employee. The violation of the provisions of this section by any such officer, clerk, assistant, or employee shall work the forfeiture of such office of employment. No person shall hold more than one office under the city government nor receive more than one salary from the city for the same time. (Article XX, Section 177, City Charter.)
- 18.2 Members of Fire Department. No member of the Fire Department shall be allowed, without the consent of the City Council, to receive any money, gratuity or compensation for any service he may render as a fireman. The members of the Fire Department shall not follow any other profession, calling, or business, but shall devote their entire time to the performance of their duties, nor shall they be allowed pay for any period during which they shall absent themselves from public duty, except as in this charter provided. (Article XII, Section 105, City Charter.)
- 18.3 Members of Police Department. No member of the police force shall be allowed to receive, without the consent of the City Council, any money, gratuity, or compensation for any service he may render as an officer, except rewards which have been publicly offered for the apprehension and conviction of criminals. The members of the police force shall not follow any other profession, calling, or business, but shall devote their entire time to the performance of their official duties, nor shall they be allowed pay for any period during which they shall absent themselves from public duty, except as in this charter provided. It shall be the duty of each member of the police force to acquaint himself with the provisions of this charter, with all ordinances of the city, and with all laws of the state defining public offenses and regulating criminal proceedings. (Article XVIII, Section 159, City Charter.)
- 18.4 Supplementary Employment. No officer or employee holding a position with the City of Sacramento in the classified service (excepting employees in those classes in the Police and Fire Departments which are governed by the provisions of 18.2 and 18.3 above) shall accept any employment, position or service out of the service of the Sacramento Municipal Government for which he is compensated in any form, including salary, wage, fee, commission, except as hereinafter provided. Part-time, limited-term, relief or seasonal employees shall not be subject to the provisions of this section.
- (a) Such persons who desire to accept other employment in addition to their regular municipal employment, must obtain permission from their department head, on a form provided by the Personnel Officer. The request must have the approval of the department head having appointing

power over the employee making the request, together with the approval of the division head, foreman, or supervisor under whom the employee works.

- (b) The department head shall decide whether the performance of the duties of the other employment or service shall be allowed. No permit shall be approved where the employment, activity, or enterprise:
1. involves the use for private gain or advantage of city time, facilities, equipment and supplies, or the prestige or influence of one's city office or employment; or
  2. involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the city for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course of hours as a city official or employee; or
  3. involves the performance of an act in other than his capacity as a city official or employee which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such officer or employee or the agency by which he is employed; or
  4. appears in any way to be inconsistent, incompatible, or in conflict with assigned duties of employees involved; or
  5. involves the performance of work which may impair the efficiency of such employee in his regular city employment, be contrary to the best interests of the city, or reflect discredit on the city service.
- (c) On the basis of such investigation, the department head shall approve or deny such requests for supplementary employment. No requests shall be granted which entails any duty whatsoever by the employee during his regular hours of employment with the City of Sacramento.
- (d) A copy of all applications, either approved or denied by the department head, shall be filed with the Personnel Office.
- (e) Any employee whose request for supplementary employment is denied by a department head, shall have the right to appeal to the Civil Service Board, and the decision of the Board shall be final.
- (f) A statement of policy on supplementary employment, outlining procedures and restrictions in further detail, shall be adopted by the Board and made available to all department heads, employees, and employee organizations.

Rule 19  
Reports and Records

- 19.1 Reports of Personnel Transactions. To enable the Personnel Department to perform its duties accurately and expeditiously, each appointing authority shall report promptly, on forms provided, the following transactions:
- (a) Requisition for certifications.
  - (b) All appointments and reinstatements.
  - (c) Separation from service.
  - (d) Transfers and demotions.
  - (e) Sick leave, injury, and vacations.
  - (f) Salary increases.
  - (g) Completion of probationary periods.
  - (h) Leaves of absence and time off without pay.
  - (i) Disciplinary actions.
  - (j) Changes in organization resulting in the creation or abolishment of a position, promotion or demotion, changes in duties or classification.
  - (k) Assignments to special duty within a class.
  - (l) Changes of name and address.
- 19.2 Responsibility for Transactions. Each department head shall appoint an assistant, or so act himself, to cooperate with the Personnel Department and be responsible for properly reporting personnel transactions and for properly distributing within his department, personnel material and information including the posting of notices upon the department bulletin board.
- 19.3 Office Records.
- (a) The Personnel Department shall keep such records as are necessary for transactions and reference and for making reports showing administrative actions, including: records of all examinations, eligible lists, records and files of employment history of each employee, history of each position, classification plan, compensation plan, files, books, and correspondence.
  - (b) The Personnel Department shall maintain an official roster containing the names, addresses, classification, and department of all employees holding positions in the classified and unclassified service of the city.
- 19.4 Confidential Nature of Personnel Records. Such personnel records as applications, examination papers, performance reports and disciplinary actions shall be considered confidential, and may be made available to employees, department heads, or the public only with the approval of the Personnel Officer.
- 19.5 Destruction of Records. Roster cards shall be considered permanent records. All other records relating to personnel, including correspondence, applications, examination records, and reports may be destroyed after five years. Any record, permanent or temporary, may be destroyed by the Personnel Officer with the consent of the Board and the City Attorney, unless specifically required to be kept by provisions of general law.

- 19.6 Payroll Certification. The City Controller shall not pay any salary or compensation for service to any person holding a position in the classified service unless the payroll or account for such salary or compensation shall bear the certification of the Civil Service Board, through the Personnel Officer, that the persons named therein have been appointed or employed and are performing service in accordance with the provisions of the City Charter and of the rules established thereunder. Departmental payrolls shall be prepared in duplicate and a copy of each payroll shall be retained in the Personnel Department.
- 19.7 Annual Report. The Personnel Officer shall report in writing at least annually to the Civil Service Board and the City Council regarding the operation of the personnel program, and copies of such reports shall be made available to the public.

Rule 21  
Miscellaneous

- 21.1 Change of Address. All persons employed in the classified service and all persons whose names appear on reinstatement or eligible lists shall notify the Board in writing of any change of address and telephone number; otherwise any notice sent by regular mail to the last address of record shall be deemed to have been sufficiently given.
- 21.2 Written Notice. Any written notice required by the provisions of these rules, may be given either by personal service or by mail. The notice, if given by mail, must be deposited in the U. S. Post Office with postage prepaid and addressed to the person on whom it is to be served at his last address, as the same appears on the records in the Personnel Department. Such service shall be deemed completed at the time of the deposit in the post-office.
- 21.3 Rewards. The City Council may, on notice from the City Manager, reward any city employee for conduct which is heroic or meritorious. The form or amount of such reward shall be discretionary with the City Council, but shall not exceed in any one instance one month's salary. (Article XX, Section 176, City Charter.)
- 21.4 Political Activity. No officer or employee of the city shall directly or indirectly solicit or receive or be in any manner concerned in soliciting or receiving any assessment, subscription, or contribution for any political party or any political purpose whatever. No person holding a position in the classified service shall take any part in political management or affairs in any political campaign other than to cast his vote or to express privately his opinion. (Article VIII, Section 48, City Charter.)
- 21.5 Residence Outside City Limits. Residence outside the city limits, except as permitted under 6.1(a) of these rules, shall be cause for the discharge from employment of any person employed by the city, or for removal of the name of such person from any eligible or reinstatement list.
- 21.6 Samples of Examinations. No advice shall be given as to the course or preparation that applicants should follow, nor shall specimens of examination papers be furnished.

The Civil Service Board shall by rule define and interpret the terms of this section and such definition and interpretation shall be conclusive; shall by rule provide for the regulation and accumulation of vacations; shall by rule define those categories of temporary employment in which employees shall not be entitled to earn vacation allowance; and shall by rule provide for the method of computation of accumulated or unused vacation allowance for employees leaving city service.

Any employee who, on the effective date of this amendment, may be entitled to receive a vacation allowance in excess of the preceding schedule, shall not suffer any reduction in vacation allowance."

- 22.2 First Vacation. An employee shall be entitled to take his first vacation during the first calendar year of employment, and after the completion of at least six (6) months of continuous service, and which shall be computed on the basis of 0.83 days for each month or major portion of a month worked prior to the beginning of the calendar year.
- 22.3 Splitting of Vacation Periods. Each employee shall be permitted, with prior approval of the department head, to use one week of each year's vacation allowance in periods of one or more days; however, accumulated vacation time may not be used in this manner, and portions of vacation allowance of less than one week periods may not be accumulated (except for a portion of a week vacation an employee may be entitled to during the first calendar year of employment). All other vacation allowance to which the employee may be entitled shall be taken at one time or in periods of not less than one week.
- 22.4 Accumulation. In the event an employee is not permitted to take all of the vacation to which he is entitled in a calendar year, he shall be permitted to accumulate the unused portion to his credit (with the exception of those portions of vacation allowance of less than one-week periods which may not be accumulated); provided, however, that the maximum accumulation in any calendar year shall be limited to the amount of vacation the employee was entitled to take in the preceding calendar year (excluding any previously accumulated time), in addition to the current year vacation allowance. In no event shall any vacation allowance or portion of vacation allowance, not taken in the year when due, be accumulated beyond the next succeeding calendar year. In the event of termination of an employee for any reason, the maximum accumulation for which payment shall be authorized shall not exceed the amounts outlined in 22.9 of this rule.
- 22.5 Right to Vacation. In the event the appointing authority does not provide a vacation for an employee for two successive years, the employee may take, as a matter of right, the amount of vacation allowance to which he was entitled in the first of these two successive years, immediately preceding the end of the second of such successive calendar years, the balance of his accumulated vacation to remain to his credit.
- 22.6 When Allowed. The time at which the employee shall be granted a vacation is at the discretion of the department head. An employee shall be deemed to have lost his right to a vacation if he fails to take a vacation when directed to do so by his department head and the department head shall immediately transmit in writing to the Personnel Department such information.
- 22.7 Effect of Leaves of Absence on Vacation. Time absent from city service without pay shall have the effect of reducing proportionately the amount of vacation allowance which an employee shall receive during the following year, except that there shall be no reduction in the yearly allowance

if such time absent from duty without pay does not exceed ten (10) days in any year.

- 22.8 Determination of Eligibility. In determining the year of eligibility for four-week vacation periods for any employee whose original appointment to city service is prior to January 1, 1961, any time absent from duty without pay (excepting time in military service) exceeding ten (10) working days in any year prior to 1961 shall be extended from the original date of appointment, and this later date shall then be used as the employment date for purposes of determining the year of eligibility for the four-week vacation period.

An employee placed on a reinstatement list by the Board after resignation shall, upon re-appointment to his former position, be permitted to include time served prior to resignation for the purpose of determining eligibility for additional vacation time, with such time between resignation and re-appointment being considered as time absent from duty without pay.

- 22.9 Payment on Separation from Service. Upon a separation from service for any reason after six (6) months of continuous employment, or upon a leave of absence for any reason extending beyond ninety (90) days, an employee shall be entitled to a lump sum payment as of the date of separation or the date such leave of absence becomes effective for any unused or accumulated vacation on the following basis:

- (a) If separation occurs prior to the first calendar year or during the first four calendar years of service, lump sum payment shall be made for all legally accumulated vacation time which would have been permitted to be used, in addition to 0.83 days for each month worked, in the calendar year that resignation or leave of absence was effective.
- (b) If separation occurs during the fifth through the fourteenth calendar year of service, lump sum payment shall be made for all legally accumulated vacation time which would have been permitted to be used, in addition to 1.25 days for each month worked, in the calendar year that resignation or leave of absence was effective.
- (c) If separation occurs during the fifteenth calendar year of service or thereafter, lump sum payment shall be made for all legally accumulated vacation time which would have been permitted to be used, in addition to 1.67 days for each month worked, in the calendar year that resignation or leave of absence was effective.
- (d) All such lump sum payments shall be made to the nearest one-half day of vacation allowance due.

If an employee leaves the service and has taken his vacation prior to working his full employment year (applicable only to employees whose original appointment date was prior to January 1, 1953), there shall be deducted from his compensation the unearned portion of vacation computed on the basis of the above schedule.

- 22.10 Maximum Allowance Upon Separation. Notwithstanding any other provisions of this rule, any employee terminated for any reason or going on leave of absence without pay for any period exceeding ninety (90) days shall not be paid for any accumulation which, when added to the amount of vacation which may have been taken in the year, shall exceed the total vacation allowance the employee would have been eligible to use in any two consecutive years.

22.11 Optional Payment in Lieu of Vacation. Any employee eligible to take twenty (20) working days of vacation shall have the option, to be exercised not later than the first day of December in each year, to receive pro-rata payment for five (5) days of such vacation in lieu of using such five (5) days for vacation purposes. The following rules shall govern this optional payment:

- (a) Any employee exercising such option shall be required to sign an appropriate form requesting payment in lieu of the one week of vacation, which shall be submitted to the Personnel Department not later than December 1 of each year.
- (b) Payment for one week in lieu of vacation may be made only once in any calendar year, regardless of vacation accumulation.
- (c) Payment for such one week shall be computed by dividing the employee's annual salary rate on the date request is made for payment by 50.20 (which is the equivalent of 2008 hours divided by 40 hours per week).
- (d) The pay in lieu of vacation cannot be granted by itself. It is to be granted at the employee's request only at the time other vacation leave of one week or more is granted.
- (e) Any employee failing to exercise this option for additional payment by December 1 of each year shall be deemed to have lost his right to such pay in lieu of one week of vacation.
- (f) If, during the fifteenth or any succeeding calendar year of employment, an employee should be on leave of absence without pay exceeding ten (10) days, the amount of vacation allowance to be taken in the next succeeding year shall be reduced in accordance with the provisions of 22.7 of this rule; provided, however, such reduction shall not affect the employee's right to elect to receive one week of additional pay in lieu of one week of vacation, as long as the employee shall have at least two (2) weeks of vacation to his credit which was earned in the previous year.

22.12 Employees Ineligible for Vacation Allowance. Employees in part-time, seasonal, limited term, relief, or "extra-board" positions shall not be entitled to any vacation allowance, except that :

- (a) Part-time employees who work on a regular schedule on a year-round basis shall be granted vacation allowance in accordance with the schedule outlined in 22.1 of this rule, on a pro-rata basis.
- (b) Employees appointed to temporary full-time positions in the absence of eligible lists shall be eligible for vacation allowance computed from the date of their original appointment to such temporary position.
- (c) Employees appointed to seasonal or limited-term positions, who receive a probationary or exempt appointment without break in service, shall be eligible for vacation allowance computed from the beginning of the last period of continuous service.

22.13 Holidays. No regularly observed holiday is to be construed as a part of any vacation allowance.

Rule 23  
Sick or Special Leave

- 23.1 Authority For. The following rules shall govern leaves of absence because of sickness or for special leave as authorized under the provisions of Ordinance No. 1944, Fourth Series, adopted by the City Council on December 15, 1955.
- 23.2 Eligibility. All officers and employees shall be eligible, except as herein outlined, for sick or special leave with pay upon the completion of six months of service immediately preceding the first day of incapacity. Employees serving on less than full-time basis, or in a limited term full-time position, shall not be eligible for sick or special leave with pay.
- 23.3 Basis of Accrual. Sick leave with pay, or special leave with pay which is chargeable to sick leave shall be earned at the rate of one working day for each completed calendar month of continuous full time service including authorized leave with pay.
- 23.4 Effect of Leave of Absence Without Pay. No sick leave or special leave may accrue for any calendar month in which an employee is on leave of absence without pay aggregating more than ten (10) complete working days. New employees appointed after the 15th day of any month shall not be entitled to sick leave credit for the month in which they were appointed.
- 23.5 Maximum Accumulation. Unused leave may be accumulated from year to year but shall not exceed 120 working days. When sick or special leave is taken after reaching the maximum, sick leave credits shall begin to re-accrue immediately, on the basis of one day per month, until the maximum is again reached.
- 23.6 Sick Leave Defined. Sick leave shall be defined as follows:
- (a) an illness that physically incapacitates an employee from performing his regular duties.
  - (b) injury not incurred in line of duty except where traceable to employment by an employer other than the City of Sacramento.
  - (c) medical, dental or eye examination or treatment for which appointments cannot be made outside of working hours.
  - (d) childbirth or miscarriage (limited to a maximum allowance of ten (10) days.)
- 23.7 Special Leave Defined. Special leave with pay for the following reasons shall be chargeable to sick leave credits:
- (a) exposure to contagious disease when the presence of the employee for duty would endanger the health of others.
  - (b) death in the immediate family.
  - (c) hospitalization of a member of the immediate family.
  - (d) providing care for a member of the immediate family where such member is seriously ill or injured and who requires the care or attendance of the employee.

23.8 Medical Examination. If, in the opinion of the appointing power, an employee is incapacitated from performing the duties of his position on account of sickness or injury, such employee may be required to submit himself for examination to the City Physician or physicians approved by the City Manager.

If the report of such physician or physicians show the employee to be in an unfit condition to perform his duties, the department head shall have the authority, subject to the approval of the City Manager, to compel such employee to take sufficient leave of absence as will be necessary to fit him to perform the duties of his position; provided, however, if such employee is eligible for disability retirement under provisions of Sections 173 or 175 of the City Charter, the City Manager may order the Personnel Officer to submit the medical report of said physician or physicians to the Retirement Board for the purpose of considering the retirement of said employee for permanent disability.

23.9 Statement of Policy. A statement of policy and standards adopted by the Civil Service Board applying to the use of sick or special leave by all city employees, shall be made available to all department and division heads, and employees.

Rule 24

Employees and Eligibles Entering Military Service

- 24.1 Right to Leave of Absence. Any employee of the City of Sacramento, except those employees hired for relief, seasonal, part-time or limited-term employment, who enters or enlists in the recognized military service of the United States (regardless of whether he is drafted, volunteers, or is called into active duty from a reserve force) has an absolute right to a leave of absence for such military service.
- 24.2 Duration of Leave. Leave of absence shall remain in effect until ninety (90) days after the termination of such military service or within six (6) months after any rehabilitation afforded by the United States or the State of California following such military service, upon the presentation of photostatic or certified copies of discharge papers or other documents on which the date of entry and date of release from active service is indicated.
- 24.3 Effect of Military Service on:
- (a) Sick Leave Accumulation. An employee who returns to his position after absence on military leave will be entitled to accumulation of sick leave credits in the same manner as outlined in 23.3 of these rules, with time in military service to be considered as time in regular city employment. Upon return to city service, such employee will be immediately eligible to draw upon his accumulated credits.
  - (b) Vacation Allowance. Any employee of the city who has been employed for a period of at least six (6) months immediately preceding the date of his entrance into the armed forces of the United States shall be entitled to a lump sum payment for any unused accumulated vacation in accordance with the provisions of 22.9 of these rules. Upon returning to city service from military duty, the provisions of 22.2 shall apply, except that all time spent in military service shall be counted as time in the city service for the purpose of determining the vacation allowance to be received upon return.
  - (c) Salary Increases. Time spent in military service will be counted in determining an employee's eligibility for regular in-grade salary increases, and he shall also be eligible to receive, upon his return from military service, any and all general or special salary adjustments granted during his absence.
  - (d) Seniority Rights. Time spent in military service will be counted in computing seniority rights for lay-off purposes if such employee is properly reinstated under the conditions set forth in 24.2 of these rules.
  - (e) Probationary Period. A probationary employee who enters military service before completion of his probationary period shall be required, upon his return to city service following his release from military duty, to complete his six months' probationary period; provided, however, upon the completion of said probationary period said employee will be granted seniority and employment rights dating from his probationary appointment previous to entering military service.

24.9 Military Leave (Voluntary Training). The following regulations shall apply for short training periods under provisions of Section 395 of the Military and Veterans' Code of the State of California, and Section 183 of the City Charter:

- (a) Eligibility for Leave. A city employee (whether probationary, permanent, temporary or limited-term) who is a member of the National Guard or is a member of the reserve force of the Federal military, naval, or marine service is entitled to a leave of absence not to exceed 180 calendar days during any one fiscal year for performance of ordered military or naval duty and going to and returning from such duty.
- (b) Rights and Benefits. Any such employee who has been employed by the city for one year or more or who has a combination of city service and Federal military service in a period of national emergency (as outlined in 9.4 of these rules) equalling one year or more, shall receive the following rights and benefits:

1. He shall receive his full city salary for only the first 30 calendar days of such absence during a fiscal year. Where such absence is continuous and extends into another fiscal year, such salary is nevertheless limited to the first thirty (30) calendar days of such absence.
2. He shall receive for the entire period of absence vacation, sick leave, seniority credits, and salary adjustments in the same amounts as if he had been on the job.
3. He shall be entitled to take such promotional examinations given during his absence that he would have been entitled to take had he remained on the job, if application is made to the Board within 30 days following his return to city service.
4. A city employee who has not been employed continuously by the city for one year before the leave of absence begins or who does not have a combination of city service and Federal military service during a national emergency (as outlined in 9.4 of these rules) equalling one year is not entitled to the rights and benefits outlined in (1), (2), and (3) above. His only right is to be granted a leave for ordered military duty and to be reinstated to his position upon the expiration of such leave.
5. Completion of the probationary period for a probationary employee who returns to city service following his release from military duty will be made in accordance with provisions of 24.3(e).

(c) Procedures for Military Leave and Reinstatement Under 24.9.

1. To effect a military leave under the provisions of this section, department heads shall submit to the Personnel Department the proper form (leave of absence without pay) together with one copy of military orders of the employee. The statement of justification should be "military leave" and the duration should be indicated.
2. To effect the reinstatement of an employee after military leave for their training periods, department heads shall submit to the Personnel Department the proper form indicating "return to duty".

24.10 Automatic Resignation on Voluntary Re-enlistment. Any employee who, after January 1, 1956, voluntarily requests and obtains an extension of his original term of enlistment, service or tour of duty in the recognized military service of the United States, shall not be eligible for leave of absence for such service, and such voluntary extension of military service after January 1, 1956, shall constitute an automatic resignation from the city service as of the date such voluntary extension of military service begins.

General Policies and Standards for the Use of  
Sick Leave and Special Leave

- (a) Doctor's Certificate. An illness or injury not incurred in the performance of duty which incapacitates the employee from working may be a valid reason for sick leave. Absence for such reasons for periods over five (5) days is not approved without a doctor's certificate. A doctor's certificate must be filed for each week of continued absence, except that in the case of hospitalization, only one certificate shall be required for each pay period.
- (b) Pregnancy and Miscarriage. Ten (10) days is the maximum time allowable for childbirth. The same applies to illness as a result of miscarriage. An employee who wishes to get additional rest during pregnancy may draw on her vacation credits. As a matter of good health practice, it is expected that an expectant mother should not continue her employment past the end of the seventh calendar month of her pregnancy.
- (c) Doctor, Dentist, or Ocular Appointments. Time off for doctor, dentist, or ocular appointments may be taken as sick leave if the appointment is necessary because of illness, injury, dental care or eye examinations. Not more than two hours a day of sick leave is authorized for each appointment, except under unusual circumstances. Several such absences during a pay period may be accumulated and itemized on the same sick leave report. Employees should be requested to secure dental, medical or ocular appointments on their own time, but where this is not possible, appointments should be secured to reduce to a minimum the time away from the job.
- (d) Sick Leave While on Vacation. Sick leave while on vacation is authorized only if the employee is confined to a hospital and is physically incapacitated and unable to continue his vacation activity. A certificate from a physician in the hospital where the employee is confined must be filed.

Use of Special Leave Credits

- (e) Exposure to Contagious Disease. Exposure to contagious disease when the presence of the employee on duty would endanger the health of others is a valid reason for the use of special leave credits.
- (f) Death of Member of Immediate Family. Death of a member of the immediate family is an authorized reason for the use of special leave credits. Not over five (5) days of such special leave credits may be taken for each such instance. The five day allowance is to be regarded as a maximum allowance and should be used only where actually necessary. In the event a holiday or regular days off fall within the five days, those days are counted but not charged to special leave.
- (g) Funeral Attendance. Upon approval of the appointing authority, an employee may be allowed special leave with pay, not to exceed four (4) hours, to attend a funeral of a person other than in the immediate family, which shall be charged to sick leave credits.
- (h) Definition of "Member of Immediate Family". A member of the immediate family means the mother, father, husband, wife, son, daughter, brother or sister of the employee.

- (i) Allowance for Death of Relatives. Not more than three (3) days of leave may be taken for the death of an aunt, uncle, grandparents, in-laws or any person living in the immediate household of the employee. (Note: A housekeeper servant, landlady, or a member of the household in which the employee rents a room or boards is not included for purposes of this section.)
- (j) Family Care. An absence to care for a member of the immediate family who is seriously ill or injured and who requires the care or attendance of the employee is authorized, but not over five (5) days of such special leave may be taken in any calendar year for this reason. The following standards will govern the granting of special leave for family care:

1. Member of the immediate family is construed to mean the mother, father, husband, wife, son, daughter, brother or sister of the employee.
2. The member of the immediate family must be seriously ill and there must be a real need for someone to give care to or attend the seriously ill member of the family and no one other than the employee is available to give this care. Leave is not authorized when another member of the household is present and capable of providing the care or attendance.

There must be a real need for someone to give care to or attend the seriously ill member of the family and no one other than the employee is available to give this care. If this test cannot be satisfactorily met, sick leave cannot be authorized for family care. The necessity for care by the employee must be determined on the basis of evidence such as the following:

3. The family member is seriously ill. The common cold, headache, or intestinal upset are not serious illnesses.
4. The employee must give medication or prepare meals for the ill person who is unable to do this for himself.
5. The employee must make necessary observations of the ill person to determine changes in symptoms, as requested by the physician, or communicate with the physician concerning the care and treatment of the ill person.
6. The presence of the employee is considered advisable by the physician during a critical illness or injury of a member of the family.
7. Absence for the purpose of supervising well children or to care for or prepare meals for such children while another member of the family is ill, resting, or is away from home, is not authorized for sick leave.
8. If a seriously ill member of the immediate family resides in a different household than that of the employee, and there is no other person residing with the ill member of the family who is available and capable of providing care and attendance, use of special leave is authorized, provided the above standards are met.
9. Absence to accompany another member of the family, including children, to a routine medical or dental appointment is not an authorized reason for sick leave. These are not cases of serious illness of a family member.

10. The reasons for granting sick leave for personal injury or illness are not necessarily the same as for granting sick leave for family care. For example: Sick leave could properly be granted to an employee for the common cold so that he could get proper bed rest and diet. However, sick leave could not be granted to this employee if his wife had a cold, and if she could take care of herself at home.

(k) Hospitalization of Member of Immediate Family. Hospitalization of a member of the immediate family is a valid reason for special leave under the following conditions:

1. A day's absence may be authorized for the employee to be at the hospital on the day of the operation, on the day of the birth of his child or in the event of critical illness of the member of the immediate family. Absence for these purposes of more than one day may be authorized on special leave only if a doctor provides a written statement that the employee's presence at the hospital is required.

(l) Family Care or Funeral Attendance While on Vacation. While on vacation, if an employee finds it necessary to render family care or attend the funeral of a member of the immediate family or be present at the hospital, special leave is not authorized since the employee is already available.

(m) Miscellaneous Policies.

1. A holiday occurring when an employee is on sick leave because of illness or injury shall be counted as a holiday and not charged as a sick leave day.

2. Sick leave will not be approved where the injury or illness is directly traceable to employment other than the City of Sacramento.

3. Sick leave shall automatically terminate on the date of the retirement of the employee or on the date an ordinary disability allowance under the retirement system becomes effective.

4. A medical certificate to support sick leave or special leave may be required by the appointing authority for any duration if an employee's absence from duty recurs frequently or habitually or when in the judgment of the appointing authority evidence indicates reasonable cause for requiring such a certificate.

5. Inability to work because of intemperance or "hangover" is not an authorized reason for sick leave absence.

6. Ordinary tiredness, indisposition, restlessness, muscular fatigue, etc., are not valid reasons for sick leave.

7. An employee who is laid off for reasons that are not discreditable to him shall, if re-appointed within twelve (12) months, have restored any accrued sick leave existing at the time of his lay-off. When an employee is transferred to another position or department, his accrued sick leave shall continue to be available. Upon resignation or discharge, all accrued and unused sick leave credits shall be forfeited.

## Policy on Supplementary Employment

Following is an outline of the policy adopted by the Civil Service Board for the information and guidance of department and division heads in processing applications for supplementary employment by employees in the classified service. (Civil Service rules do not apply to persons occupying "exempt" positions, and rules pertaining to supplementary employment do not apply to persons occupying part-time relief, limited-term or seasonal positions.)

- (a) Responsibility of Department or Division Head. It is the responsibility of the department or division head to administer the provisions of the supplementary employment rule. He shall decide whether such supplementary employment shall be approved, and shall not approve such supplementary employment where the work to be performed involves those activities outlined in 17.4(b) of these rules. If it appears to the department or division head, after a permit has been approved, that the supplementary work is detrimental to the performance of city work, he shall immediately cancel the supplementary work permit, and notify the Board of such cancellation.
- (b) Procedure for Clearance of Applications. Applications for supplementary work permits must first be approved by the foreman or supervisor under whom the employee works, and final approval or denial must be by signature of the department or division head. Questionable or unusual requests may be submitted to the Personnel Officer for further consideration and advice. Permits should not be approved for periods exceeding one year. A copy of each permit, whether approved or denied, must be filed with the Personnel Department.
- (c) Disciplinary Action. The privilege extended to city employees to engage in supplementary employment in addition to their city employment is a privilege and not a right. It shall be the responsibility of the department or division head to report any violation of the work permit rule to the Civil Service Board. The Board, after investigation, may recommend disciplinary action to the City Manager, in the form of suspension or dismissal from the service for failure to secure permits or form misrepresentation of the facts.
- (d) Right of Appeal. In the event an application for supplementary employment is denied by the department or division head, the employee shall have the right to appeal such denial to the Civil Service Board.
- (e) Permissible Employment Exempt from Rule. Employment or service for which the employee receives an honorarium or token payment shall be considered permissible employment exempt from the supplementary work permit rule. Examples of such employment are: church organist or soloist; fraternal or union secretary or treasurer; part-time night school teaching of specialized subjects; officiating at games; flower judging; legitimate hobbies from which money may occasionally be realized; writing of books or articles for magazines; and related activities which would not be considered regular employment.
- (f) Limitation on Hours. In most cases, the limitation on hours permitted in supplementary employment should not exceed eight (8) hours per week; however, in cases where a real hardship is involved, the department head may permit supplementary employment in excess of eight hours per week. During vacation periods, supplementary employment should not be permitted during more than one-half of the total vacation an employee is permitted to take during the year.

- (g) Additional Limitations. The employee accepting such supplementary employment should be advised that the city will not be liable for sick leave with pay or for injuries incurred in such employment; the city will have the right to question the payment of salary for sick leave in the event of absence from duty on a day following supplementary work performed the preceding day or night; and supplementary work is not to be permitted on or in the same premises where the employee normally works.

## APPENDIX C

### Physical and Medical Standards for Patrolmen and Firefighters

All applicants for Patrolman and Firefighter successful in the various parts of the written, oral and physical tests, must satisfactorily pass a medical examination by the City Physician on standards established as follows:

(a) General: The causes of rejection are not limited by the enumeration set forth below. The City Physician may put any question, make any examination, and reject any candidate for any cause or defect that in his opinion would impair health or usefulness, as long as such is not unreasonable, capricious, or arbitrary.

(b) Height and Weight: Candidates must conform to the following schedule:

<u>Patrolman</u>		<u>Height</u>	<u>Firefighter</u>	
<u>Min. Wt.</u>	<u>Max. Wt.</u>		<u>Min. Wt.</u>	<u>Max. Wt.</u>
		5 ft. 7 in.	140	180
		5 ft. 8 in.	145	185
145	180	5 ft. 9 in.	150	190
145	185	5 ft. 10 in.	155	195
150	190	5 ft. 11 in.	160	205
155	195	6 ft. 0 in.	165	210
160	200	6 ft. 1 in.	170	215
165	205	6 ft. 2 in.	175	225
170	210	6 ft. 3 in.	180	230
175	215	6 ft. 4 in.	185	235

Candidates for the Firefighter examination who are less than 5 feet, 7 inches in height, or candidates for the Patrolman examination who are less than 5 feet, 9 inches in height will be rejected.

(c) General Appearance: The applicant must be free from any marked deformity, from all parasitic or systemic skin disease, and from evidence of intemperance in the use of stimulants or drugs. The body must be well proportioned, of good muscular development, and show careful attention to personal cleanliness. Obesity, muscular weakness, or poor physique must reject. Girth of abdomen may not be more than the measurement of chest at rest. Chest measurements must be approved by the examining physician.

(d) Nose, Mouth, and Teeth: Obstruction to free breathing in either nostril, chronic catarrh, or very offensive breath must reject. The mouth must be free from deformities or conditions that interfere with distinct speech or that predispose to disease or hypertrophy of tonsil or thyroid enlargement. Teeth must be clean, well cared for, and free from multiple cavities. Missing teeth may be supplied by crown or bridgework; where site of teeth makes this possible, dentures will be accepted. Pyorrhea will reject.

(e) Hernia: Actual or potential hernia in any form must reject.

- (f) Genitals: Must be free from deformities and from marked varicocele, hydrocele, enlargement of the testicles, stricture or incontinence of urine. Retain testicles or atrophy rejects. Any acute and all venereal diseases of these organs must reject.
- (g) Varicose Veins: A marked tendency to their formation must reject.
- (h) Arms and Legs, Hands and Feet: Must be free from affections of the joints, sprains, stiffness, or other conditions, such as flat feet, ingrowing nails or hammertoes, which would prevent the proper and easy performance of duty. First (index), second (middle), and third (ring) fingers and thumbs must be present in their entirety. Great toe must be present in its entirety.
- (i) Eyes: Color blindness, loss of either eye, chronic inflammation of the lids, strabismus, or permanent abnormalities of either eye must reject. Ability to read without glasses with each eye separately standard test types at twenty feet. Less than 20/40 in each eye without glasses will reject. If corrective lenses are used, correction must be to 20/20 in the better eye and not less than 20/25 in the lesser eye. The use of contact lenses for corrective purposes not permitted for Firefighter applicants.
- (j) Ears: Normal hearing with each ear is required. Chronic recurrent running ear will reject.
- (k) Respiration: Must be full, easy and regular; the respiratory murmur must be clear and distinct over both lungs, and no disease of the respiratory organ be present. Lungs will be X-rayed.
- (l) Circulation: The action of the heart must be uniform, free and steady, its rhythm regular and the heart free from organic changes. Blood and pulse pressures must be approved by the examining physician. Brain and nervous system must be free from defects. The history of mental illness or of epilepsy will reject.
- (m) Kidneys: Must be healthy and the urine normal.
- (n) Wasserman: Positive reaction will reject.

2-1-61

FRINGE BENEFITS AND  
EMPLOYMENT PRACTICES  
Preliminary Survey Report

The Secretary submitted a preliminary report of the survey prepared on fringe benefits and employment practices in other cities both within and outside California and in other local governmental agencies.

Secretary advised the purpose of the report of the survey was not to determine the cost of such benefits and practices, either percentage-wise or dollar-wise, but rather to give a picture of how the City of Sacramento stands in comparison with other agencies by having other agencies indicate whether Sacramento benefits were considered generally more liberal, approximately equivalent, and less liberal than their own.

Secretary further advised that copies of the survey, which is to be submitted to the City Manager's office, will be available to members of the board and any other interested parties, as soon as the report is put in proper form.

NEW EXAMINATIONS SCHEDULED

Secretary advised that the following examinations have been scheduled:

#660 Deputy City Clerk (Promotional Only)  
#661 Patrolman

STREET CONSTRUCTION LABORER  
EXAMINATION  
Announcement Notice

Before announcing the examination for Street Construction Laborer on a promotional basis for city employees only, the Secretary recommended that Section 11.5 of the Rules and Regulations be amended by adding the following:

"In the event that a promotional eligible list exists for the class, certifications for such limited-term, relief, or part-time appointments shall not be made therefrom, unless it shall be determined by the Personnel Officer that appointment of employees from other departments to such limited-term, relief or part-time positions would not disrupt the operations of these other departments."

STREET CONSTRUCTION  
LABORER EXAMINATION (Cont'd)  
Announcement Notice

The Secretary advised that such an amendment was necessary in order that the examination could be held on a promotional basis only, and in order not to disrupt operations of other departments when the need for filling summer seasonal positions in this class arose.

The matter was discussed at length, by the members of the board and laid over to the next regular meeting, scheduled for February 15, for final action. The Secretary advised that the examination announcement notice would not be published pending action on the proposed amendment.

CLASSIFICATION PLAN

Secretary advised that a meeting of the City Council Civil Service Committee has been scheduled for Friday, February 3, 1961, for the purpose of recommending a resolution to the City Council designating those classes of positions to be considered "exempt", in accordance with the charter amendment which became effective January 16, 1961. As a result it is expected that such a resolution will be adopted by the Council on February 9, 1961.

Motion was made by Clarence Alexander that the proposed Classification Plan be presented to the Civil Service Board at the next regular meeting scheduled for February 15, provided that the resolution identifying exempt classes is adopted by the Council by that date. Motion seconded by James Alexander and unanimously carried.

REQUEST WAIVER OF RESIDENCE REQUIREMENT  
Librarian I Examination

Communication from Miss Dorothy Drake, City Librarian, dated January 31, 1961, requesting that the residence requirement of one year within the city limits prior to the date of the examination be waived for those classifications in the library requiring professional training in librarianship, be waived.

REQUEST WAIVER OF RESIDENCE  
 REQUIREMENT (Cont'd)  
Librarian I Examination

Secretary advised that in the past, recruitment of professional librarians was extended to a state-wide and even a nation-wide scale in order to fill the vacancies, and that at the present time, vacancies still exist.

Motion made by Clarence Alexander that the residence requirement for the forthcoming Librarian I examination, to be scheduled at such time this class is included in the classified service by action of the City Council, be waived.

Motion was seconded by James Alexander and unanimously carried.

SACRAMENTO CITY EMPLOYEES' ASSOCIATION  
 Communication

Communication from Kenneth E. Wright,  
 Executive Secretary, Sacramento City

Employees' Association, dated January 31, 1961, requesting copies of the preliminary report on fringe benefits and employment practices and a copy of the proposed classification plan was read.

Mr. Wright, who was present at the meeting, was advised by the President, Ed Grebitus, that copies of the survey on fringe benefits and employment practices would be made available to all interested parties as soon as put in proper form by the Secretary. Mr. Wright was also advised that he could expect to receive a copy of the proposed classification plan on February 15, 1961, when it is presented to the Civil Service Board for consideration.

SACRAMENTO CITY EMPLOYEES' ASSOCIATION  
 Communication

Communication from Kenneth E. Wright,  
 Executive Secretary, Sacramento City


Employees' Association, dated January 31, 1961, requesting information on the key classes to be used in this year's salary survey and information on classes still considered as pending for salary adjustments, was read and considered.

Mr. Wright, who was present at the meeting, was advised by the President, Mr. Ed Grebitus, to consult with the Personnel Officer.

REGULAR MEETING DATES

After discussion by the board members, the dates for regular meetings of the Civil Service Board were set for the first, third, and fourth Wednesday of each month at 2:00 P.M.

There being no further business, the meeting adjourned at 3:30 P.M. to meet again at the call of the Chair.

  
 SECRETARY

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 PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
 CITY OF SACRAMENTO  
 REGULAR MEETING FEBRUARY 15, 1961

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 p.m.

PRESENT: Members C. Alexander, J. Alexander, Genshlea and Grebitus.

ABSENT: Member Wilfred Street

Minutes of the last regular meeting held February 1, 1961, were read and approved.

PAINTER EXAMINATION NO. 658  
Eligible Register

Written test scores of Painter examination #658 held January 12, 1961, were reviewed. Secretary advised that the minimum qualifying score in the written test was set at 84 of a possible 145 items and that Qualifications Appraisal Board consisted of Phil Macdonald, Personnel Technician; Clarence Alexander, Civil Service Board member, and Joe Slocum, Water Plant Maintenance Supervisor.

The following eligible register was made effective January 26, 1961:

PAINTER EXAMINATION NO. 658 (Cont'd)  
Eligible Register

PAINTER ELIGIBLE REGISTER NO. 658

#1.	Daniel B. McDermott	88.80%
#2.	Robert C. Davis	87.92
#3.	John E. Thompson	84.86
#4.	William E. Troche	84.76
5.	William R. Bailey	80.93
6.	Aaron E. Stowell	79.33
7.	Harold V. Meyer	75.23
8.	Howard E. Dittmer	74.32
9.	Charles L. Smith	73.52

(# Indicates applicant received 10 points Veteran's Credit.)

AUTO MECHANIC EXAMINATION NO. 659  
Eligible Register

Written test scores of Auto Mechanic  
 Examination #659 held January 16, 1961,

were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 102 of a possible 155 items and that Qualifications Appraisal Board consisted of Earl Wilson, Personnel Technician; Wilfred Street, Civil Service Board member; and Charles Inderbitzen, Automotive Maintenance Superintendent.

The following eligible register was made effective February 1, 1961:

AUTO MECHANIC ELIGIBLE REGISTER NO. 659

#1.	George Harada	92.76%
#2.	Terumi Nishizaki	89.93
#3.	Theodore Berg	89.28
#4.	Fred S. Taniguchi	89.04
#5.	Erwin L. London	88.65
#6.	George E. Nelson	86.06
#7.	William J. Gosney	85.56
#8.	Edward L. Rouse	83.08
9.	Jack R. Furlong	77.66
10.	Walter L. Tice	74.02
11.	William E. Silvester	74.00
12.	Charles Palmer	70.76

(# Indicates applicant received 10 points Veteran's Credit.)

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

#662 Street Construction Laborer (Promotional Only)  
 #663 Librarian I  
 #664 Civil Engineer I

AMENDMENT TO RULES AND REGULATIONS

The proposed amendment to Section 11.5 of the Rules and Regulations submitted to the Board at the last regular meeting February 1, 1961, was taken under consideration.

Motion was made by James Alexander that the proposed amendment as below outlined be adopted:

"In the event that a promotional eligible list exists for the class, certifications for such limited-term, relief, or part-time appointments shall not be made therefrom, unless it shall be determined by the Personnel Officer that appointment of employees from other departments to such limited-term, relief or part-time positions would not disrupt the operations of these other departments."

Motion was seconded by Mr. Genshlea. After discussion, the motion was carried by the following vote:

AYES: Members C. Alexander, J. Alexander, Genshlea, and Grebitus.

NOES: None

REQUEST - WAIVER OF RESIDENCE  
 REQUIREMENT  
 Civil Engineer I

Communication from E. A. Fairbairn,  
 City Engineer, dated February 6, 1961,

recommending that the residence requirement be waived in the forthcoming examination for Civil Engineer I, was considered. Secretary concurred in the request, advising that in previous appointments to positions in this class, it had been necessary to recruit on a state-wide and even on a nation-wide basis.

2-15-61

REQUEST -- WAIVER OF RESIDENCE  
REQUIREMENT - (Cont'd)  
Civil Engineer I

Motion was made by Mr. Genshlea that the residence requirement be waived for the Civil Engineer I examination. Motion was seconded by Clarence Alexander and unanimously carried.

LETTER OF APPRECIATION  
Waiver of Residence Requirement  
Librarian I

Communication from Dorothy Drake, City Librarian, dated February 10, 1961, expressing appreciation for the favorable

action of the Board on the request for waiver of residence requirement for the Librarian I examination, was read and ordered filed.

PLUMBER'S UNION LOCAL #447  
Request for Hearing on  
Salary Request

Communication from William M. Francis, Business Manager of Plumber's Union, Local #447, dated February 3, 1961,

requesting to have placed on the agenda for the March meeting, the matter of a request for salary adjustment for Servicemen, Serviceman Helpers, Foremen I and II, in the Water Department, was considered.

Secretary was instructed by the Chairman to invite Mr. Francis to attend the next regular meeting of the Board, scheduled for Wednesday, March 1, 1961.

FRINGE BENEFITS AND EMPLOYMENT  
PRACTICES  
Survey Report

Copies of the report on Fringe Benefits and Employment Practices, prepared by

the Secretary, were submitted to the Board members for their study and reference.

CLASSIFICATION PLAN

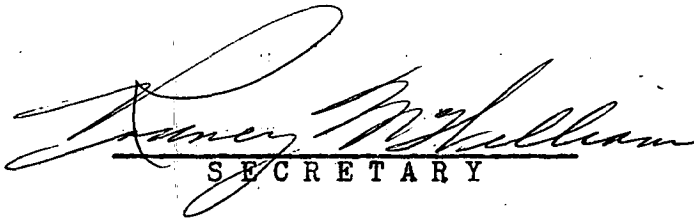
Secretary advised that the resolution designating those classes of positions

to be considered exempt had not yet been adopted by the City Council, and therefore no action could be taken to submit the proposed Classification Plan to the Board. Further advised that the proposed Classification Plan would probably be submitted at the meeting to be held March 1, 1961.

NEXT REGULAR MEETING

The Chairman advised that the next meeting of the Civil Service Board is scheduled for Tuesday, February 21, 1961, for the purpose of touring the Police Department headquarters.

There being no further business, the Board adjourned at 3:30 p.m. to meet again at the call of the Chair.

  
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 S E C R E T A R Y

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 P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD  
 CITY OF SACRAMENTO  
 REGULAR MEETING      FEBRUARY 21, 1961

The Civil Service Board met in regular session at the Police Department Headquarters, at 2:30 P.M.

PRESENT: Members C. Alexander, J. Alexander, Genshlea, Grebitus & Street.

ABSENT: None

Chairman Ed Grebitus advised that this meeting was called for the purpose of touring the Police Department Headquarters. Explanations and descriptions of the functions of the Police Department were explained to the board members by Assistant Chief Joe Rooney and Captain Bruce Guthrie.

There being no further business, the meeting adjourned at 4:00 P.M. to meet again at the call of the Chair.

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 S E C R E T A R Y

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 P R E S I D E N T