

	Current Language:	Proposed Changes:	Rationale:
Section 2.1 - Organization	At its first meeting in each calendar year the Commission will elect a Chairperson, Co-chairperson and Secretary in the manner specified under Section 7.2 of the Green City Charter.	At its first meeting in each calendar year the Commission will elect a Chairperson and Co-chairperson and Secretary in the manner specified under Section 7.2 of the Green City Charter.	The secretary is an appointed position by the Commission.
Section 2.4 - Secretary	The Commission will elect a secretary.	The Commission will appoint a secretary.	Per Section 7.2 in the city charter, the secretary position is appointed.
Section 2.8 – Status Change	Added Section (Current 2.8 moved to Section 2.9 – Retention of Documents).	The Civil Service Commission shall be informed of all appointments, promotions, removals, transfers, layoffs, suspensions, reductions, reinstatements and retirements involving classified positions/employees.	This is to ensure Civil Service is informed of all movement of classified employees while they are employed with the city.
Section 4.3 – Proof of Education and/or experience	Copies of official transcripts and/or diplomas are required. Copies of special certificates and/or licenses, where applicable, will be required.	Copies of official college transcripts and/or high school diplomas are required. Copies of special certificates and/or licenses, where applicable, will be required.	The proposed language clarifies the documents Civil Service will require for proof of education.
Section 5.2 – Notice of Vacancy	The Mayor or designated representative will determine when a vacancy exists, and will notify the Commission.	The Mayor or designated representative will determine when a vacancy or potential vacancy exists, and will notify the Commission.	This language added to allow the Mayor to request a civil service exam if there is a possibility of a vacancy in addition to a known vacancy (i.e. anticipated retirements, etc.).
Section 6.1 – List and Duration of Eligible Candidates	The Commission will maintain an eligibility list of applicants who received a passing score on the examination. The eligibility list will contain the following information: a) Candidate's name and/or identification number b) Final score including bonus points c) Rank	The Commission will maintain an eligibility list of applicants who received a passing score on the examination. The eligibility list will contain the following information: candidate's name and/or identification number and rank.	Commission no longer wants to include the “final score including bonus points” on the CSC eligibility lists.

Section 6.2 – Tie Scores	When two or more candidates have the same final score, the candidates will be given the same rank on the eligibility list and certified as one (1).	When two or more candidates have the same final score, the tie will be broken using the candidate’s social security number, starting with the last two digits with the higher value given first consideration on the list. Should a tie exist after applying this rule, the last 3 digits will be used and so on until this tie is broken.	The current practice places more than the intended candidates on the eligibility list and increases the potential for candidates to be removed from the list as a result of CSC Rules, Section 7.3 - “Candidates Remaining on Eligibility List”. The new language eliminates tied scores.
Section 6.3 – Eligibility List Removal	<p>Candidates may be removed from the eligibility list for the following reasons (not all inclusive):</p> <ul style="list-style-type: none"> a) proof of unfit moral character b) failure to meet agility requirements c) conviction of a felony d) false statements or fraudulent conduct e) cheating on the examination f) failure to meet medical requirements g) failure to report for any tests specified by the Commission h) failure to notify the Commission of any change of circumstances relevant to job qualifications, availability or eligibility, such as change of address, medical condition or revocation of required license or certification 	<p>(Add Letter “i” and “j” to existng list)</p> <ul style="list-style-type: none"> i. After having been certified for appointment three (3) times j. No longer meets minimum qualifications for position 	This language is added to be consistent with Section 7.3 and to add language clarifying a candidate can be removed from the list if they no longer meet the qualifications.

Section 7.1 – Name Certification	<p>Upon notice to the Civil Service Commission by the Mayor or designated representative that a vacancy exists, the Commission will certify the names of the persons with the top ten (10) scores on the examination to the Mayor. The Mayor or designated representative will appoint one of these candidates to fill the vacancy within 60 calendar days unless an extension is requested and granted by the Commission. If the Mayor is attempting to fill more than one vacancy, additional names will be provided upon request in accordance with established Commission procedure.</p>	<p>Upon notice to the Civil Service Commission by the Mayor or designated representative that a vacancy or potential vacancy exists, the Commission will certify the names of the persons with the top ten (10) scores on the examination to the Mayor. The Mayor or designated representative will appoint one of these candidates to fill the vacancy within 60 calendar days unless an extension is requested and granted by the Commission. If the Mayor is attempting to fill more than one vacancy, additional names will be provided upon request in accordance with established Commission procedure. highest scoring candidates (See Appendix A – Certification Chart).</p> <p>The Mayor will appoint candidate(s) to fill the vacancy(s) within sixty (60) calendar days unless the position is no longer vacant or an extension is granted by the Commission.</p>	<p>This language clarifies to the department heads how many names will be certified. Appendix added to specify number certified versus number of open positions.</p> <p>Language also added to allow the Mayor to not fill a position that is not vacant (i.e. staffing numbers change, employee decides not to retire, etc.).</p>
Section 7.3 – Candidates Remaining on the Eligibility List	<p>After the appointment of a candidate, the names of the persons with the next top ten (10) scores on the eligibility list now become eligible for appointment.</p> <p>After an individual has been certified for appointment three (3) times and a lower ranked candidate is appointed at least one time, the individual's name may be removed from the eligibility list.</p>	<p>After the appointment of a candidate, the names of the persons with the next top ten (10) scores on the eligibility list now become eligible for appointment.</p> <p>After an individual has been certified for appointment three (3) times and a lower ranked candidate is appointed at least one time, the individual's name may be removed from the eligibility list.</p> <p>After an individual has been certified for appointment three (3) times and a lower ranked candidate is appointed, the individual's name will be removed from the eligibility list.</p>	<p>Current language is confusing.</p> <p>Clarified that an employee “will” be removed once certified three times to avoid potential issues of having this optional.</p>

Section 9.1 – Definition of Promotion	A promotion is the act of placing an employee into a specific job classification which is assigned a higher pay grade than the position previously held by the employee. A higher pay grade means the starting wage of the formerly held position.	<p>A promotion is the act of placing an employee into a specific job classification which is assigned a higher pay grade than the position previously held by the employee. A higher pay grade means the starting wage of the formerly held position.</p> <p>A promotion is the act of placing an employee into a job classification with a higher pay than the position currently held. Pay refers to the entry level/base pay for the classification.</p>	The City has established pay grades. The starting pay is irrelevant, current language needed clarified.
Section 9.15 – Promotional Eligibility List	<p>The Commission will maintain an eligibility list of applicants who received a passing score on the examination. All names will appear on the list in descending order and those candidates are eligible for appointment. The eligibility list will contain the following information:</p> <p>a) candidate's name and/or identification number</p> <p>b) final score and bonus points</p> <p>c) rank</p>	<p>The Commission will maintain an eligibility list of applicants who received a passing score on the examination. All names will appear on the list in descending order by score and those candidates are eligible for appointment. The eligibility list will contain the following information: candidate's name and/or identification number and rank.</p> <p>b) final score and bonus points</p> <p>c) rank</p>	<p>The current practice places more than the intended number of candidates on the eligibility list and increases the potential for candidates to be removed from the list as a result of CSC Rules, Section 7.3 - "Candidates Remaining on Eligibility List". The new language eliminates tied scores.</p> <p>Also, removed final score and bonus points from the promotion eligibility list to stay consistent with modified Section 6.1.</p>
9.16 – Tie Scores	When two or more candidates have the same final score, the candidates will be given the same rank on the eligibility list and certified as one (1).	NO CHANGE TO ORIGINAL LANGUAGE	Tie scores for promotional employees will be handled differently than entry level employees per administration request. This will allow potential for administration to look at additional internal candidates who may be qualified to promote.

<p>9.17 Eligibility List Removal (NEW)</p>		<p>Candidates may be removed from the eligibility list for the following reasons (not all inclusive):</p> <ul style="list-style-type: none"> a) proof of unfit moral character b) failure to meet agility requirements c) conviction of a felony d) false statements or fraudulent conduct e) cheating on the examination f) failure to meet medical requirements g) failure to report for any tests specified by the Commission h) failure to notify the Commission of any change of circumstances relevant to job qualifications, availability or eligibility, such as change of address, medical condition or revocation of required license or certification i) After having been certified for appointment three (3) times j) No longer meets minimum qualifications for position 	<p>Language added to mirror the eligibility list removal section for entry level eligibility list.</p>
<p>Section 9.178 – Certification and Posting of Eligibility List</p>	<p>After the examination process has been completed, the Commission shall certify the names of the persons with the top three (3) scores on the examination to the Mayor. The Mayor or his designated City Director shall promote one of the certified candidates within sixty (60) days unless an extension is granted by the Commission.</p>	<p>After the examination process has been completed, the Commission shall certify the names of the persons with the top three (3) scores on the examination to the Mayor. The Mayor or his designated City Director shall promote one of the certified candidates within sixty (60) days unless an extension is granted by the Commission.</p> <p>The Mayor will appoint candidate(s) to fill the vacancy(s) within sixty (60) calendar days unless the position is no longer vacant or an extension is granted by the Commission.</p>	<p>Section moved from 9.17 to 9.18 in order to add eligibility removal language to the promotion section of rules (see above).</p> <p>Language modified to allow the Mayor to not fill a position that is not vacant (i.e. staffing numbers change, employee decides not to retire, etc.).</p>
<p>Section 10.2 – Transfers</p>	<p>An employee may transfer to a vacant position of equal or lesser grade provided the employee meets the qualifications of the vacant position. Any such transfer must be approved by the Mayor with the consent of the Civil Service Commission.</p>	<p>An employee may transfer to a vacant position of equal or lesser grade classification provided the employee meets the qualifications of the vacant position. Any such transfer must be approved by the Mayor with the consent of the Civil Service Commission.</p>	<p>Clarified wording. Not all city employees are in a “grade” for classification purposes.</p>

<p>Section 12.2 – Disciplinary Action for up to Three Work Shifts</p>	<p>The Mayor or a designated representative may suspend an employee without pay for up to three (3) work shifts without the right of appeal to the Commission. The Mayor will file in a timely manner a written report to the Commission stating the reason(s) for the suspension, the beginning date and the duration of the suspension. The report will be placed in the employee's file.</p>	<p>New Title of Section to read: Disciplinary Action for up to Twenty-four (24) hours</p> <p>The Mayor or a designated representative may suspend an employee without pay for up to three (3) work shifts twenty-four (24) hours without the right of appeal to the Commission. The Mayor will file in a timely manner a written report to the Commission stating the reason(s) for the suspension, the beginning date and the duration of the suspension. The report will be placed in the employee's file.</p>	<p>This change is to eliminate the disparity between an employee assigned an eight (8) hour work day and those assigned to ten (10), twelve (12), twenty-four (24) hour shifts, etc..</p>
<p>Section 12.3 -</p>	<p>Any disciplinary action in excess of three (3) work shifts requires notification of the right to appeal. This does not apply to temporary or emergency appointments.</p> <p>For disciplinary action in excess of three (3) work shifts, the following procedure will be followed:</p> <p>A written order of discipline will be served to the employee with a copy to the applicable City Director and the Commission. The written order will contain:</p> <ul style="list-style-type: none"> a) the reason for the discipline b) a sufficient statement of the facts to enable the employee to understand the charge and to provide an explanation 	<p>New Title of Section to read: Disciplinary Action in Excess of Twenty-four (24) Hours</p> <p>Any disciplinary action in excess of three (3) work shifts twenty-four scheduled work hours requires notification of the right to appeal. This does not apply to temporary or emergency appointments.</p> <p>For disciplinary action in excess of three (3) work shifts twenty-four scheduled work hours, the following procedure will be followed:</p> <p>A written order of discipline will be served to the employee with a copy to the applicable City Director and the Commission. The written order will contain:</p> <ul style="list-style-type: none"> a) the reason for the discipline b) a sufficient statement of the facts to enable the employee to understand the charge and to provide an explanation 	<p>This change is to eliminate the disparity between an employee assigned an eight (8) hour work day and those assigned to ten (10), twelve (12), twenty-four (24) hour shifts, etc..</p>

Section 13.1 – Appeal of Disciplinary Action in Excess of Three Work Shifts	Any employee who has completed the probationary period and who is subject to a reduction in pay or position, suspended, discharged or otherwise disciplined for a period in excess of three (3) work shifts, may appeal the Mayor's decision to the Civil Service Commission.	New Title of Section to read: Appeal of Disciplinary Action in Excess of Twenty-four (24) scheduled work hours. Any employee who has completed the probationary period and who is subject to a reduction in pay or position, suspended, discharged or otherwise disciplined for a period in excess of twenty-four (24) scheduled work hours three (3) work shifts , may appeal the Mayor's decision to the Civil Service Commission.	This change is to eliminate the disparity between an employee assigned an eight (8) hour work day and those assigned to ten (10), twelve (12), twenty-four (24) hour shifts, etc..
Section 13.2 – Disciplinary Action Appeal Procedure	In a hearing regarding disciplinary action in excess of three (3) work shifts, the Commission will consider the charges and explanation(s) offered by the employee.	In a hearing regarding disciplinary action in excess of three (3) work shifts twenty-four (24) scheduled work hours , the Commission will consider the charges and explanation(s) offered by the employee.	This change is to eliminate the disparity between an employee assigned an eight (8) hour work day and those assigned to ten (10), twelve (12), twenty-four (24) hour shifts, etc..
Section 13.8 – Appeal Rights of Collective Bargaining Employees	New Section.	Notwithstanding the disciplinary action appeals procedure outlined in Rule 13, employees covered by a collective bargaining agreement that includes grievance/arbitration provisions as the exclusive remedy for the resolution of bargaining unit, employment-related matters; may not also appeal to the Civil Service Commission to address discipline or discharge decisions pursuant to Chapter 4117 of the Ohio Revised Code. In instances where there is a question as to whether the Civil Service Commission has jurisdiction over the issue at hand, a jurisdictional determination may be made prior to any further course of action. In this instance, the sole function of the Commission is confined to the issue of jurisdiction first, and not the merits of the case.	This rule addition clarifies the appeal process of collective bargaining employees who are also classified employees.
Section 14.2 – Posting	Proposed amendments to the Rules will be posted on the bulletin board at the Green Administrative Offices for a minimum of seven (7) calendar days.	Proposed amendments to the Rules will be posted on the bulletin board at the Green Administrative Offices for a minimum of seven (7) calendar days. The City will also post copies in other City buildings and on bulletin boards normally used to disseminate information to employees.	Commission members felt it would be prudent to specify other city locations where the amendments should be posted.

NEW – APPENDIX – A – Certification Chart			Multiple Certification Chart Maximum Ranks to Be Certified (Based on number of positions to fill)			Appendix added to clarify number of certifications based on number of openings for position.
			# of Openings	New Hires		
			2	11		
			3	12		
			4	18		
			5	19		
			6	20		
			7	23		
			8	24		
			9	25		
			10	28		