

URBANA CIVIL SERVICE

ORDINANCE AND RULES

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PREAMBLE

Reference to Gender: Although fully aware of female employees, to avoid awkward sentence structure, masculine pronouns are used throughout this publication. Such use is intended to be non-sexist and non-discriminatory and is intended to refer to both females and males.

DEFINITIONS

Allocate shall mean the act of assigning each position to a class.

Applicant shall mean a person requesting permission to take an examination.

Appoint shall mean the act of the appointing officer, in assigning to positions such applicants as have been certified to him.

Appointing Authority shall mean a person or persons empowered to appoint or remove employees of the departments wherein they have jurisdiction, subject to the provisions of the Statute, the City ordinances and the Rules of the Urbana Civil Service Commission. The Appointing Authority for classified service is the Mayor. The Mayor may delegate the authority to the City's Chief Administrative Officer, except for the Office of the City Clerk, where the Clerk as an elected official is the Appointing Authority; and in all appointments to the Library, the Mayor may delegate such direct power to the Library Director.

Temporary Assignment shall mean the temporary change in duties of a member of the classified service.

Candidate shall mean a person on a register, as qualified by examination, seniority, or service.

Certify shall mean to refer from a register, in accordance with the Statute, the name of a candidate who shall be considered for employment. Certify shall also mean acceptance to the Classified Service after successful completion of the probationary period.

Chief Examiner shall mean the Personnel Officer who serves as an agent and secretary of the Commission and as head of the Personnel Division under the office of the Chief Administrative Officer.

Class means a position, or a group of positions with similar duties and responsibilities, designated by a short title indicating the kind of work to be done.

Classification means assignment of a position to a class.

Classified Service shall mean all offices and positions under the jurisdiction of the Commission, which are required to be classified under the provisions of the Statute and City ordinances.

The Commission shall mean the Civil Service Commission of the City of Urbana, Illinois.

Department shall mean a major operating unit in the government of the City of Urbana, Illinois.

Eligible Register is a list of one or more candidates by rank who have qualified for appointment to

a position within a certain class.

Employee shall mean an incumbent legally employed to perform the work of a position.

Lay-Off shall mean a separation of any employee from the City services, which has been made necessary by lack of work or funds, or for other reasons not related to fault, delinquency, or misconduct on the part of the employee.

Ordinance shall mean Sec. 2-99, Civil Service System, of the City of Urbana, Code of Ordinances.

Original Entrance Examination shall mean open and competitive tests held to determine the fitness of applicants for appointment to position of a certain class.

Position describes a group of duties and responsibilities, assigned or delegated by competent authority, requiring the full-time service of one person, or the part-time service of one or more persons, but not including seasonal, part-time or intern positions.

Promotion means a change of employment from a position of one class to a position of another class, which has a higher minimum rate of pay.

Promotional Examination shall mean a competitive test, or a combination of tests, to determine the fitness of applicants for appointment to positions of a certain position in the Classified Service and open only to classified employees on active duty in the grade from which promotion is sought.

Reallocation shall mean reassignment of an existing position to a class which is a part of a different promotional line, or to a class which is not a part of any promotional line.

Resignation is an act by which an employee voluntarily separates himself from his employment.

Rules shall mean the Rules of the Civil Service Commission of the City of Urbana.

Seniority shall mean a status, which accrues after completion of the probationary period, a term used to describe time worked in a class computed in accordance with the provisions of the Statute and these Rules.

Statute shall mean the Act of the General Assembly of Illinois entitled An Act Relating to the Civil Service of Cities approved March 20, 1895, and subsequent amendments.

Suspension shall mean the temporary debarring of a member of the Classified Service or probationary employee from his position and the performance of functions and privileges due that position.

Termination shall mean the action by the Appointing Authority to discontinue service of an employee; in the interest of the City, or upon the failure of an employee to meet certification requirements; and/or upon the death, retirement, or inability of an employee to return from a leave of absence.

Title shall mean the short designation of a class.

Vacancy shall mean a position duly created, which is not occupied, and for which a valid requisition has been received by the Commission.

RULE I - PURPOSE, AUTHORITY, ADOPTION, AMENDMENT

1.1 - Purpose. In 1895, the Illinois Legislature passed "An Act Relating to the Civil Service in the Cities of the State". It was the purpose of that Statute, and the aim of the subsequent series of amendments which have followed its approval, to establish and foster the merit principle of personnel administration in the cities of Illinois.

In the preparation of the Rules and Classifications presented herewith, the Civil Service Commission of the City of Urbana has been guided by the objectives of the Statute: equal opportunity for all qualified persons to compete for positions, promotions based on competence, a career system in the City service and economical public service based on efficiency.

These Rules and Classifications are published as required by Statute in such form that employees and citizens may read them and understand the administration of Civil Service in the City of Urbana. In these Rules a genuine effort has been made toward the clarity of expression. In certain connections, however, it may be found that, due to the phrasing of the Statute, the exact meanings of some words and phrases may not be entirely clear to all readers. To remedy this, a list of such words and phrases, with clarifying definitions, has been included in the Rules so that, by reference to this list, the great majority of unfamiliar words and phrases may be easily understood.

1.2 Authority. The Civil Service Commission of the City of Urbana adopts the following rules under the authority of An Act to Regulate the Civil Service of Cities, Chapter 24, Article 10, Division 1, Section 1-48 of the Illinois Revised Statutes, and the Urbana Home Rule ordinance where in conflict.

1.3 Adoption and Amendment.

- a. These rules shall be known as the Civil Service Rules.
- b. These rules shall become effective as of the date of adoption by the Civil Service Commission.
- c. These rules may be amended by a 2/3 vote of the Civil Service Commission.

RULE II

CLASSIFICATION PLAN

2.1 Classification Plan. The Commission shall maintain a plan to be known as the Classification Plan of the Civil Service of the City of Urbana by which positions in the classified service shall be assigned to such classes as may be deemed desirable by the Commission.

The Commission reserves the power to amend this classification plan in order to establish new classes, abolish existing classes or to combine two or more existing classes. The

Commission shall have no power to create or abolish positions.

- 2.2 Class Specifications. The Civil Service Commission and the Chief Examiner shall establish and maintain in the personnel office of the City of Urbana a copy of the specifications currently in force for each class of positions. This copy of the specifications for various classes shall be open to inspection by the public during office hours. These specifications shall include:
- a. The official title of each class.
 - b. A statement of the nature of work, examples or work, duties to be performed and responsibilities exercised for each position.
 - c. Minimum qualifications necessary to be considered eligible to take the examinations.
 - d. Any special qualifications necessary for successful performance in the position.

All qualifications and revisions thereto shall be submitted by the Appointing Authority to the Commission for approval.

- 2.3 Content and Meaning of Class Specifications. The specifications for any position or class are intended to be descriptive only, not restrictive. The employee is expected to perform any related tasks or under emergency conditions, any reasonable task as required by the department head.
- 2.4 Classification of New Positions. Before a new position is established, the Appointing Authority shall recommend to the Commission its allocation to an appropriate class. The department head desiring to establish a new position shall present, through the Appointing Authority, to the Commission a full statement of the duties, responsibilities of the new positions, together with his recommendations regarding title, qualifications needed and rates of compensation.
- 2.5 Changes in Duties. No substantial change in duties or responsibilities, of any existing position shall be made, without the approval of the Appointing Authority. Any permanent changes that may result in a change in qualifications and requirements must be approved by the Commission through a request that a new position be created in accordance with procedures set forth in Section 2.4.
- 2.6 Changes in Title - Changes in Allocation. In any case in which an employee has qualified for a position under one title, and the title of the position has been changed, the incumbent shall have the right to hold that position under its new title. However, when an incumbent holds a position that is reallocated to a class with a higher minimum pay and with greater duties and responsibilities requiring higher qualifications, the person formerly holding the position shall not automatically become eligible to continue therein. The appointing authority may fill the position by certification from the appropriate eligibility list or may promote the incumbent providing that she/he meets the position requirements. If the

incumbent is not promoted, she or he may be transferred to any open position for which she or he qualifies. If the former incumbent is not otherwise placed, the person's name shall be placed on the re-employment register for that position for which she/he is qualified.

- 2.7 Use of Official Title. When a position is allocated to a class, the class title shall become the title of the position and shall be used in all records and communications referring to that position.
- 2.8 Change of Compensation. Changing the compensation of any position in the classified service, whether by ordinance or otherwise, shall not affect the tenure of the incumbent of such office unless such a change involves a change in duties and responsibilities.
- 2.9 Exemptions from the Classified Service. The classification plan shall include all classes as approved and from time to time amended by the Civil Service Commission except those exempted by Chapter 24, Article 10, Division 1, Section 10-17 and Chapter 24, 3-7-6 of the Statutes and the Home Rule Ordinance.

Not to be included in the classified service are:

- a. Officers who are elected by the people.
- b. Officers who are elected by the City Council or whose appointment is subject to approval by the City Council.
- c. Judges and clerks of election.
- d. Heads of principal departments and Divisions of the City.
- e. Police officers above the grade of Lieutenant.
- f. Seasonal employees whose employment does not exceed 240 work days in any fiscal year.
- g. One private secretary to each of the elected City officials.
- h. Administrative assistants to the Mayor.
- i. City Engineer.
- j. Part-time employees as defined in the Ordinance.

RULE III

VETERAN'S PREFERENCE

- 3.1 Eligibility for Preference. In order for a person to receive preference in original entry examinations in the City of Urbana, an applicant must furnish proof of eligibility for preference as directed to do so by the Chief Examiner. Acceptable proof shall be an

official or photostat copy of each discharge or release from military service.

- 3.2 Lateness or Unavailability of Proof of Service. If, for any reason, the individual cannot furnish proof within the specified time, the applicant must contact the Chief Examiner in writing stating his reasons. If the applicant has not produced acceptable proof of eligibility before the certification of a candidate, his name will appear on the eligibility list based on the scores earned.

When acceptable proof is received and eligibility determined, adjustments will be made to the eligibility lists and persons on the list will be notified of any changes by the Chief Examiner.

- 3.3 Military Preference - Original Entrance Examinations. In original entry examinations, the Civil Service Commission shall give to veteran's preference consisting of the addition of five points to the one final score of veterans whose names appear on the register of eligibles. In order to receive the five points, the applicant must first pass the examination.
- 3.4 Eligibles - Original Entry. Military preference will be given to each examinee who would be qualified under the laws and rules regarding veterans preference of the United States and/or State of Illinois as modified by the Urbana Home Rule Ordinance.

RULE IV

SENIORITY

- 4.1 Seniority Lists. Each department head has the responsibility of providing to the Personnel Officer a current seniority list which includes the names of all employees in each class in order of their seniority.
- 4.2 Accumulation of Seniority Following Completion of Probation. After completion of the probationary period, an employee accrues seniority in the class retroactive to his original date of employment.
- 4.3 Accumulation of Seniority During Disability. Employees accrue seniority while on leave of absence for disability.
- 4.4 Accumulation of Seniority During Authorized Absence Without Pay for Personal Convenience. For the purpose of computing service for seniority in any class, authorized absences without pay because of personal convenience of as much as, but not exceeding, 30 consecutive work days, shall not be charged against service for such total seniority. If the leave of absence for personal convenience exceeds 30 consecutive work days, no seniority shall accrue for any part of the leave of absence without pay for personal convenience.
- 4.5 Accumulation of Seniority During Lay-Off Status. Employees do not accrue seniority

while on lay-off status except during lay-off periods not in excess of 30 consecutive work days.

- 4.6 Accumulation of Seniority During Suspension. Employees do not accrue seniority while on suspension.
- 4.7 Seniority and Promotion. Credit for seniority shall be given for actual service only (except as stated in Rule 4.3 - 4.5), including the probationary period in the rank or grade from which promotion is sought, or in ranks or grades certified at the time of examination by the Civil Service Commission, whether or not such service has been continuous.

Seniority shall be computed only from the date of appointment to the position from which the appointee is seeking the promotion to the date on which that promotional examination is to be held. The average mark to be entered for seniority shall be obtained by adding to the final grade one-quarter point every complete year of service in grade from which promotion is sought. A maximum of five points will be allowed for seniority. Such credit may only be used when candidate is competing from the next lower rank or job class.

RULE V

APPLICATION AND NOTICE OF EXAMINATION

- 5.1 Application Forms. Applications for examination shall be filed upon forms furnished by the Personnel Division, and applicants must comply with the requirements of said forms in every respect. Electronically transmitted applications may be accepted with the approval of the Personnel Manager. Incomplete applications may be found unacceptable as determined by the Personnel Manager or Chief Examiner.
- 5.2 Fraud in Applications. Any person who, by himself or in cooperation with any other person or persons, submits information, documents or records of a false nature so as to misrepresent himself in his application for examination, shall be excluded from the examination. If fraud in a person's standard application becomes known to the Commission subsequent to said person's placement on an eligible list or said person's appointment to a position, the Commission may strike said person's name from any eligible register or dismiss said person from the service, provided that said person shall have an opportunity to be heard by the Commission in his own defense prior to the Commission's action.
- 5.3 Admittance to the Examination. No person will be admitted to a promotional or original entry examination who has not filled out an approved application form by the deadline date determined and posted by the Personnel Officer.
- 5.4 Notice of Original Entry Examinations. The Chief Examiner of the Civil Service Commission will give notice of examinations at least two (2) weeks prior to the date of the examination. The notice will be posted on all designated bulletin boards in all City Buildings. A notice of the opening will be published in the classified section of a general circulation newspaper published in Champaign County.
- 5.5 Notice of Promotional Examinations. Notice of promotional examinations shall be posted

on designated bulletin boards in all appropriate city buildings and/or the appropriate web site at least two (2) weeks before initial applications, bids, and/or exams are due. The notice will include the minimum qualifications and application procedures. Prior to each portion of the examination, candidates will be advised by general or individual notice of the applicable date, time, and/or deadline and location of that portion of the exam.

RULE VI

EXAMINATIONS

- 6.1 Minimum Qualifications. Whenever the Commission shall announce an examination for any position or class of positions, it shall fix such minimum qualifications for applicants as, in its opinion, may be appropriate for the proper and competent performance of the duties and responsibilities involved. No person shall knowingly be admitted to the examination who does not meet the minimum qualifications so fixed, but the fact that one is permitted to take an examination shall not be considered as evidence that he is qualified, nor that he is eligible for the position. The following minimum qualifications shall be a part of the requirements for admission to all examinations given by the Commission:
- a. Character and fitness. Every applicant must be free of drug or substance abuse and able to perform the duties and responsibilities of the position.
 - b. Age. No applicant shall be admitted to an examination who is less than 18 years of age at the date of examination. No applicant for the police department shall be admitted to an examination who is less than 21 years of age. Nothing in this rule shall be construed to restrict the power of the Commission to fix age limits in cases where such action is, in its opinion, reasonable necessary to the achievement of the purposes of these Rules or the Civil Service Act.
 - c. Citizenship. No one person will be denied the right to take any examination for any position of Civil Service except classified position of Police Officer or any rank of Police who is not a citizen of the United States.
- 6.2 Examination Fees. No fee will be charged for either original entry or promotional examinations unless the Personnel Officer finds it necessary to do so. When and if imposed, said fees will be reasonable and minimal in order to only cover the cost of test administration.
- 6.3 Retesting. Examinees shall not be permitted to retest for the same register within one-year of testing except under the following conditions: the applicant has gained experience, training, or certification that directly affects eligibility; the examination has changed; or the Commission or the Chief Examiner authorize re-testing. The Commission may increase the waiting period between retesting or prohibit retesting as appropriate.
- 6.4 Character of Examinations. Examinations for positions in the City of Urbana shall be so constructed as to test fairly the skills, knowledge, abilities, and fitness of the persons examined to discharge the duties of the position to which they seek to be appointed, and

may consist, as the Commission prescribes, of any appropriate and valid test instruments and measure designated by the Commission's Chief Examiner.

The following divisions are examples of exams to be utilized by the Chief Examiner to determine the qualifications and ranking of applicants:

- a. Examinations may be written, oral, by statement of training and experience, in the form of tests of knowledge, skill, capacity, intellect, aptitude, physical ability; or, by any other method, which in the judgment of the Chief Examiner is reasonable and practical for any particular classification. Different examining procedures may be determined for the examinations in different classifications.
- b. Practical tests of ability to perform the duties of the position such as preparation of reports or memoranda, actual performance of work similar to that of the position involved, or other practical, manual, or mechanical tests.
- c. Physical tests and medical examinations.
- d. Independent investigation by the Personnel Officer of the psychological suitability, temperament, and ability to meet the public or deal with people -- or any other factors which may bear upon the applicant's capacity or fitness for the position.
- e. Investigation and consideration of experience or merit in the performance of the work of positions of like or similar character. Any applicant may be rejected by the Commission before examination if his application shows failure to meet the qualifications for the position. The divisions of any examination may be held in any order, and may be administered to applicants in assembled groups or individually, as the Commission may prescribe.
- f. The Personnel Officer may alter the weighting of sections of a promotional examination, but when altered, such weights shall be a part of the examination announcement.

6.5 Original Entry Examinations. Original Entry Examinations shall consist of one or more exams as described in these rules. The Commission or the Chief Examiner may require that applicants pass one or more exams before entrance to a subsequent exam or as a condition of eligibility. When multiple exams are included in an examination process, the scores from individual exams may be weighted equally or differently to arrive at a final score, providing that the process used for a single register is uniform. When an exam is used exclusively to determine minimum eligibility requirements, the score will not be used to calculate the final exam score. In a case when the ability to read or write is not a required skill, the Commission or the Chief Examiner may require that an applicant be given the written portion of the exam orally or require that the exams consist of oral and/or performance tests. Points for veteran's preference will be added to the applicant's final score only if he passes the examinations.

- a. Residency Preference

Pursuant to the Urbana Civil Service Ordinance, the Chief Examiner will add five (5) residency preference points to the exam score of all eligible entry level candidates prior to the calculation of the final score.

- 6.6 Promotional Examinations. In addition to or in lieu of an original entry examination, the Commission or the Chief Examiner may conduct a promotional examination. Promotional examinations shall be competitive among qualified candidates of the next lower rank for Police and Fire sworn positions or any lower job class for non-sworn positions. The examination will generally include a written or comparable assessment and oral examination, merit and seniority. The relative weights per part shall generally be: written or comparable assessment - 50 percent, oral examination - 30 percent, ascertained merit - 20 percent.
- a. Merit. The department head and respective supervisory personnel of the employee seeking promotion will rate the individual on job knowledge, performance and work habits. Forms will be provided by the Chief Examiner. The department head, or his designee, shall discuss the rating with the employee.
 - b. Seniority. Points for seniority will be added to the final score in accordance with Rule 4.7.
 - c. The following criteria shall be used to establish the promotional list for Company Officer in Fire Department:
 1. Written exam shall constitute 40% of candidate's final score.
 2. The Assessment Center shall constitute 60% of the candidate's final score.
- 6.7 Physical Examination. The Commission may set minimum physical and medical standards for any position. The Commission may refuse to certify any candidate for an original entry or promotional position who fails the physical examination.
- 6.8 Questions on Religious or Political Affiliation or Opinions. At no time during the examination process will there be any questions relating to religious or political opinions or affiliations.
- 6.9 Religious or Political Affiliation. A person's religious or political affiliation will not be a consideration for employment.
- 6.10 Results of Examinations. Within 30 days of the date of any original entry or promotional examination, examinees will be notified of the results. The Chief Examiner will determine the details of the notification. As an alternative to personal notification, the Chief Examiner may post such results or otherwise make the information available to examinees within the above time frame.

- 6.11 Chief Examiner. The Civil Service Commission reserves the right to control all exams and may designate persons to be examiners and to conduct the exams as the Civil Service Commission directs. The Civil Service Commission may appoint a Chief Examiner who is responsible to the Commission for the conduct of examinations; the processing of applications; establishing eligibility criteria and eligible registers; and performance of related tasks as the Commission may direct.

RULE VII ELIGIBLE REGISTERS

- 7.1 Eligible Registers and Lists- Eligibility registers and lists shall be established in accordance with the Civil Service Statute, Ordinance, and Rules. An original entry register may be prepared for any position in the classified service. In addition or alternatively, the appointing authority may utilize any selection procedure authorized by the Civil Service Statute, Home Rule Ordinance, the Commission, or these rules.
- 7.2 Rank and Ties. Names of persons who have passed the examination will be placed on eligibility lists for such class in order of relative grades received without reference to priority time of examination. Ties in the final scores shall be resolved by arranging names of such eligibles according to their ratings on that part of the examination which has the greater weight; and if still not resolved, by order of application for examination.
- 7.3 Listing of names. When an eligibility register or list is referred to the appointing authority, candidates shall be listed in alphabetical order unless this procedure conflicts with Statute, Ordinance, or union agreement.
- 7.4 Re-Employment Registers. Re-employment registers shall contain names of employees who have been laid off because of reduction in force or because of reallocation or reclassification of positions. Such registers shall have the appropriate names listed according to class and in order of seniority as earned up to the date of eligibility for a position on the re-employment register. Physical and medical examinations may be required where there has been an absence from active duty for two months or more. Appointments to the Fire and Police Department from active re-employment registers will be made in accordance with the Civil Service Statute unless otherwise directed by the Ordinance. In all other cases, a Department Head may appoint from the active re-employment register or an alternative register.
However, individuals on the re-employment register will be given preference over alternative candidates when they are equally or better qualified than alternatively available candidates.
- 7.5 Duration of Names on Registers. The commission may strike off names of candidates from a register without cause after they have remained thereon more than two (2) years with the exception of public safety (police and fire) classifications where the commission will have the option to strike names from the register after they have remained on it for

six (6) months.

7.6 Removal for Cause. The Civil Service Commission may remove a name from the list for cause, at any time. Upon involuntary removal of the name, the Personnel Manager or Library Director will mail written notification to the candidate. Any of the following shall be sufficient cause for removal of a candidate from an eligible register, though removal may be made for cause other than those enumerated:

- a. Fraud in employment application.
- b. Failure of physical or medical examination or drug screen.
- c. Unfavorable background checks.
- d. Voluntary removal or removal for lack of availability.

The Personnel Manager or Library Director may act on behalf of the Commission to remove a name for any of the reasons enumerated above. She/he may remove a name from the register upon the candidate's request,, or when the candidate fails to respond within fourteen days from the date of mailing of a written request for the candidate to reaffirm availability, or when such a letter is returned as undeliverable to the address last provided by the candidate. For purposes of this paragraph, a candidate's failure to respond to such a mailed letter shall be considered a voluntary withdrawal from the register even if the letter was undeliverable.

7.7 Appeal of Removal for Cause. When a name is removed for cause, the person may appeal the decision by filing a written appeal with the Personnel Manager or Library Director within 30 calendar days of the mailing of the notification letter. The Commission may appoint a hearing officer to hear the appeal. The appointing authority may proceed with staffing and appointment unless otherwise directed by the Commission and may choose to consider or not consider the appellant. However, the appellant may not be appointed from the subject register until such time, if any, that his or her name is returned to the register.

7.8 Entry onto Registers. Entry onto registers shall be on a continuing basis, as candidates continue to qualify by the City's examination process. The Personnel Manager (as deemed appropriate by the Chief Administrative Officer) and the Library Director may conduct testing at such intervals as appropriate to ensure that the register reflects the pool of currently interested and qualified applicants and that an adequate pool of candidates will be available for appointment from the register.

7.9 Decertification of Eligibility Registers. The Civil Service Commission may decertify any eligibility register at any time it is no longer valid as a result of an inadequate number of candidates remaining on the list, change in the needs of the City or for any material change in the specifications of the class.

RULE VIII

REQUISITION AND CERTIFICATION AND APPOINTMENT

8.1 Filling of Vacancies. The appointing authority shall notify the Personnel Manager, as agent for the commission, of each vacant position to be filled and shall request referral of the names of eligible candidates from one or more lists of eligible candidates appropriate for the vacancy to be filled. If no list of eligibles for the class exists, an examination will be held at the earliest possible date. The Library Director shall fulfill this function for the Library.

- a. The Chief Examiner has the option and authority to test both external candidates and existing City employees for any vacancy using combined or separate examinations. Eligible employees may be examined and appointed under original entry or promotion procedures, an agreement between the City of Urbana and a bargaining-unit, internal transfers within and between departments, or appointment of internal applicants for original entry in accordance with the Urbana Civil Service Ordinance.

8.2 Certification from Registers.

- a. Original Entry Register. Upon request by the Appointing Authority, the Commission shall certify a pool of candidates consisting of the names and addresses of all available candidates on the original entry registry for consideration by the Appointing Authority. Alternatively, if there are more than thirty (30) candidates on the register, the appointing authority may request either that the commission limit the pool to the thirty (30) candidates standing highest upon the original entry register or to a pool in excess of 30 candidates if the commission determines that certification of a larger pool would provide a more diverse candidate pool, better serve the needs of the department or office, and/or improve equity. The candidates' names shall be submitted to the appointing authority in alphabetical order and without any indication of ranking of the candidates. The appointing authority may select any candidate referred. If no candidate is found to fully meet the requirements or needs of the available position, the appointing authority may request one or more supplemental lists of certified candidates. The commission shall determine the number of candidates to be referred on a supplemental list.
- b. Internal Registers. Upon request by the Appointing Authority, the Commission shall certify a pool of all candidates on the applicable internal register, except where referral is limited by Statute, Ordinance, or Civil Service Rules. A separate register may be certified for each category of appointment (promotion, transfer, internal original entry) or a combined list may be issued that specifies each candidate's eligibility (promotional candidate, etc.)

8.3 Notification of Candidate. The person(s) selected for appointment shall

be notified in writing that he or she has been selected for appointment.

- 8.4 Waiver of Certification. An eligible who has been certified may, with the consent of the Commission, waive consideration or reinstatement without losing his place on the eligible list. But, unless the Commission shall otherwise direct, the name of an eligible who refuses to accept an appointment when it is tendered him, shall be removed from the eligible list. If within 30 days from the date of declination, the eligible so removed furnishes to the Commission good and sufficient reasons for his failure to accept appointment, his name may be restored to his relative position on the eligible list. In the absence of any such excuse, the removal at the expiration of 30 days shall be final.

RULE IX

APPOINTMENT & PROBATION

- 9.1 Notice of Appointment. Immediate notice in writing shall be given by the Appointing Authority to the Commission of all appointments, permanent or temporary, made in the classified civil service and of all promotions, resignations, or vacancies for any cause in such service, and of the date thereof.
- 9.2 Probationary Period. Original appointees shall be on probation for a period of six (6) months except classified personnel in the police or fire department. Probation for these appointees shall be fixed by the rules of the department. Pursuant to 65 ILCS 5/10-1-7(1) the cumulative length of probation of any firefighter appointed to the lowest rank shall not exceed one year unless the position includes paramedic responsibilities. If the conduct and performance of a person appointed has been satisfactory, the appointment shall be deemed complete unless the appointing authority extends the period in accord with Section 2-99 (4) of the Urbana Code of Ordinance relating to Civil Service Probation.
- 9.3 Probation (purpose). The probationary period is an integral part of the examination process and shall be used by the supervisor for close observation and evaluation of the employee's work performance. It is the responsibility of the supervisor to discuss with the employee their progress or lack thereof. The employee will be evaluated on a schedule determined by the Chief Examiner and against the performance standards and expectations established by the department head and the employee's supervisor.
- 9.4 Temporary Appointment. To prevent the stoppage of public business or to meet extraordinary emergencies, a department head may, with the approval of the Appointing Authority, make a temporary appointment to remain in force a maximum of 120 days and

only until regular appointments are made.

In any case where no appropriate eligible register for a requisitioned position exists, the head of any department may nominate a member of the classified service to the Commission for temporary appointment. If the Commission finds that person to possess the necessary experience, training and other qualifications for the position, that person may be appointed to fill the existing vacancy pending the establishment of an appropriate eligible register and the making of appointments therefrom.

Any person whose name is on the eligible register for a position in the classified position, if he is properly qualified, may be temporarily appointed, without losing his place upon such a list, but no such temporary appointment shall be made until the appointing officer has received notice of approval by the Commission. Time served on temporary appointments shall be credited to the probationary period.

- 9.5 Restoration of Probationer to Eligible List. Should the work for which a probationer has been certified prove temporary and he be laid off without fault or delinquency on his part before his time of probation is completed, his name shall be restored to its former position on the eligible list, and the term he has served shall be credited to him as a part of his probationary period.
- 9.6 Assignment to Duties. All persons appointed to or promoted in the classified service shall be assigned to and perform the duties of the position to which they are appointed or promoted. An employee may be assigned temporarily, without extra pay, to perform other than his regular duties. But no assignment shall be for a period of more than 60 days without the consent of the Commission. The Commission may extend the temporary reassignment of duties for an additional 60 days.
- 9.7 Seasonal Employees. Seasonal employees need not be examined, placed on any eligible register or certified as a condition of their appointment. However, no person may be employed more than 240 work days in any fiscal year as a seasonal employee. Prior employment as a seasonal employee shall not prohibit a person from accepting a temporary appointment in the same fiscal year. But no portion of a person's seasonal employment shall count toward seniority or his probationary period.
- 9.8 Part-Time Employees. Part-time employees need not be examined, placed on any eligible registers or certified as a condition of their appointment. However, no person may be employed 36 or more hours in any week as a part-time employee. No portion of a person's part-time employment shall count toward seniority or his probationary period.
- 9.9 Municipal Interns. No person serving as an intern, whose direct salary shall be at least 50 percent reimbursed by the Federal Government, the State Government, or any non-profit corporation, need be examined, placed on any eligible register or certified by the Commission as a condition of his employment. No service as a municipal intern shall count toward seniority or toward probation.

RULE X

PROMOTION

- 10.1 Eligibility. No person shall be eligible for promotion from his present position in the classified service unless he has successfully completed one year of service in that position. Also, he must meet any special qualifications, minimum training experience and physical requirements established by the Commission.
- 10.2 Candidates for Promotion in Police Department. Candidates for promotion in the Police Department may not be considered for promotion unless they have successfully completed a basic law enforcement course and/or advanced law enforcement course or any equivalent course at any other approved institution. This rule may be waived if the candidate for promotion agrees to complete the required course within nine months of promotion. Probationers must successfully complete a basic law enforcement course during probation.
- 10.3 Method of Promotion. Promotion in the classified service shall be made on merit, seniority in service and examination as defined in Rule 6.6. Examinations for promotion shall be competitive.

RULE XI

TERMINATION, SUSPENSION, HEARING

- 11.1 Causes for Termination. It is to the mutual advantage of both the City and its employees that the rules concerning conduct be understood and adhered to in order to create an orderly work environment and insure the City is attaining its goals of public service. Employees who violate these rules are not performing in the best interest of the City and their co-workers.

The following examples of conduct are considered sufficient cause for disciplinary action, up to and including dismissal (removal may be made for causes other than those enumerated):

- a. That the employee is incompetent or inefficient in the performance of his duties.
- b. That the employee has been wantonly careless or negligent in the performance of his duties.
- c. That the employee has been brutal or profane in his treatment of the public or his fellow employees.
- d. That the employee has some permanent or chronic physical or mental ailment or defect which incapacitates him for the proper performance of his duties.
- e. That the employee has intentionally violated any lawful official regulation of the

department, the City or of these rules, or order of a superior or has failed to obey any lawful and reasonable direction or order given him by his superior officer when such violation or failure to obey amounts to insubordination or serious breach of discipline.

- f. That the employee has taken for personal use a fee, gift, or other valuable things in the course of his work or in connection with it when such fee, gift, or other valuable thing is given him by any person in the hope or expectation of receiving special privileges.
- g. That the employee is engaged in a private business or an outside trade or occupation that creates a conflict of interest with the City of Urbana or prevents them from fully meeting the required performance standards of their position.
- h. That the employee has had his wages garnished more than three times during any calendar year.
- i. That the employee has been convicted of a felony or criminal misdemeanor or an offense involving corruption or deception of the City, co-workers or the public.
- j. That the employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies.
- k. That the employee during his hours on duty has engaged in any form of political activity calculated to favor or improve the changes of any political party or person seeking or attempting to hold political office.
- l. That the employee has used or has attempted to use political influence or the influence of any officer or employee in securing promotion, transfer, or increased pay.
- m. That the employee has let his physical or medical condition deteriorate to such an extent that he can no longer, in the judgement of competent medical authority, perform the duties his position demands.
- n. That the employee has been excessive in the frequency of absenteeism or has developed a pattern or practice of repeated tardiness.
- o. That the employee deliberately gave false information on job application, time records or other records; altering, removing or destroying City records or reports without authorization.
- p. That the employee has failed to meet and/or maintain established standards of performance as provided in job descriptions and performance appraisal criteria.
- q. That the employee failed to report accidents, damaged equipment or other hazardous conditions.
- r. That the employee was engaged in the unlawful or unauthorized removal of

property from the City, co-workers or the public.

- s. That the employee, while on duty and during working hours was under the influence of or in possession of alcohol, marijuana or controlled substances not properly prescribed for the employee by a physician.
- t. That the employee was engaged in acts of sexual harassment.
- u. That the employee was absent from an assigned duty station without permission of the supervisor.
- v. That the employee was found to be in possession of any item customarily considered a lethal weapon while on duty or City property (except for law enforcement personnel) including, but not limited to: 1) firearms of any type, 2) explosives, 3) knives or similar items.
- w. That the employee refused to comply fully and accurately to an order that he report on his conduct as an employee.

Disciplinary Action: Disciplinary action is intended to be corrective and not punitive. Progressive disciplinary action should be directed primarily toward repeated occurrences of less than serious violations of rules and/or policies. Where serious violations occur, immediate action beyond those of the oral warning step should be reviewed by the Appointing Authority.

- 11.2 Termination Proceedings. The City of Urbana, or in the case of Library employees, the Urbana Free Library, shall commence all termination proceedings against an employee by filing with the Civil Service Commission written charges factually stating the causes justifying termination. A copy of the written charges shall be served on the employee by registered mail. The effective date of the termination shall be on the 15th day following the date of mailing of the written charges.
- 11.3 Hearing Board. If the employee wishes to contest his termination, he must make a written request for a hearing to the Civil Service Commission within the 15-day period prior to the effective date of discharge. The Commission may act as the hearing board or may appoint a hearing officer, not directly supervising the employee, to act as the board. The effective date of discharge, if ordered, will be date designated by the board.
- 11.4 Responsibility of the Hearing Board. The Secretary of the Commission, or a duly appointed person, will make the transcript of the hearing. The Secretary of the Commission shall inform the Appointing Authority the findings and recommendations of the Board. The Commission will notify the employee by certified mail, within five days, the results of the hearing.
- 11.5 Rehearings. Petitions for rehearing of persons removed or discharged from the classified service, after investigation as provided in the Civil Service Act, may be filed with the Commission within 30 days after the finding and decision have been recorded. Petitions shall state fully the grounds upon which applications for rehearings are based. In case such

petitions are allowed, rehearings of original charges, together with any new evidence, may be conducted. Findings and decisions as a result of such hearings shall be entered. In case such petitions are not allowed, the order of suspension or discharge shall remain in force.

- 11.6 Suspension During Hearing. An employee who has been served with written charges for discharge may be suspended without pay during the period that the discharge proceeding is pending and until final disposition thereof.
- 11.7 Disciplinary Suspension. The Appointing Authority may suspend for just cause, an employee as a disciplinary measure up to 30 working days. Any employee suspended for more than five working days, or suspended within six months after a previous suspension, shall be entitled to a hearing, upon written request, before the Civil Service Commission concerning the propriety of such suspensions. The employee and the Civil Service Commission shall be notified in writing, five working days before the suspension is to go into effect, as to the reasons for such a suspension. The Commission shall give the employee an opportunity to be heard in his own defense.
- 11.8 Causes Justifying Suspension. Causes justifying suspension shall include, but are not limited to the causes specified in Section 11.1.
- 11.9 Discharge During Probationary Period. If any probationer shall be found incompetent or not qualified for performance of the duties of the position he is filling, he may be discharged by the Appointing Authority.

The discharged employee may not appeal the termination to the Commission for review unless in the judgment of the Commission, the employee's rights within these rules were infringed.

The Appointing Authority, or his designee, shall discuss the reasons for the dismissal with the probationer and must be able to show that the reasons for the dismissal were discussed with the probationer prior to the dismissal action.

RULE XII

GENERAL PROVISIONS AFFECTING ELIGIBLES AND EMPLOYEES

- 12.1 Change of Address. Every applicant, person whose name is on an eligible list, employee, or former employee awaiting some action by the Commission is required to notify the Commission of any change of address or change of name or change in marital status at the time of change. In sending notices of matters affecting such persons, the Commission assumes no responsibility beyond the address last recorded in the Commission office. Failure to respond to notices sent by the Commission may result in denial of admission to examination or in removal of names from eligible lists.
- 12.2 Resignations. A resignation is deemed accepted by the Commission when the agent of the

Commission signs a P.A.R.F. (Personnel Action Request Form) related to the resignation. The agent, as defined in these rules, is specifically authorized to accept any resignation on behalf of the Commission whether or not the Commission as a body has considered the resignation.

No officer or employee in the classified service who tenders his written resignation shall, after his resignation has been accepted by the head of the department by the signing of a P.A.R.F. and accepted by the Commission, be allowed to withdraw the resignation unless the application for such withdrawal is filed with the Commission within 30 days of the commission's acceptance of the resignation, and then only upon the recommendation of the head of the department and with the consent of the Commission.

- 12.3 Leave of Absence. The Appointing Authority may grant a leave of absence to an officer or employee who has been certified in the classified service for not less than 6 months, for such period as he sees fit, not to exceed one year. Immediate report of such leave of absence shall be made to the Commission. No leave of absence shall exceed one year, except to enable an officer or employee to accept an elective or appointive position with the City of Urbana not included in the classified service, or to enter the army, navy, coast guard, or marine service of the United State, or because of disability or injury received in the performance of duty. In all such cases where a leave of absence is sought by an employee who has had a leave of absence of 60 days or more within the preceding year, no leave of absence shall be granted unless approved by the Commission. The Appointing Authority in all cases, may require the employee, as a condition of granting of a leave or extension, to waive all rights to immediate reinstatement in his position upon termination of the leave and to retain only the right to be appointed to the first vacancy in the class in which he has been employed. The privilege of reinstatement beyond the actual approved leave shall extend for no more than twelve months.

Any acts committed by the individual while on authorized leave similar in nature to the prohibitions cited in Rule XI (Discipline, Termination) may result in immediate loss of reinstatement opportunity or authorized leave status.

- 12.4 Medical Examinations of Employees. All employees of the City of Urbana in the classified service may be required to undergo yearly standard physical examinations. Members of the Police and Fire Departments and other members of the classified service performing physically strenuous work may be required to undergo electrocardiograms in addition to their standard physical examinations.
- 12.5 Performance of Employees. Performance evaluations of employees may be considered by the Commission in promotional examinations, in any proceedings for termination, and in any other respect in which they may properly be applicable.
- 12.6 Certain Activities Prohibited. No employees holding any position in the classified service of the City shall solicit orally or by letter, or receive, or pay, or be in any manner concerned

in the soliciting of any subscription, contribution, or fund for any political purpose whatsoever. No officer or employee holding any position in the classified service of the City shall, during the hours of his employment, by the use of his office or while in the dress or uniform prescribed for such office or position, conduct personal or private business transactions for their personal gain. This Rule may, by permission of the department head, be suspended, and a written copy of permit must be filed with the Commission by the department head.

12.7 Nepotism. The Civil Service Commission will not certify the appointment of any candidate for any position where a direct supervisory relationship will be established with a blood relative. "Blood relative" shall mean mother, father, son, daughter, grandmother, grandfather, sister, or brother.

12.8 Residency Requirements. Police Officers and Fire Fighters shall be required to live within a 15 mile radius of the city limits of the City of Urbana. No residency restrictions shall apply to Civil Service employees other than Police Officers and Fire Fighters. Experienced Fire Fighters hired pursuant to Ordinance #9798-48 shall be required to meet this requirement at the time they change their principal residence.

RULE XIII LAYOFFS AND RECALLS

13.1 Layoffs and Recalls. In the event the Appointing Authority determines that a position is abolished or it becomes necessary because of lack of fund, lack of work, or reorganization to reduce the number of employees in the classified service, all the following factors will be considered by the City in determining layoffs:

1. Past performance and conduct records.
2. Training and proven experience.
3. Public safety and needs of the City.
4. Seniority.

Any employee in classified service who has been laid off will be placed on a re-employment register according to the same criteria used for layoff. An employee on a re-employment register may remain there for two years, but may be subject to a re-examination to determine their continued fitness and ability relative to the minimum requirements of the available position to which they are recalled.

13.2 Re-employment. Employees may be recalled to employment provided they are able to perform the work available.

Any employee on layoff who declines an appointment will be removed from the list unless

a waiver for satisfactory reason is approved by the Commission.

RULE XIV
TRANSFERS

14.1 Transfers. The purpose of this section is to describe the kinds of transfers possible in the City's classified service, the circumstances under which they can occur, and the effect transfers have on employee status.

a. Employee Request for Transfer. An employee may request transfer from one position to another if the following conditions are met.

1. The transfer is approved by the Appointing Authority.
2. The transfer is to the same or a lower job class and to an authorized vacant position.
3. The employee has worked for a minimum of six months following completion of probation. (The employee's current department head may waive this requirement.)

b. Effects of Transfers Between Positions on Employee Status.

1. Seniority. Employees who transfer between departments within the City will begin to acquire seniority in the new department effective the date of the transfer. The seniority within their classification will continue uninterrupted when they transfer between departments without a change in classification. Transfers within one of the departments has no effect on seniority.

2. Probation. Employees appointed through transfer, who have already successfully completed a probationary period, will be required to serve an additional three (3) month probation in the new position. During the three (3) month period, the employee or new supervisor may request a return to the previous position or job class, without loss of benefits only if such return is approved by the current and previous Appointing Authorities. A return may not be granted if the position was filled or eliminated. Employees who have not yet completed an initial probationary period will not be permitted a transfer unless it is initiated by management. In those cases, the employee will be expected to complete a full probationary period in the new position.

3. Involuntary Reassignment. When, in the judgment of the Commission, a transfer between departments is management directed, the requirement of serving a new probationary period may be waived.

RULE XV
GENERAL PROVISIONS RELATING TO THE COMMISSION

- 15.1 Meeting of Commission. Meetings of the Commission shall be held at the call of the Chairman or any two members and notice of the date, time and purpose of the meeting shall be given to each member by the Secretary at least two days prior to the meeting. A majority of the Commission present at any meeting for which notice has been given shall constitute a quorum for the transaction of business; provided, however, that any proposed amendment to these Rules shall be spread upon the minutes, and action thereon postponed for at least one week, and each member immediately notified in writing by the Secretary, of the substance of such proposed amendment, and the time fixed for its final consideration.
- 15.2 Publication and Notice of Rules. All rules shall be printed for distribution by the Commission. The Commission must publish the names of places where the rules may be obtained. Changes in the rules shall go into effect upon adoption.