



MEMORANDUM

To: The Urbana Civil Service Commission
From: Human Resources staff
Re: Request to Modify Civil Service Rule 9.4
Date: October 27, 2021

A. INTRODUCTION

The Urbana City Council, on September 13, 2021, approved amending Urbana City Code Chapter 2, “Administration”; Article V, “Employees”; Section 2-99, “Civil Service System”; Subsection (7) from:

“To prevent the stoppage of public business, or to meet extraordinary emergencies, the appointing authority may make temporary appointments to remain in force not exceeding **one hundred twenty (120) days** [emphasis added], and only until regular appointments under the provisions of civil service can be made.”

To the current version:

“To prevent stoppage of public business, or to meet extraordinary emergencies, the appointing authority may temporarily fill a position to remain in force not exceeding **six (6) months** [emphasis added], and only until regular appointments under provisions of civil service can be made.”

B. REQUESTED ACTION

Staff requests the Civil Service Commission approve modification of Rule 9.4 to reflect the changes noted above:

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- not exceeding~~ **six (6) months** 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.