



Civil Service Commission

MEETING NOTICE

July 5, 2022

The Civil Service Commission will have a **Special Meeting** for the purpose of considering and voting on revisions to the Civil Service Rules and Regulations. The full text of the proposed revisions are listed below. The meeting will be held on **Monday, August 8, 2022 at 10AM** at the following location:

COUNCIL CHAMBERS
WARRENSVILLE HEIGHTS MUNICIPAL CENTER
4743 RICHMOND ROAD
WARRENSVILLE HEIGHTS, OHIO 44128

*Due to Governor Mike DeWine's lifting of the COVID-19 related health orders and the most recent recommendations from the US Centers for Disease Control and Prevention (CDC), the City of Warrensville Heights will no longer require individuals that are fully vaccinated to wear masks in public locations. Individuals that are not fully vaccinated are required to continue to wear masks and social distance in public locations.

[New material appears underlined and deleted material is shown as ~~stricken~~.]

6.05 Original Appointments without Competitive Examination

- A. Whenever there are urgent reasons that an appointing authority must fill a vacancy, and the Civil Service Commission cannot certify a sufficient list of eligibles, the appointing authority may submit the nominee's name and qualifications, along with any required supporting documentation, to the Commission, so the Commission may conduct an examination and determine whether to certify the nominee as qualified. If the Commission certifies the person as qualified, the appointing authority may then appoint that person, who shall be designated as "appointed without competitive examination".
- B. Non-competitive examinations shall be of a character as will determine whether or not the applicant possess the requisite knowledge, skill and ability to enable him or her to perform the essential duties of the position.
- C. Any employee in the classified service of the City who is appointed to a position without competitive examination and either demonstrates merit and fitness for the position by successfully completing the probationary period for the position or remains in the position for a period of six months of continuous service, whichever is longer, shall become a permanent appointee in the classified service at the conclusion of that period. This provision shall not apply to temporary appointments ~~or to promotional positions in the Police Department.~~

6.06 ~~Examinations for Promotional~~ Appointments without Competitive Examination

A. Under the following conditions, the Commission may authorize the appointing authority to nominate a qualified person for promotion without competitive examination:

1. A promotional vacancy exists in the classified service;
2. There are urgent reasons for filling the vacancy;
3. No sufficient eligibility list is in effect for that position; and

~~4. No other applicable law or ordinance prohibits promotion without competition; and~~

~~5.~~ 4. The Commission decides that it is not necessary or practicable to conduct a competitive examination.

~~B. Non-competitive examinations shall be of a character as will determine whether or not the person has the requisite knowledge, skill and ability to enable him or her to perform the essential duties of the position, and take into consideration The Commission must approve the person's qualifications for the position, considering~~ the requirements for the class, before the appointment is made.

~~C. A person appointed to a promotional position in the Police Department under this rule shall not achieve permanent status merely by serving in the position if he or she demonstrates merit and fitness for the position by successfully completing the probationary period for the position. This provision shall not apply to temporary promotional appointments.~~

8.02 Term of Eligible List

An eligible list shall remain in effect for not less than one year. The Commission may at any time after such period abolish any eligible list and hold a new examination whenever in its judgment the interest of the public so requires, but no eligible list shall remain in effect for more than two years. The present or existing list shall remain in effect until a new eligible list is established.

9.08 Temporary Appointments ~~without Competitive Examination~~

~~A. — Whenever there are urgent reasons for filling a vacancy in any position in the classified service and the Commission is unable to certify names to the appointing authority from an eligible list compiled after a competitive examination, the appointing authority may nominate a person to the Commission for non-competitive examination. If such nominee is certified by the Commission as qualified after such non-competitive examination, that person may be appointed to fill such vacancy. The appointment shall not become permanent until the person shall have successfully completed the probationary period. A person appointed to a promotional position in the Police Department under this rule shall not achieve permanent status merely by serving in the position.~~

~~Temporary Appointments~~

A temporary appointment may be made without regard to these rules. The temporary appointment may not continue longer than one hundred twenty (120) days. Where a position is vacant for a temporary period by reason of sickness, disability or other approved leave of absence of a regular employee a temporary appointment may be made for a period longer than one hundred twenty (120) days and may continue during the period of sickness, disability, or other approved leave of absence.

Successive temporary appointments to the same position shall not be made under this rule. The acceptance or refusal by an eligible or a temporary appointment shall not affect the person's standing on the eligible list; nor shall the period of temporary service be counted as a part of the probationary service in case of subsequent appointment to a permanent position. All temporary appointments shall be promptly reported to the Civil Service Commission.