

## **PREAMBLE**

**The following set of rules and regulations is hereby adopted in accordance with the authority conferred upon the Municipal Civil Service Commission of the City of Fairfield, Ohio, by Section 10 of Article XV, of the Constitution of the State of Ohio, the City of Fairfield Charter (§8.04) and by the Revised Code (124.40).**



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**RULE I**  
**DEFINITION OF TERMS**

The several terms herein specified whenever used in the Rules and Regulations of the Fairfield, Ohio, Municipal Civil Service Commission or in the administration of the Civil Service Laws shall be construed as follows:

1. “Commission” refers to the Municipal Civil Service Commission of the City of Fairfield, Ohio, the Fairfield City School District and any other body authorized by the Ohio Revised Code.
2. “Civil Service” refers to and includes all offices and positions of trust or employment in the service of the City of Fairfield, Ohio, the Fairfield City School District and any other body authorized by the Ohio Revised Code.
3. The “Unclassified Service” means the non-competitive civil service as specified in the Ohio Revised Code. (124.11A)
4. The “Classified Service” means the competitive civil service (124.11A); the classified service includes all employees in civil service not specifically included in the unclassified service of the Ohio Revised Code. The classified service shall be divided into “Competitive Class”: and the “Unskilled Labor Class” (124.11B), as provided in the Ohio Revised Code.
5. “Position Classification” shall refer to the arrangement of jobs within a classification so positions are similar in duties and responsibilities to be described by same title. (124.14A)
6. “Classified Series” is any group of classification titles that have the identical name but different numerical designation or identical titles except have designated levels of supervision, except for group class series established in accordance with division A section 124.14.<sup>27</sup>
7. “Position” when used alone shall refer to any specific office, employment or job, calling for the performance of certain duties, either full-time or part-time, and for the exercise of certain responsibilities by one individual.
8. “Appointing Authority” refers to the officer, commission, or board or body having the power of appointment or removal from positions in the classified service.
9. The term “Employee” shall signify any person holding a position subject to appointment, removal, promotion or reduction by an appointing authority.
10. The masculine pronoun “He” and its derivatives, whenever employed, includes the feminine pronoun and its derivatives.
11. “Holiday” is defined as the days the City Offices are closed. “Weekend” is considered as Saturday and Sunday and “Workdays” are Monday through Friday.<sup>27</sup>
12. The definition of seniority will be as set forth in Rule VIII, Item 2 except as otherwise specifically provided herein or by Collective Bargaining agreement or City Ordinance.

## **RULE II**

### **ADMINISTRATION**

1. The Commission shall be composed of three (3) persons who shall be appointed and serve in the manner provided for in Section 8.04 of the Fairfield City Charter. It shall be the duty of each member of the Commission to attend all meetings of the Commission and to devote as much time as is necessary to the management of the business and affairs of the Commission.
2. The Commission shall administer and enforce the Civil Service laws of the State of Ohio, the Charter of the City of Fairfield, Ohio and the rules and regulations herein prescribed relative to civil service in the City of Fairfield, Ohio.
3. The Commission shall elect one of its members as Chairman and one as Vice-Chairman, who shall serve until a new member is appointed and qualified at which time successors as Chairman and Vice-Chairman shall be elected. It shall be the duty of the Chairman to call such meetings of the Commission as are necessary to transact the business and affairs of the Commission, to preside at all meetings of the Commission, and to sign the minutes of all actions taken by the Commission.

The Chairman may on his own initiative, and shall, upon the request of the other two members of the Commission, call a special meeting of the Commission to be held not later than ten (10) days from the date of the notice of such meeting. In the absence of the Chairman, the Vice-Chairman shall act as Chairman. Two members of the Commission shall constitute a quorum at any meeting of the Commission; and it shall require the affirmative vote of at least two (2) members to adopt any motion or resolution.

4. The Commission shall employ a suitable person to act as Secretary of the Commission. The Secretary shall attend all the meetings of the Commission and keep the minutes thereof; shall keep in the form of minutes a record of the official actions of the Commission; shall accurately and properly keep all the records of the Commission; shall keep all files in proper order; shall prepare and deliver or cause to be delivered, notices and other communications ordered by the Commission; shall properly furnish appointing authorities with eligible lists; shall maintain an official roster of all persons in the classified service; shall certify payrolls; shall handle such correspondence as the Commission shall determine; shall, in conjunction with the Chairman, sign all warrants or orders for the payment of money on behalf of the Commission; and shall perform such other duties as may be required by the Commission.
5. The order of business for meetings of the Commission shall be:
  - a. Roll Call
  - b. Disposition of unapproved minutes
  - c. Report
  - d. Unfinished business
  - e. New business
  - f. Adjournment

**RULE III**  
**POSITION CLASSIFICATION**

Positions in the Civil Service are established by the Fairfield City Council (Charter) and the Fairfield School Board. (124.40)

Positions in the Civil Service shall be classified in accordance with an established plan which shall provide that any and all positions whose duties, responsibilities, and necessary qualifications are sufficiently alike shall be allocated to the same class (where appropriate) with a title which shall be descriptive of the duties performed and with a salary range which will compensate each employee assigned to the class on a like basis.

## **RULE IV**

### **APPLICATIONS**

All applicants must be citizens of the United States or have legally declared their intention of becoming United States citizens. (124.22)

#### **1. APPLICATION BLANKS FURNISHED**

Application blanks for examinations shall be furnished by the Commission. Application blanks for entrance examinations shall provide for the submission of the information as set forth in the Ohio Revised Code. (124.25)

#### **2. COMPLETION OF APPLICATION BLANKS**

Application blanks must be legibly completed and signed by the applicant, in his own handwriting or legally sufficient electronic signature, and filed in the offices of the Commission within the time limit fixed by the Commission for the particular examination.

#### **3. POLICE DEPARTMENT APPLICANTS**

Applicants for examinations for original appointment to the Police Department as a Police Officer must have attained the age of twenty-one (21) on or prior to the date of examination and no person shall be eligible to receive an original appointment as such on or after his thirty-fifty (35<sup>th</sup>) birthday unless (i) they have prior service in the Ohio Police and Fire Pension Fund, in which case, the maximum age limit shall be increased by one (1) year for each year of credit for previous service in the Ohio Police and Fire Pension Fund, or (ii) they have prior service as a Law Enforcement Officer which is eligible for service credit transfer to the Ohio Police and Fire Pension Fund, in which case, the maximum age limit shall be increased by the eligible service credit the person demonstrates they are eligible to receive in the Ohio Police and Fire Pension Fund. The person shall provide documenting evidence of eligible prior service credit to the Civil Service Commission of the City of Fairfield prior to examination to be eligible for the increased age limit based on such service credit. The foregoing notwithstanding, the maximum age limit of thirty-five (35) shall not be increased by more than ten (10) years.<sup>2</sup> (124.41) (Fairfield Ordinance 117.21).<sup>34</sup>

#### **4. FIRE DEPARTMENT APPLICANTS<sup>27</sup>**

Applicants for examinations for original appointment to the Fire Department as a Firefighter-Paramedic must have attained the age of eighteen (18) on or prior to the date of examination and no person shall be eligible to receive an original appointment as such on or after his thirty-sixth (36<sup>th</sup>) birthday. The City will accept full-time appointments to the Fire Department for persons up to age 41 who are currently full-time Firefighter/Paramedics with another department and currently members of the Ohio Police and Fire Pension Fund (124.42) (Ordinance 145.01(a)).<sup>33</sup>

#### **4. ALL OTHER APPLICANTS**

All other applicants for examinations for original appointments other than for original appointments to the Police Department must have attained the age of eighteen (18) on or prior to the date of the examination.<sup>3</sup>

#### **6. OTHER REQUIREMENTS**

The Commission may require in connection with applications such certificates of persons having knowledge of the applicant as the service demands. The Commission may refuse to appoint or examine an applicant, or, after an examination, refuse to certify the applicant as eligible, who is found to lack any of the established preliminary requirements of the examination, who is addicted to the habitual use of intoxicating liquors or drugs to excess, who has a pattern of poor work habits and performance with previous employers, who has been convicted of a felony, who has been guilty of infamous or notoriously disgraceful conduct, who has been dismissed from either branch of the civil service for delinquency or misconduct, or who has made false statements of any material fact, or practiced, or attempted to practice, any deception or fraud in the application or examination, in establishing eligibility, or securing an appointment. (124.25)



**RULE V<sup>(28)</sup>**  
**EXAMINATIONS**  
**(O.R.C. 124.22, 23)**

Examinations may be held at such places as the Commission deems advisable and shall be administered under its directions.

1. NOTICE OF EXAMINATIONS

- A. Notice of examination shall include time, place, general scope, application filing deadline, and the qualifications specified for the position.
- B. Notice of competitive entrance examinations must be posted via electronic media on the City's Website and in such other places as deemed advisable, for a minimum of two weeks.<sup>4</sup> (124.23)

2. EXAMINATION POSTPONED

- A. Examinations, unless postponed, must be held upon dates fixed by the Commission. Examinations may be postponed by order of the Commission, which order shall designate the reason therefore.

3. TYPES OF EXAMINATIONS

- A. **ENTRANCE EXAMINATIONS:** Entrance examinations shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought, and shall, when appropriate, include tests of manual skill. The Commission shall prescribe the subject of each examination and the relative weights to be attached thereto provided that any determination must have been adopted prior to the date of such examination.
- B. **PROMOTIONAL EXAMINATION – POLICE DEPARTMENT:**  
Promotions to positions above the rank of Police Officer in the Police Department shall be in accordance with the provisions of the Ohio Revised Code (124.44)<sup>6</sup>, the Collective Bargaining Agreement or City Ordinance whichever controls.

4. PHYSICAL EXAMINATION

Whenever in the judgment of the Commission physical qualifications are of special importance, the candidate shall be required to pass a physical examination, and be certified as qualified in such respect, either before admission to the examination, or before being placed on appropriate eligible list, or before certification for appointment, as the Commission may deem advisable. The results of physical examinations, including physician's certificates, shall be used solely to determine an applicant's eligibility to take an examination or his eligibility for appointment after examination, and shall not become a part of the applicant's grade resulting from the examination.

Physical examinations, whenever required by the Commission, shall be made by a licensed physician, designated by the Commission, who shall furnish a certificate as to the applicant's physical condition.

5. ADMITTING APPLICANTS TO EXAMINATION

No applicant shall be admitted to any assembled examination more than thirty minutes after the advertised time for beginning such examination, or after any applicant competing in such examination has completed his work and left the examination room, except by special permission of the person in

charge who, in his discretion, may admit the applicant conditionally, subject to the final approval or disapproval of such admission by the Commission.

6. IDENTITY OF EXAMINEES CONCEALED

The identity of all persons taking competitive examinations shall be concealed by the use of an identification number which shall be used on all examination papers. The number shall be used from the beginning of the examination until the papers have all been rated. Any papers bearing the name of the applicant or any other identification marks shall be rejected and the candidate so notified.

7. TIME LIMITS

No applicant in any examination shall be given a longer time on any subject than prescribed by the Commission when examination questions are approved, except as required otherwise by law.

8. FRAUD IN EXAMINATIONS PROHIBITED (124.58)

No person or officer will or shall:

- A. willfully or corruptly by himself or in cooperation with one or more persons defect, deceive, or obstruct the right of examination, appointment or employment of any person arising under the Civil Service law or under any rules and regulations prescribed pursuant thereto; or
- B. willfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the Civil Service law, or aid in so doing; or
- C. willfully or corruptly make any false representations concerning the result of such examination or concerning any person examined; or
- D. willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects of chances of any person so examined, registered, or certified, or to be appointed, employed or promoted; or
- E. willfully impersonate any other person, or permit or aid in any manner or any other person to impersonate him, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed; or furnish any false information about himself, or any other person, in connection with any examination, registration, or appointment or application or request to be examined, registered or appointed; or
- F. make known or assist in making known to any applicant for examination any question to be asked on such examination; or
- G. assist any other applicant while taking an examination in any manner whatsoever; or
- H. personally solicit a favor from any member of the Commission, or appointing officer, or have any other person in their behalf solicit a favor; or
- I. use any means of information, other than that provided for the examination itself, to assist him in answering the questions.

Any person or officer found in violation of any Item A through J will have his examination papers taken up and be given a grade of zero.

## 9. VISITORS AT EXAMINATIONS

No visitor, other than exam proctors, shall be admitted to the examination room during any examination, except by special permission of the Commission.

## 10. INSPECTION OF EXAMINATION PAPERS

- A. Prior to grading, participants in any examination may inspect the examination questions together with the rating key for the questions for a period of not more than five (5) days after the date of examination (weekends and holidays excluded). Any protest by a participant as to the questions asked or the rating key answers must be filed in writing before midnight of the fifth day after the date of the examination, and must contain detailed information and authority therefore.

Following this inspection period, the Commission shall carefully consider all objections and make such changes in the tentative rating keys as are warranted after which the rating key adopted shall be used in the actual scoring of the examination papers. (See Paragraph E below for applicable exceptions.)<sup>31</sup>

The examination papers of each contestant shall then be graded and each contestant shall be notified by mail as to their grade.

- B. After notice of grade has been received, participants shall have the right to inspect their own examination papers together with the rating key within five days<sup>27</sup> of the postal date stamped on the mailed notice of their grade (weekends and holidays excluded) and to inform themselves as to the markings given to them on each subject or question. Any protest as to the grading must be filed in writing by the participant within the five (5) day<sup>27</sup> period. The Commission shall then give consideration to all protests and make such changes as are warranted. The Commission shall then establish the eligible list and no grades given in any examination shall be changed after the posting of any eligible list. (See Paragraph E below for applicable exceptions.)<sup>31</sup>
- C. Records (except examinations, proficiency assessments and recommendations of former employers) submitted by competitors in any examination shall be open to public inspection during office hours upon application to the Commission.
- D. In no event will individual scoring on an exam be made public until the Civil Service Commission has approved the eligibility list.
- E. The foregoing provisions for inspection and challenges of examinations and/or rating keys shall not apply if standardized tests prepared by experts outside the city service are used when such inspection is specifically prohibited by the preparer or when such inspection would tend to reduce the validity of the test results or future use of the test.<sup>31</sup>

## 11. CREDIT FOR MILITARY SERVICE (This does not apply to applicants for employment in the classified service of the City of Fairfield as per Ordinance 213-81).<sup>7</sup>

When proper proof of acceptable service in the Armed Forces of the United States, as defined in the Ohio Revised Code (124.23) is presented to the Commission and such ex-service man/woman being otherwise eligible has received a passing grade of seventy percent (70%)<sup>8</sup> or more in any regular entrance examination, he/she shall be granted additional credit of twenty percent (20%) of such grade, thereby receiving a final grade of twenty percent (20%) higher in view of the above mentioned service. The credit shall not be a part of but shall be added to the applicants earned grade resulting from the competitive examination provided that the applicant receives a grade of seventy (70%) or more in the competitive examination.

Requests for the additional credit for military service, together with an honorable discharge or other proof of satisfactory service, shall be submitted to the Commission within five (5) days (excluding weekends and holidays) of postal date stamped on mailed notice of grade. Credit for military service shall not be given if the request for such credit is received by the Commission after an eligible list for any examination has been established.

## 12. METHOD OF GRADING EXAMINATIONS

The total grade attainable in each examination, except for special credits as outlined above, shall be 100. In examinations composed of more than one part, the method of scoring shall be:

- A. Each part of the examination shall be separately rated and the proficiency of each competitor determined on the basis of a scale of 100 for maximum possible attainment.
- B. Each part shall be assigned a weight which shall be based on the relative value of the part to that of the entire examination expressed in terms of tenths of the total.
- C. The earned grade of each examinee in each part of the examination shall be multiplied by the weight assigned to the part and the sum of the totals plus those amounts awarded by reason of seniority, where applicable, shall be the earned grade of the participant. For example, of examination grading procedure, see Exhibit "A" under Rule XII

## 13. VOIDING OF EXAMINATIONS

An examination may be voided and another examination ordered only when in the judgment of the Commission such action is deemed advisable by reason of errors, fraud, or obviously inappropriate standards prescribed in connection with any examination. All competitors in the first examination shall be notified and shall be eligible to compete in the rescheduled examination without filing a separate application

**RULE VI<sup>(28)</sup>**  
**ELIGIBLE LISTS**

**1. POSTING OF LISTS**

The Commission shall prepare and keep open to public inspection, from the returns of each examination, an eligible list of the persons whose earned grade in the examination is not less than seventy percent (70%), unless otherwise specified by the Commission for the particular exam, and who are otherwise eligible for appointment. Such persons shall take rank upon the eligible list in the order of their relative grades.

**2. DURATION OF LISTS**

An eligible list expires upon the filling or closing of the position. An expired eligible list may be used to fill a position of the same classification within the same appointing authority for which the list was created. But, in no event shall an expired list be used more than one year past its expiration date. An expired list may be replaced at any time. (124.26).

**3. VETERAN'S PREFERENCE** (This does not apply to applicants for employment in the classified service of the City of Fairfield as per Ordinance 213-81).<sup>10</sup>

In the event two (2) or more applicants receive the same mark in an open competitive examination, priority in the time of filing application with the Commission shall determine the order in which their names shall be placed on the eligible list; provided that applicants eligible for veteran's preference under the Ohio Revised Code shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veteran. Ties among veterans shall be decided by priority of filing application. (124.26)

**4. TRANSFER TO LOWER CLASS**

At the discretion of the Commission, the name of any eligible may, at any time, upon his written request, is transferred to the eligible list for a lower class in the same series requiring qualifications of the same general character. He shall be ranked thereon according to his original grade.

**5. NAMES NOT TO BE CONSIDERED FOR APPOINTMENT**

The name of any person appearing on an eligible list who:

- A. fails to report or arrange within six (6) days (weekends and holidays excluded) for an interview with an appointing authority; unless the Commission allows the person to remain on the list;<sup>30</sup>
- B. fails to respond to a notice from the Civil Service Commission;
- C. declines an appointment without reasons satisfactory to the Civil Service Commission;
- D. cannot be located by the postal authorities;

- E. has indicated to the satisfaction of the Commission by communication or inaction<sup>30</sup> that he is no longer a candidate for that position; shall not thereafter be considered as eligible for appointment and shall be notified to this effect unless his whereabouts are unknown. His name may again be certified from the eligible list only in case a thoroughly satisfactory explanation of the circumstances is made to the Commission. In case an eligible person's name appears on more than one list, appointment to a position in one class shall be considered a waiver for appointment from other eligible lists for classes the salary of which is equal or lower, unless otherwise requested in writing by the eligible person.

## 6. DISQUALIFICATIONS OF ELIGIBLES

If at any time after the creation of an eligible list, the Commission has reason to believe that any person whose name appears on any list is disqualified for appointment because of false statements made in his application, physical disability, or for other justifiable reasons, the Commission may remove the name of that person. The Commission retains jurisdiction of all eligible lists and may remove the name of any person for cause prior to consideration of the appointing authority. Such person shall be notified and given an opportunity to be heard. If such person shall fail to appear for hearing, or upon being heard, fail to satisfy the Commission, his name shall be removed from such eligible list.

## 7. CHANGE OF ADDRESS

Each person on an eligible list shall file with the Commission written notice of any change of address, and failure to do so may be considered sufficient reason for not giving his name to appointing authorities for future appointments.

## 8. REVOCATION OF LIST

An eligible list may be revoked and another examination ordered only when in the judgment of the Commission such action is deemed advisable by reasons of errors, fraud, or obviously inappropriate standards prescribed in connection with any examination. All competitors in the first examination shall be notified and shall be eligible to compete in the rescheduled examination without filing a separate application. No eligible list shall be altered or revoked except upon written notice to all persons whose standing may be affected and upon an entry in the minutes of the Commission of the reasons for such alteration or revocation.

**RULE VII<sup>(28)</sup>**  
**APPOINTMENTS**

Appointments to all positions in the classified service that are not filled by transfer or reduction, as provided by the Civil Service Laws and the Rules of the Commission, shall be made only from those persons whose names take rank order on an eligible list, in accordance with the Civil Service Laws, the Rules of the Commission, Collective Bargaining Agreement, City Charter or ordinance, as applicable.

**1. NAMES TO BE CONSIDERED FOR APPOINTMENT**

The appointing authority shall appoint from among the top 25% or the top ten (10) candidates (whichever is greater) standing highest on the eligible list for the class or grade to which said position is classified. (124.27).

**2. PREFERENCE TO CERTAIN APPLICANTS**

**A. PREFERENCE TO PERSONS FOR MILITARY SERVICE** (This does not apply to applicants for employment in the classified service of the City of Fairfield as per Ordinance 213-81).

Every person who has been honorably discharged from the armed forces of the United States as defined in the Ohio Revised Code, who is a resident of this state, and whose name appears on an eligibility list for a position, shall be entitled to preference in original appointments to any such competitive position in the civil service of the state and its civil divisions over all other persons eligible for such appointments and standing on the relevant eligible list with a rating equal to that of the person qualifying for veteran's preference.

**3. PERSONS TO BE APPOINTED**

Upon receipt from the Commission of such list of eligibles for a position, the appointing authority shall fill such position by appointment of one of the top 25% or top ten (10) persons (whichever is greater) whose names take rank order on the Eligibility List and shall forthwith report to the Commission the name of such appointee, the title of the position, the duties and responsibilities of same, the salary or compensation thereof and such other information as the Commission may require in order to keep its roster. (124.27)

**4. PROBATIONARY PERIOD: PROBATIONARY REMOVAL OR REDUCTION**

Unless otherwise determined by the Commission, the probationary period of each position in the classified service shall be for a period of six (6) months, except as otherwise provided by applicable Collective Bargaining Agreement or City Charter or ordinance, and no appointment or promotion is final until the appointee has satisfactorily served his probationary period.<sup>11</sup>

If the service of the probationary employee is unsatisfactory, he may be removed or reduced at any time during his probationary period. If the appointing authority's decision is to remove the appointee, the communication to the Commission shall indicate the removal.

**5. RESTRICTION AS TO AGE AND PHYSICAL REQUIREMENT OR OTHER REQUIREMENTS**

Any restriction for appointment from an eligible list as to age, physical requirement, or other requirements shall be made prior to and stated in the bulletin announcing the

examination and no eligible list shall be so restricted unless it had been announced in the examination bulletin.

## 6. TEMPORARY APPOINTMENTS (124.30)

Positions in the classified service may be filled without competition as follows:

### A. TEMPORARY APPOINTMENTS<sup>27</sup>

In case of an emergency, a temporary appointment may be made without regard to the Civil Service rules, but in no case to continue longer than one hundred twenty (120) days, and in no case shall successive emergency appointments be made.

### B. APPOINTMENTS FOR LEAVE OF ABSENCE, SICKNESS OR DISABILITY OF REGULAR EMPLOYEES (124.30A1)<sup>13</sup>

An appointing authority may appoint persons without regard to the Civil Service rules when necessary by reason of leave of absence, sickness or disability of regular officers or employees. Such appointments shall continue only during the period of such leave of absence, sickness or disability. Such service shall not be counted as a part of the probationary service in case of subsequent appointment to a permanent position.

Persons who receive interim, temporary or intermittent appointments are in the unclassified civil service and serve at the pleasure of their appointing authority.

## 7. MERIT PROMOTION PROCESS (124.31)

Vacancies in positions in the classified service shall be filled insofar as practicable by promotions. Promotional appointments shall be made on the basis of merit, conduct and capacity in office as stated in the Ohio Revised Code. The following provisions will be used in the absence of any applicable Collective Bargaining Agreement or City Charter or ordinance mandates. Multiple promotions for same classification may be made from same Promotional Process, provided they are posted on same date, as hereinafter described.<sup>29</sup>

### A. PROCESS<sup>29</sup>

1. Qualifier for entering Promotional Process
  - a. Applicants must have completed probationary period and evaluations must exhibit an average grade of satisfactory or better for up to last three (3) years.
2. Those entering Process can achieve a possible total point value of 80 which will be accumulated from three different areas as follows:
  - a. Attendance – score derived from a process known as the Bradford Factor which will generate scores ranging from 0 to 25 encompassing the last, up to, five (5) years.
  - b. Structured Oral Interview – establishing 10 questions (open ended or situational), each of which contributes up to an established 5 points (total of 50 points) averaged from a panel, with prior Civil Service approval, of



3 or 4 persons, one of which needs to be unaffected by outcome of process (objective).

c. Complete File Review/Experience with Fairfield – establishing a point value up to 5.

(1) One (1) point – gained experience but has one or more unfavorable situations in file.

(2) Three (3) points – satisfactory work and has nothing unfavorable in file.

(3) Five (5) points – shows exemplary work history and possible initiative examples.

3. Civil Service Commission will review and approve calculations determining the candidates earning the three highest scores.

4. Administration may choose from approved list of candidates achieving the three highest point values.

## B. PERFORMANCE EVALUATIONS

City and School District employees working in the classified service shall have their performance rated or evaluated once during the probationary period and once during each calendar or anniversary year. The first performance evaluation shall not be later than the conclusion of the first half of the probationary period. Forms for such ratings shall be approved by the Commission and said forms shall be filed with the Commission. All departments shall use this performance evaluation measure as a tool of supervision, discipline and training.

### a. REVIEW OF RATING WITHIN AGENCY

An employee's performance evaluation shall be reviewed and discussed by the supervisor with the employee he/she rates. The employee shall sign the form as evidence that such a review was conducted and shall receive a copy of the evaluation. Each agency shall establish procedures for review or modification of a rating, and for appeal by the employee to a higher level within the agency of a rating which he feels is unwarranted.<sup>14</sup>

### b. REVIEW BY THE CIVIL SERVICE COMMISSION

Upon an employee's written request, the Commission may review the performance evaluation of an employee only to determine whether the procedure by which the performance evaluation was prepared and reviewed was in accordance with the internal procedures of the City or School District, Civil Service law and the Rules of the Commission. An employee shall not be entitled to such a review until he has exhausted all available internal review procedures of the City or School District. An employee must request a review within thirty (30) days after the internal review procedures have been completed.<sup>15</sup>

(1) The Commission may review a performance evaluation for procedural defects, whether or not an employee has requested such, when the Commission has reason to believe that a review is justified.

(2) The Commission shall take no action on a review of a performance evaluation without notifying the Appointing Authority and allowing the Appointing Authority to be heard and/or present evidence regarding the procedure by which the performance evaluation was prepared and reviewed.

(3) Following the completion of the review, the Commission may order:

1. that the evaluation stand, unaltered; or,

2. that the evaluation be performed again, in part or completely.

- (4) The Commission shall not order that a performance evaluation be performed again, in part or completely, unless the employee establishes by preponderance of the evidence that the City or School District failed to substantially comply with Civil Service law, these Rules or with the internal procedures of the City or School District in completing or reviewing the performance evaluation.

#### 8. TEMPORARY PROMOTIONS TO A HIGHER CLASS OR GRADE

An interim or temporary promotion to a higher class or grade without examination made necessary by reason of the absence of a regular employee may be authorized by the Commission upon the written request of an Appointing Authority setting forth full information with the request. All such temporary promotions shall continue only during such period of temporary absence and shall be recorded in the minutes of the Commission. Such temporary promotions shall be made, insofar as practicable, from the class or grade positions immediately below the class or grade in which the temporary vacancy exists.

**RULE VIII**  
**TRANSFERS, REINSTATEMENTS, LAYOFFS, SENIORITY<sup>16</sup>**  
(O.R.C. 124.32, 124.34, 124.37)

1. TRANSFERS

- A. A person holding a position in the classified service may be transferred, with the consent of the Commission, to a similar position in another office, department or institution having the same pay and similar duties; but no transfer shall be made to a position in another class nor to another position for which original entrance requires an examination involving essential tests or qualifications different from those required for original entrance to the position held by such person. No transfer shall be made to a position carrying a salary higher than that of the position from which the transfer is requested.
- B. Upon written request to the Commission by a person in the classified service, such person may be transferred to a lower class or position.

2. LAYOFF PROCEDURES<sup>17</sup>

- A. Layoff procedure shall be as set forth in Ohio Revised Code 124.321 or applicable Collective Bargaining Agreement or City Ordinance. Seniority shall be defined<sup>18</sup> as the uninterrupted length of continuous full-time service with the City of Fairfield or Fairfield City School District. A termination of employment lasting less than thirty-one (31) days shall not constitute a break in continuous service. Once continuous full-time service is broken, the employee loses all previously accumulated seniority unless the employee is reinstated. A police officer who is reinstated after resignation shall lose credit for seniority earned prior to such resignation and reinstatement in accordance with Section 124.50 of the Ohio Revised Code. An authorized leave of absence does not constitute a break in continuous service provided the employee returns to active service following the expiration of the leave. Full time service is defined as employment by the City of Fairfield or Fairfield City School District during which the employee's regular hours of duty total forty (40) hours in a week or any standard accepted as full time in any city or school department provided that the employee's regular duty hours total at least twenty (20) hours per week.

Whenever a reduction in work force is necessary, the Appointing Authority shall decide in which classification or classifications the layoff or layoffs will occur and the number of employees to be laid off in each affected classification. The Civil Service Commission shall promulgate rules establishing a method for determining layoff procedures and an order of layoff and the displacement and recall of laid-off employees. The order shall be based in part on length of service and may include efficiency in service, appointment type, or such other factors the Commission considers appropriate. If the Commission establishes relative efficiency as a criterion to be used in determining order of layoff for employees, credit for efficiency may be other than ten percent (10%) of total retention points. (124.322)

LAYOFFS OR REDUCTION IN THE POLICE DEPARTMENT (124.34)

Whenever it becomes necessary in the Police Department, through lack of work or funds, or for causes other than those outlined in the Ohio Revised Code, to reduce the force in such department, such changes shall be made in accordance with the provisions of the Ohio Revised Code or the Collective Bargaining Agreement, if applicable.

### 3. CERTIFICATION FROM LAYOFF LISTS<sup>19</sup>

The names of persons holding permanent positions in the classified service which have been abolished or made unnecessary shall be placed by the Commission on an appropriate layoff list in accordance with Rule VIII, Paragraph 2 and for a period not to exceed one (1) year shall be certified to all appointing authorities as in the case of original appointments. Whenever discontinued positions are re-established by an appointing authority and a request is made for certification of eligibles, former employees of the department in question who have been laid off and whose names appear on the layoff list shall be first to receive appointment.

### 4. REINSTATEMENTS

Any person holding an office or position under the classified service who has been separated from the service without delinquency or misconduct on his part may, with the consent of the Commission, be reinstated within one (1) year from the date of such separation to a vacancy in the same or similar office or position in the same department; (124.32(B)) provided, if such separation is due to injury or physical disability, such person shall be reinstated to the same office or similar position he held at the time of his separation, within thirty (30) days after written application for reinstatement and after passing a physical examination made by a licensed physician designated by the Public Employee Retirement Board or equivalent, showing that he has recovered from such disability, provided further that such application shall be filed within two years from the date of separation and shall not be filed after the date of service eligibility retirement. Reinstatement of police and fire classified personnel shall be in accordance with O.R.C. 124.50.

### 5. LEAVE OF ABSENCE<sup>20</sup>

The appointing authority may grant leave of absence to a regular employee in the classified service of the City of Fairfield for a period of not to exceed six (6) months or as provided by Collective Bargaining Agreement and upon the expiration of such leave of absence such officer or employee shall be reinstated. All such leaves of absence granted by appointing authorities shall be referred to the Commission promptly in order that the civil service status of such absentees may be protected. Leaves of absence for employees of the Fairfield City School District shall be given in accordance with O.R.C. 3319.13 or applicable Collective Bargaining Agreement.

**RULE IX**  
**REDUCTIONS, SUSPENSION, REMOVAL**  
(O.R.C. 124.34)

The tenure of every officer or employee in the classified service of the City or School District shall be during good behavior and efficient service and no such officer or employee shall be reduced in pay or position, suspended or removed, except as provided in Section 124.32 of the Revised Code<sup>21</sup> except for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of the Civil Service statutes of the Ohio Revised Code, or the Rules of the Civil Service Commission, or any other failure of good behavior, or any other acts of misfeasance, malfeasance, or nonfeasance in office or conviction of a felony.

In any case of reduction, a suspension of more than (40) forty work hours (or equivalent of 5 days) in the case of an employee exempt from the payment of overtime compensation, a suspension of more than (24) twenty-four work hours (or the equivalent of 3 days) in the case of an employee required to be paid overtime compensation,<sup>27</sup> or removal, the appointing authority shall serve the employee with a copy of the order of reduction, suspension, or removal which order shall state the reasons for the action. Within ten (10) days following the date on which the order is served or the filing of a removal order, the employee may file an appeal in writing, with the Commission. In the event such an appeal is filed, the Commission shall forthwith notify the appointing authority, and shall hear, or appoint a trial board to hear such appeal within thirty (30) days from and after its filing with the Commission, and it may affirm, disaffirm or modify the judgment of the appointing authority.

In cases of removal or reduction in pay for disciplinary reasons, either the appointing authority or the officer or employee may appeal from the decision of the Commission to the Court of Common Pleas in accordance with the procedure provided by the Ohio Revised Code.

In the case of suspension for any period of time, demotion, or removal of a Chief of Police, a Chief of a Fire Department, or any member of the Police or Fire Department, an appeal on questions of law and fact may be had from the decision of the Commission to the Court of Common Pleas. Such appeal shall be taken within thirty (30) days from the finding of the Commission.

**1. DISCIPLINARY SUSPENSION**

An employee, other than a Fire or Police Chief or a member of the police or fire department, may be suspended for a period not to exceed more than (40) forty work hours (or equivalent to 5 days) in the case of an employee exempt from the payment of overtime compensation, or more than (24) twenty-four work hours (or the equivalent of 3 days) in the case of an employee required to be paid overtime compensation<sup>27</sup> for purposes of discipline without the right of appeal, provided that successive suspensions shall not be allowed.

**2. ABSENCE WITHOUT LEAVE**

Absences from duty without leave, for any time, or failure to report if leave has expired, shall be considered “neglect of duty” and cause for removal.

**3. FALSIFICATION IN APPLICATION**

Falsification of any statement on an application for examination shall be considered “dishonesty” and sufficient cause for removal.

#### 4. PROCEDURE TO BE FOLLOWED IN REMOVALS

The discharge of an employee by an appointing authority shall not become effective until such appointing authority shall have first:

- A. Served such employee a written order of removal, which order shall contain one or more statutory reasons for grounds of discharge, together with such specifications of facts as shall place him fairly upon his defense. All employees are responsible to provide their current residence address information to the Employer and may be served at such address<sup>22</sup>
- B. Filed with the Commission a copy of such order of removal.

#### 5. APPEAL

Any such employee so removed may appeal from the order of such appointing authority to the Commission within ten (10) days after the effective date of such removal as set forth in the order of removal.

**RULE X**  
**HEARING PROCEDURE**  
(O.R.C. 124.34)

**1. TIME OF HEARING: NOTIFICATIONS**

Upon receipt from an employee or officer in the classified service of the city or school district, of a timely appeal from an order of removal, reduction in pay or position, or applicable suspension, the Commission shall set a time and place to hear such appeal and shall notify the appropriate appointing authority, as well as the employee and his attorney, if known, thereof.

**2. AMENDMENT TO ORDERS**

Amendments to orders of removal, reduction in pay or position, or applicable suspension may be made by the appointing authority at any time provided the employee and his attorney, if any, receive copies of the amended order prior to ten (10) calendar days before the time set for the hearing as herein provided.

**3. HEARING PROCEDURE**

In the hearing of such appeals the order of procedure shall be as follows:

- A. The appointing authority taking action affecting the employee shall adduce his evidence in support of the charges and specifications.
- B. The employee affected shall then produce such evidence as he may wish to present to refute such charges.
- C. The appointing authority may offer evidence in rebuttal. The Commission may, in its discretion, hear arguments.

**4. RULES OF EVIDENCE: REPRESENTATION OF COUNSEL**

The production of evidence on the hearing of appeals and the Commission's decision thereof shall be governed in general by the rules of evidence, proof and burden of proof applied by courts in civil cases. The appellee and appellant may be represented by counsel.

**5. RESIGNATION BEFORE FINAL ACTION**

The acceptance by an appointing authority of the resignation of a person discharged, before the final action by the Commission, will be considered a withdrawal of the charges. Notice of such resignation shall be submitted immediately to the Commission. The separation of the employee thus resigning shall be entered upon the records of the Commission and proceedings dismissed without judgment.

**RULE XI<sup>(23, 28)</sup>**  
**SPECIAL PROVISIONS AFFECTING THE POLICE<sup>(23)</sup> AND FIRE<sup>(26&27)</sup> SERVICES**  
(124.41) (124.42)

The Fairfield Civil Service Commission considers the positions of Police Officer and Firefighter/Paramedic to be of a professional level with incumbents able to operate independent of direct supervision, make decisions of substantial impact, in many cases without the ability to consult supervision or management, and take actions in situations that substantially impact the liability positions of the City and the health and welfare of its citizens.

For these reasons, the Civil Service Commission has adopted these special provisions for original appointments to the Police and Fire Departments.

**1. WRITTEN TEST**

The written test is used to identify candidates with an aptitude for police and/or firefighter/paramedic work. Candidates must attain an overall passing score as determined by the testing company or test provider or if the testing company or test provider does not indicate a passing score, a total score of seventy percent (70%) to achieve a passing score on the written test in order to be scheduled for succeeding assessment steps in the process to be considered for placement on an eligibility list.

**2. ELIGIBILITY LIST BY THE CIVIL SERVICE COMMISSION – POLICE AND FIRE CANDIDATES**

After the written test, an Official Ranking List (hereafter “Ranking List”) will be prepared from among those candidates who have passed the written test. Candidates will be ranked in order according to their total score with the Fire list also incorporating additional credits as described below in Section #6. From the ranking list, the candidates shall complete such of the agility test, structured oral interview and background investigation as may be required of them in accordance with their ranking. Candidates may be disqualified and removed from the ranking list by the Civil Service Commission if they do not demonstrate satisfactory compliance with those requirements. Those individuals who are not removed from the ranking list by the Civil Service Commission as a result of their performance on the agility test, structured oral interview, background investigation or other applicable requirements shall comprise the Eligibility List. The Civil Service Commission shall approve the top twenty five percent (25%) of the Eligibility List or the ten (10) names standing highest on the Eligibility List, whichever is greater, to the appointing authority. Candidates on the ranking list who have not been processed through the agility test, structured oral interview and background investigation shall remain on the ranking list, subject to successfully completing those requirements when additional candidates are needed. Candidates whose names have been given to the appointing authority may also be disqualified and removed from the Eligibility List if it is later determined that any of the reasons for disqualification as specified in this rule are applicable to the candidate. The appointing authority shall notify the Civil Service Commission of the reason(s) for disqualification of any candidate.

The candidate may appeal such disqualification to the Civil Service Commission. If candidates are later disqualified, the Civil Service Commission will provide additional candidates upon request so that the appointing authority may select from among the top twenty five percent (25%) or top ten (10) qualified and eligible candidates, whichever is greater, in making any appointment.

**3. AGILITY TEST – POLICE<sup>25</sup> AND FIRE**

Candidates, generally in order of score on the ranking list, will participate in a physical agility test consisting of typical Police or Fire Department physical skills. Failure to pass the Agility Test is cause for disqualification.



#### 4. STRUCTURED ORAL INTERVIEW FOR POLICE CANDIDATES

Oral communication skills, interpersonal skills and decision-making skills are dimensions critical to the success of a police officer. Since these skills are not readily evaluated by a written test, a structured oral interview may be utilized.

The structured oral interview is conducted by a panel comprised of the City's Human Resources Manager, police command officer, police supervisor, and other individuals designated by the appointing authority.

Candidates for the structured oral interview will be taken in order from the results of the ranking list. A minimum of ten candidates will be invited to the oral review board. An additional number of candidates may be reviewed so that a final list of top twenty five percent (25%) or ten (10) or more candidates may be approved by the Civil Service Commission.

Each candidate's score on the structured oral interview shall be the average score of all panelists expressed as a percentage of 100. In order to demonstrate satisfactory compliance on the structured oral interview, candidates must obtain a minimum score of eighty percent (80%). Failure to receive a percentage score of at least eighty percent (80%) on the structured oral interview is cause for disqualification from the Eligibility List.

#### 5. BACKGROUND INVESTIGATION FOR POLICE CANDIDATES

The purpose of the background investigation is to ensure that each candidate is morally, financially and socially suitable for employment.

The background investigation consists of a Personal History Questionnaire, an investigation of each candidate's personal history and a computer voice stress analyzer (CVSA) conducted by a trained examiner. The questions for the CVSA will be based on information obtained from the Personal History Questionnaire and personal history investigation.

The investigation will include a search of the candidate's personal activity to identify (i) the likelihood of an adverse effect on a candidate's performance in the position to which appointment is sought, (ii) if the candidate has engaged in activity prohibited by the Ohio Revised Code or other applicable laws or (iii) whether the candidate possesses the ability to operate independent of direct supervision, make decisions of substantial impact, and take actions in situations that substantially impact the liability positions of the City and the health and welfare of its citizens.

The results of the CVSA shall not be the sole criteria for determining the elimination of a candidate from the selection process. Admissions may be considered at face value in determining a candidate's suitability for employment; however, the results of a CVSA examination should be considered as a source of leads or follow up for the background investigator.

Candidates may be disqualified and removed from the ranking list or Eligibility List by the Civil Service Commission if the Personal History Questionnaire, CVSA or background investigation do not demonstrate that the candidate is suitable for the position sought.

## 6. CERTIFICATIONS AND POINTS FOR PRIOR SERVICE– FIRE CANDIDATES

The Firefighter/Paramedic job requires an Ohio paramedic certification and Firefighter II certification, unless otherwise determined by the Commission prior to the posting for the examination.

A certification credit of 10% of a candidate's score on the written entrance examination shall be added for those candidates who are certified as a paramedic in the State of Ohio and who receive a passing score of seventy percent (70%) or more on the written entrance exam. Candidates must provide proof of Ohio paramedic certification by the closing date and time of written exam process.

Service points shall be awarded to those candidates with previous service in the Fairfield Fire Department in accordance with Exhibit A to Rule XV. These credit points cannot be used to obtain a passing score on the written test.

## 7. PSYCHOLOGICAL EXAMINATION – POLICE AND FIRE

The psychological examination is conducted by a licensed psychologist and is designed to determine the emotional stability and psychological fitness, as well as behavioral characteristics that impact the candidate's suitability for employment as a police officer or firefighter/paramedic.

The nature of the psychological examination is such that the specific tests used by the psychologist must of necessity be determined by the psychologist. In all cases, the results of the examination must be valid, useful and non-discriminatory.

## 8. MEDICAL EXAMINATION – POLICE AND FIRE CANDIDATES

Pursuant to O.R.C. 742.38, a Physician's Report for Minimum Medical Testing has been designed for use when a new police officer or firefighter/paramedic is employed. Minimum medical testing and diagnostic procedures were adopted by the Board of Trustees for the Police and Fire Disability and Pension Fund in an attempt to assist the Fund in evaluating disability cases resulting from heart, cardiovascular or respiratory diseases. These conditions are presumed by law to have been incurred in performance of member's official duties unless evidence of the disease is revealed in pre-employment physical or other competent evidence. A medical examination is designed to insure the overall health of the candidate and is conducted by a licensed physician under contract to the City of Fairfield. A drug screen is included as part of the process. In addition, state law requires that any person appointed to police officer or firefighter/paramedic must be certified as free of cardiovascular or pulmonary disease.

## 9. DISQUALIFICATION – POLICE AND FIRE

Pursuant to the Civil Service Commission's authority (O.R.C. 124.23) to determine qualifications as to citizenship, residence, age, experience, education, health, habit, and moral character, a candidate may be disqualified from employment and removed from the ranking list or Eligibility List for any of the following reasons:

- a. **FAILURE TO PASS** the written test, agility test<sup>25</sup>, structured oral interview, background investigation, psychological examination or medical examination, are grounds for disqualification.
- b. **DRUG ABUSE:** A history of drug abuse will generally cause a candidate to be disqualified. If a candidate has been drug free for four (4) years prior to the oral interview conducted during the

background investigation process, that candidate is considered acceptable in this process. In addition, the candidate's total experience may be evaluated with regard to acceptability.

- c. **CREDIT HISTORY:** Using past behavior as a predictor of future behavior, and realizing that a police officer and/or firefighter/paramedic is held to a higher standard than other individuals, the Civil Service Commission believes that it is not reasonable to place a candidate with a recent history of difficulty in maintaining sound financial responsibility into a position with such high exposure to those who would compromise it. Acceptable candidates will demonstrate a good credit record for the past four (4) years. In addition, the candidate's total experience may be evaluated with regards to acceptability.
- d. **WORK HISTORY:** A person who has demonstrated a poor work ethic, including excessive absenteeism, tardiness, absences without leave, the inability to perform tasks and duties of a job, or overall unreliability, would not be considered a good candidate for employment with the City of Fairfield.
- e. **CRIMINAL HISTORY AND/OR HISTORY OF TRAFFIC VIOLATIONS:** A person who has been convicted criminally, whether felony or misdemeanor, or has a history of arrests, accidents, moving violations, DUI, revocation of driver's license, etc., would clearly pose a potential for liability to the City of Fairfield as well as a personal threat to its citizens. Each case will be judged individually.
- f. **INABILITY TO MEET THE MEDICAL REQUIREMENTS:** Each candidate must be in good health, free of communicable and cardiovascular disease, and fit to perform the tasks required of a police officer and/or firefighter/paramedic. This standard requires a judgment of a licensed physician. Temporary illnesses and impairments may be considered in the overall evaluation of the candidate.
- g. **FOR CAUSE:** Courts have ruled that police officers and/or firefighter/paramedics may be held to a higher standard of conduct than other citizens. Employment decisions for police officers and/or firefighter/paramedics are among the most critical decisions made by a local government. In all cases, the employment decision will be made in the public's best interest. A person may be removed from the list for cause, either specified or not specified in these rules, for which the Human Resources Manager determines that a candidate does not possess qualifications or other characteristics which the Manager determines important for the position being filled. This includes, but is not limited to honesty, moral character, ethical behavior, reputation, or habit.
- h. **WAIVERS, WITHDRAWAL FROM CONSIDERATION, OR DECLINATION OF APPOINTMENT** submitted verbally or in writing, are causes for the removal of candidates from the eligibility list.

## 10. DURATION OF ELIGIBILITY LISTS

An eligible list expires upon the filling or closing of the position. An expired eligible list may be used to fill a position of the same classification within the same appointing authority for which the list was created. But, in no event shall an expired list be used more than two years past its expiration date. An expired list may be replaced at any time (124.26).

**RULE XII**  
**AMENDMENT TO RULES**

**NOTICE OF AMENDMENTS**

There shall be no amendment or repeal of these rules or new rules adopted by the Civil Service Commission at the same meeting at which the amendment, repeal or adoption is proposed. Any proposal to amend, repeal or adopt Civil Service rules shall be posted on the Commission's bulletin board for a minimum of seven (7) days before the date of the meeting at which the final action is to be taken by the Commission. The posting shall specify the number(s) of the rules to be amended or repealed and/or the number(s) of any proposed new rule(s) as well as the date of the meeting at which the final action is to be taken by the Commission. Said meeting shall be open to the public.

Amendments to the rules shall be furnished to each appointing authority.

**RULE XIII**  
**EFFECT OF INVALIDITY IN PART**

If any part or sub-part, sentence, clause or phrase of these Rules is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions. The Civil Service Commission hereby declares that it did pass each part, sub-part, sentence, clause or phrase thereof, irrespective of the fact that any one or more parts, sub-parts, sentences, clauses or phrases be declared invalid.

**RULE XIV**  
**REPEAL OF FORMER RULES**

1. REPEAL

The Civil Service Commission of the City of Fairfield, Ohio, does hereby repeal all former Rules of said Commission.

2. ADOPTED

The foregoing Rules and Regulations of the Civil Service Commission of Fairfield, Ohio, are hereby adopted and approved this \_\_\_\_12th\_\_ day of \_\_\_\_August\_\_\_\_\_, 2009.

FAIRFIELD CIVIL SERVICE COMMISSION

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Chairman

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Vice Chairman

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Member

Rules of the Civil Service Commission shall be made available in accordance with the public records statute of Ohio.

**EXHIBIT “A”**  
**EXAMPLES OF EXAMINATION GRADING PROCEDURE<sup>(28)</sup>**

1. ENTRANCE EXAMINATION

Assume that the Commission has determined that a particular examination shall be composed of a clerical test which shall have a weight of 4/10 or .4; a test of supervisory abilities which shall have a weight of 2/10 or .2; a typing test which shall carry a weight of 4/10 or .4.

Then assume that the grades for separate parts of the examination for one of the participants were as follows:

Supervisory Test	75
Clerical Test	70
Typing Test	80

The earned grade of the participant would then be arrived at as follows:

Supervisory Grade	$75 \times .2 = 15$
Clerical Grade	$70 \times .4 = 28$
Typing Grade	$80 \times .4 = \underline{32}$
Earned Grade	75

Then assume that the applicant was eligible for one of the extra credits outlined previously such as military service.<sup>24</sup> The applicant would be entitled to an extra credit of 20% of the earned grade of 75 or 15 points. The 75 earned grade, plus the 15 for military service would result in a final grade of 90%.

**PROMOTIONAL PROCESS** All candidates must qualify to move forward in this Process by receiving no lower than an average of 3, or satisfactory, on each of their last, up to, three evaluations.<sup>29</sup>

Points are gained through three avenues in this Process (Up to 80): Attendance, Structured Oral Interview, and File Review.

Attendance (Up to 25 points)

The Bradford Factor is used to determine these points and that formula is Number of days absent times number of Occurrences times number of Occurrences, again. Attendance records are generated for each candidate for up to their last five years. Each year is figured according to the above formula and the score is matched to the following chart to obtain the point value for each year.

### Point Scale

From	To		Points
0		=	25
1	50	=	24
51	100	=	23
101	150	=	22
151	200	=	21
201	250	=	20
251	300	=	19
301	350	=	18
351	400	=	17
401	450	=	16
451	500	=	15
501	550	=	14
551	600	=	13
601	650	=	12
651	700	=	11
701	750	=	10
751	800	=	9
801	850	=	8
851	900	=	7
901	950	=	6
951	1000	=	5
1001	1050	=	4
1051	1100	=	3
1101	1150	=	2
1151	1200	=	1
1201	+	=	0

Partial year points are prorated by number of months worked. When averaging the points for the years (up to 5), any partial year is also prorated in the averaging to obtain point value assigned to the Attendance piece of the Process, such as; for four and one-half years, the five point values are totaled and divided by 4.5 for average.

#### Structured Oral Interview (Up to 50 points)

There will be panel of 3 or 4 individuals, one of which is to be totally objective, rating the candidate from 1 -5 on 10 questions. All candidates will be asked the identical set of questions. Each question will be averaged among the panel and the candidate will receive that averaged score per question.

#### File Review (Up to 5 points)

Upon personnel file review the following points will be assessed:

- 1 point - Gained experience but has one or more unfavorable situations in file
- 3 points - Satisfactory work and has nothing unfavorable
- 5 points - Shows exemplary work history and possible initiative examples



### SENIORITY CREDIT (Police Officers Only)

“Credit for seniority shall equal, for the first four years of service, one percent of the total grade attainable in the promotion examination, and, for each of the fifth through fourteenth years of service, six-tenths percent of the total grade attainable.”

Since the applicant has ten (10) years of service, he is entitled to one point for the first four (4) years and six-tenths (.6) for each year 5 – 10. **MAX CREDIT GIVEN is 14 years**

Years 1 - 4	1.00
Years 5 – 10	<u>3.60</u> (6 years x .6)
Total Seniority Credit	4.60

The final score is:

Written Test	78.6
Seniority Credit	<u>4.6</u>
Final Grade	83.2

### SENIORITY CALCULATION

<u>YEARS</u>	<u>CREDIT FACTOR</u>	<u>YEARS</u>	<u>CREDIT FACTOR</u>
1	0.0	8	3.4
2	0.0	9	4.0
3	0.0	10	4.6
4	1.0	11	5.2
5	1.6	12	5.8
6	2.2	13	6.4
7	2.8	14	7.0

### SENIORITY CREDIT (124.45) Firefighters<sup>27</sup>

“Credit for seniority shall be given as follows: one point shall be added for each of the first four years of service, and six-tenths of a point shall be added for each year for the next ten years of service. In the computing the credit for seniority, half of the credit specified in this paragraph shall be given for a half year of service.”

Also, from Section 145.04 of the Fairfield Codified Ordinances, existing part-time firefighters shall be given seniority credit for their time on the Fairfield Fire Department on any open Firefighter/Paramedic exam. Referred to in Minutes of June 11, 1998 Civil Service Commission Meeting.

If a firefighter applicant has 10 years of full-time seniority credit and it is over six months into his eleventh year, it is computed as follows:

Years 1-4 are equivalent to 1 point each	4
Years 5-10 equal .6 per year	3.6
Test date more than ½ year from seniority date	<u>.3</u>
Total Seniority Credit	7.9

## **ENDNOTES**

1. Meeting of April 1, 1982
2. Meeting of December 12, 1983
3. Meeting of April 12, 1984
4. Meeting of January 14, 1982
5. Meeting of January 14, 1982
6. Meetings of January 6 1983 & February 17, 1983
7. Ordinance 213-81
8. Meeting of March 13, 1986
9. Meeting of March 5, 1981
10. Does not apply to City as per Ordinance 213-81
11. Meeting of December 8, 1983
12. Meeting of April 12, 1984
13. Meeting of January 8, 1987
14. Meeting of July 9, 1981
15. Meeting of March 14, 1985
16. Meeting of April 1, 1982
17. Meetings of April 1, 1982 & June 10, 1982
18. Meeting of January 8, 1987
19. Meeting of June 10, 1982
20. Meeting of October 14, 1982
21. Meeting of May 13, 1982
22. Meeting of November 14, 1996
23. Meeting of February 10, 2000
24. Does not apply to City as per Ordinance 213-81
25. Meeting of March 15, 2005 & April 14, 2005
26. Meeting of December 15, 2005 & January 11, 2006
27. Meeting of August 12, 2009
28. Meeting of January 12, 2012
29. Meeting of February 14, 2013
30. Meeting of December 11, 2014
31. Meeting of May 14, 2015
32. Meeting of December 10, 2015
33. Meeting of July 8, 2021
34. Meeting of October 12, 2021 (Council)