



CIVIL SERVICE RULES AND REGULATIONS

CITY OF PIQUA
CIVIL SERVICE COMMISSION

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191.01 DEFINITIONS

As used in this chapter, the following words, phrases, terms or expressions shall have the meanings as indicated:

TERM	DEFINITION
Allocation	The assignment of a class to a pay range or an appropriate pay level.
Applicant	A person who has formally applied for a position with the City of Piqua.
Appointment	The act of selecting and hiring an individual to a position in the employment of the City of Piqua.
Assessment Process	A testing process utilizing trained assessors who evaluate a candidate's skills, knowledge, and abilities through valid testing instruments to assess the relative capability of applicants to perform the duties and responsibilities of the position sought in the classified service.
Authorized Position	Positions set forth in the relevant rules and regulations which have been authorized and approved by the Piqua City Commission.
Certification	The act by which the Civil Service Commission sends to the Director a specific list of names of applicants eligible for a specific position
Certified Eligibility List	A specific list of names established either through examination or re-instatement for the purpose of filling vacancies in the classified service which is rank-ordered from the highest to the lowest score of the maximum number of candidates eligible for consideration for appointment by the Director as specified in the Piqua Civil Service Rules.
Classification (Class)	A position, or group of positions, having similar duties and responsibilities requiring similar qualifications, which can be properly designated by one title.
Classified Service	All full-time Police Officers and Firefighters/Paramedics, regardless of rank.
Civil Service Commission	The Municipal Civil Service Commission of the City of Piqua.
Continuous Service	The time a person has been continuously employed, including time served as a full-time, part-time, temporary, provisional or probationary employee where there has been a continuation of employment to regular status without any break in service. Leave without pay shall be subtracted from service time to the extent permitted by State and Federal law unless otherwise stipulated in the respective bargaining agreements.
Demotion	A reduction from one class to another class for which the maximum rate of pay is lower.

Director	The Director of Civil Service is the City Manager. The Director may delegate his duties.
Dismissal	The permanent separation of an employee from City employment initiated by the City.
Eligibility List	A list of names established either through examination or reinstatement for the purpose of filling vacancies in the classified service which is rank-ordered from the highest to the lowest score and includes the names of only those individuals who attained a minimum passing score on all of the required examination components.
Examination (Test)	Methods or procedures used by the City to assess the relative capability of applicants to perform the duties and responsibilities of the position sought in the classified service.
Job Specifications	A written summary of the duties and responsibilities of a position.
Layoff	Removal of an employee from City employment due to lack of work, lack of funds, a change in administrative organization, abolishing one or more positions, or other legitimate reasons.
Part-time	A position of employment that may be continual but involves an annual average workweek of less than forty (40) hours.
Pay Range	A group of standard rates of pay with minimum, maximum and intermediate pay steps.
Position	An officially designated job with a generally defined group of duties and responsibilities.
Probationary	A full time employee who has not yet received a regular appointment.
Probationary Period	<p>An integral part of the examination process utilized for closely observing the employee's work; for securing the most effective adjustment of a new employee to a new job; and for dismissing any employee whose performance does not meet the required work standards.</p> <p>Whenever a probationary employee is granted a leave of absence, sick leave, or is laid off, suspended for disciplinary purposes, or is otherwise absent from work, the length of the probationary period shall be extended the length of such absence. Upon return to duty following such absence, such employee shall be required to serve the unexpired portion of the probationary period.</p>
Promotion	Advancement of an employee from one class to another class for which the maximum rate of pay is higher. Promotion positions in the classified service shall be limited to the following: Police Chief, Deputy Chief, and Lieutenant in the Police Department; Fire Chief, Assistant Chief, and Captain in the Fire Department.

Provisional	A short term replacement in a vacant regular position for which no eligibility list exists.
Resignation	The permanent separation of an employee from city employment initiated by the employee.
Retirement	The permanent separation of an employee eligible for retirement benefits.
Step Increase	An increase in pay from one pay step to the next successive pay step within a pay range.
Suspension	The temporary and involuntary separation of an employee from City employment for disciplinary purposes.
Working Days	The days during which the employee is regularly scheduled to work.

191.02 CLASSIFICATION

- A) Classification - A classification plan for all employees in the classified service shall be developed and maintained by the Director and pay levels or ranges established for each classification. Such levels or changes shall be subject to approval by the City Commission.

- B) Job Specifications - Job Specifications shall be developed and maintained by the Director outlining the duties and responsibilities of each classification in the classified service. The job specifications are to be descriptive only and shall not be considered comprehensive or as limiting the duties of a position.

- C) Merger, Abolition or Division of Classification - Whenever a position in the classified service has been allocated to a new classification through merger, abolition, or division of classifications, or through the creation of new classifications, the employee so allocated shall receive the title of the new classification without examination. Whenever new classifications are established or abolished, amended, merged, or divided, the Civil Service Commission shall be given a copy of the new classifications within ten (10) days of the implementation of such classifications.

- D) Applicability - Section 191.01– 191.19 shall apply only to the classified service.

191.03 ENTRY - CLASSIFIED SERVICE POLICE AND FIRE DEPARTMENTS

191.03.01 Announcement

- A) When the Director determines that a vacancy exists, or may exist in the future, in an authorized position in the classified service which must be filled and no valid eligibility

list exists for such position, or such list is about to expire, the Director shall notify the Civil Service Commission of such vacancy and request of the Civil Service Commission that it announce its intention to create an eligibility list for such position.

B) For all entry-level examinations the Director shall announce the process to be used to establish the eligibility list by placing an advertisement in a local newspaper of general circulation at least one (1) time and in other advertisements as necessary. Multiple vacancies in one classification may be combined into one announcement. Notification of the vacancy shall also be posted in a conspicuous location in the Municipal Building.

C) The announcement must include the following information, at a minimum:

1. Instructions for filing an application

2. Minimum Qualifications - The minimum qualifications shall make reference to the following when required for a position;

a. Age

i. Minimum Original Appointment Age - Applicants for Police examinations may take the test six (6) months prior to their twenty first (21) birthday; applicants for Fire fighter may take the test six (6) months prior to their eighteenth (18) birthday. All appointees for the position of police officer must be twenty one or older. All appointees for the position of firefighter must be eighteen or older.

ii. Maximum Original Appointment Age - No person is eligible to receive an original appointment as a police officer or firefighter when he is thirty-five years of age or older, and no person can be declared disqualified as over age prior to that time. There will be no maximum age for lateral entry.

b. Education;

c. Experience;

d. Licenses and certificates;

e. Physical condition;

f. Criminal record;

g. Truth verification testing;

h. Psychological testing; and

i. Physical Fitness and/or Physical Abilities Testing which may include a physical examination of muscular strength, agility, endurance and coordination of applicants.

j. All required qualifications must be reasonably related to the duties required to be performed in the position, and shall not be used to unlawfully discriminate. A copy of such minimum qualifications shall be provided to the Civil Service Commission. The minimum qualifications must be made part of the

announcement of the vacancy. Following publication of the announcement no change in the minimum qualifications shall be permitted.

3. Lateral Entry – The Director may include a particular application and selection process to those persons who have prior service as police officers or firefighters/paramedics and who are currently certified by the State of Ohio (or may attain certification) in the classification being tested by the respective Department. In such cases, the Director will establish the minimum qualifications for such application and selection process and all minimum qualifications will be included in the position announcement.
4. The existence of any additional credits available to applicants and instructions on requirements to obtain the credit.
5. Specific instructions for taking examinations, to include deadlines for completion of examinations, any applicable minimum passing scores, and how the candidate will be notified of their score.
6. Instructions for applicants to keep the Director informed of changes to their address and contact information, including the maximum length of time allowed between the change of address or contact information and notification to the Director.
7. Any and all additional examinations determined necessary by the Director for this particular opening.
8. Explanation of process to be applied after eligibility list is established.
9. Duration of Eligibility List - An eligibility list shall be in effect from the date on which it is established by the Civil Service Commission. The eligibility list shall be in effect for an initial period of time determined by the Director, and may be extended for a maximum period up to one additional period by the Director with the approval of the Civil Service Commission. Any entry level list that has been reduced to less than sufficient names as determined by the Director may be abolished at any time by the Director, except when such eligibility list consists of persons who are laid off from the classification for which the eligibility list exists.

191.03.02 Examinations

- A) All original appointments in the classified service shall be filled by examination, written and/or oral. All examinations shall be valid, practical, impartial and shall relate to matters which will fairly test, measure and assess the relative capacity or potential of the applicants to perform the duties and responsibilities of the position sought. The Piqua Civil Service Commission shall have the responsibility for ensuring the integrity of

the testing of all applicants for positions in the classified service as prescribed in the City Charter.

B) Examinations shall consist of one or more of the following tests, as approved by the Civil Service Commission by reviewing all announcements prior to publication:

1. Written Examination(s) - The written examination(s) may include written tests of aptitude and achievement, which may include an objective type examination designed to test the applicant's intelligence and aptitude. In addition, written tests, which evaluate mental fitness, character traits and attitudes may be utilized at the discretion of the Civil Service Commission, provided such tests are related to the duties of the position sought. Any applicant who, during an examination, attempts to aid himself/herself or another applicant in answering questions by reference to notes or other material not approved for use by all applicants; or by discussion with other applicants; or by other means of cheating, shall be dismissed from such examination, shall receive no grade, and shall be barred from future tests.
2. Investigation - The Director may investigate the information provided by any applicant. Whenever the Director finds that an applicant fails to meet the minimum requirements stated in the announcement; or, if a police officer, the applicant is ineligible for appointment due to exclusions in 737.052 of the Ohio Revised Code; or has made a false statement on the application; the Director may reject the application. The applicant may appeal the rejection to the Civil Service Commission within five (5) working days from the date of the notice of the rejection.
3. Physical Fitness and/or Abilities Examination of muscular strength, agility, endurance and coordination of applicants provided such tests are related to the duties of the position sought. Physical Fitness and Abilities Examinations shall involve similar physical fitness activities for all applicants and shall be based upon the minimum requirements as approved by the Civil Service Commission. Physical fitness and/or abilities examinations shall be graded on pass/fail basis with actual requirements approved by the Civil Service Commission and published in announcements. The Civil Service Commission may refuse to permit ineligible applicants to participate in any examination.
4. Additional Credits for Entry-Level Examinations - An applicant may be eligible for additional incentive percentage points of a passing examination score in accordance with the following schedule
 - a. Military Service Credits – Military credits for entrance examinations are as specified in City Charter #64(10% in addition to the applicant's passing written test score.) Military credits shall not apply to promotional examination;
 - b. College Degree Credits – If additional credit is given, the percentage and a description of qualifying degrees will be included in the announcement.

- c. Ohio Police Officer and Firefighter/Paramedic Certification Credit – If additional credit is given, the percentage and a description of qualifying certifications will be included in the announcement.
- d. Candidates are required to file certified copies of the appropriate records for additional credits no later than the deadline date as published in the announcement of the position examination. Candidates are limited to a maximum of 10% additional credits of a passing score.

191.03.03 Eligibility List

- A) The Director will supply The Civil Service Commission with a list of applicants who received passing scores on the written test with application of any extra credit points.
- B) The Civil Service Commission shall certify an eligibility list of the persons whose grades in the examination are not less than the passing score and who are otherwise eligible. The eligibility list shall be established in rank order of scores, with the highest score at the top of the list. In an open competitive examination for original appointment, if two or more applicants receive the same grade, the earliest filing of applications shall determine the order in which their names shall be placed on the eligibility list. Inspection and release of records of the eligibility list, individual test scores, and other such results of civil service examinations is governed by Ohio law.
- C) The Civil Service Commission at any time may certify the removal of the name of an applicant from any eligibility list for any one or more of the following causes:
 - Appointment to the position to which the eligibility list applies;
 - Failure of applicant to reply to notice of certification within the time limit set by such notice, unless reasons are presented that satisfy the Civil Service Commission;
 - Rejection of the applicant for any of the causes listed in these rules;
 - Declination of the appointment, providing fifteen (15) days are permitted prior to assumption of duties;
 - Failure to notify the Director of a change of address within ten (10) days of completion of the change;
 - For attempted deception, fraud or cheating in connection with any application or tests; or
 - Any other sufficient cause as determined by the Director;
- D) The applicant shall be notified upon being removed from the eligibility list unless the whereabouts of the applicant is unknown. A person named to a “Certified Eligibility List” and scheduled for the final interview with the Director at least twice for the same classification, who is not appointed, may be omitted from that eligibility list and future consideration for that classification at the discretion of the Director.

- E) Upon receipt of a request for certification of eligibility list(s) to fill a vacancy, the Civil Service Commission or its designee shall certify to the Director the names of all candidates passing the written examination and physical fitness testing as qualified candidates. The Director of Civil Service shall have the authority to make the final selection of candidates for employment from the entire certified eligibility list(s).
- F) The Director may request a "Standard Certified Eligibility List" and/or a "Lateral Entry Certified Eligibility List" for each vacant entry-level position. Only those candidates meeting the minimum qualifications for "lateral entry" shall be eligible to be placed on the "Lateral Entry Certified Eligibility List." The Director shall determine which "Certified Eligibility List" to request or use for each vacant position dependent upon the needs of the particular department at the time.

191.03.04 Probationary Appointments

- A) Investigation of Applicants - Upon receipt of the list of eligible persons for appointment or promotion certified by the Civil Service Commission, the Director shall conduct or authorize an investigation of each applicant's ability to perform the duties and responsibilities of the position sought. The investigation may include physical fitness testing, psychological examination, truth verification examination, background investigation, personal interview, or any other method necessary to ascertain the qualifications and ability of the applicant. If the applicant is found during the investigation to be unqualified or unsuitable for the position, the Director shall notify the Civil Service Commission of such rejection and the reasons therefor. This may include candidates that have been found guilty of a criminal or drug related offense; or have been dismissed from employment for inefficiency, delinquency, or misconduct; or have resigned from employment while disciplinary charges were pending; or are currently using illegal drugs or applicants fail to meet the minimum requirements stated in the announcement; are ineligible for appointment due to exclusions in 737.052 of the Ohio Revised Code; or have made a false statement on the application; or have otherwise demonstrated a lack of integrity or responsible behavior. The Civil Service Commission need not approve the rejection if no additional name is requested to be certified. When Civil Service Commission approval is sought, the person against whom the objection is made shall be notified of the objection and appeal process described in Section 191.06 of these rules.
- B) Oral Board Examination - A sufficient number of applicants on the "Certified Eligibility List" will be scheduled to complete an "Oral Board Examination" with the persons appointed by the respective Chief of the Department. If all the applicants on the list are not examined, those selected will be chosen in rank order from the top of the list. The "Oral Board" will forward a report with their "consensus findings" on each applicant

with general recommendations to the Director or designee for his/her review. This report will be completed by the chair of the Oral Board and be in writing. The Director will then select the number of applicant(s) at his/her discretion from the "Certified Eligibility List" to participate in final interviews based upon the Director's determination of the best-qualified candidates based upon the following criteria;

1. Rank on the Certified Eligibility List;
2. Police Background Investigation Findings;
3. Oral Board Recommendations;
4. Previous certification and experience in the classification being examined;
5. Recommendations of the respective Chief of the Department;
6. Any other valid and job-related criteria as determined by the Director;

C) Final Interview with Appointing Authority - The Director, as the appointing authority for the classified service, will select the number of applicant(s) at his/her discretion on the Certified Eligibility List to participate in a final interview. The interview will be conducted by the Director, the Human Resources Director, the Chief of the Department where the vacancy exists, and any other person(s) as determined by the Director;

D) Post Conditional Offer of Employment Examinations - Upon the conclusion of the interview process with the Director, the candidate tentatively selected for appointment will be offered a "conditional offer of employment" subject to the following conditions:

1. Post Conditional Offer Medical Examination and Psychological Examination. These examinations will be conducted by a physician or licensed psychiatrist or psychologist selected by the Director to assess the applicant's general medical and psychological health as reasonably related to the duties of the position sought. Medical and psychological examinations shall involve medical and psychological standards established by the Director which are related to the duties and responsibilities of the position sought. Applicant must satisfactorily complete all medical screening examinations as required by the Ohio Police and Fire Disability Pension Fund (PFDPF);
2. Post-Offer Polygraph and/or Truth Detection Examination;
3. Any other examinations determined necessary by the Director.
4. Upon the satisfactory completion of such Post-Offer Examinations the Director will appoint the candidate to the vacant position. If the candidate does not pass the examinations to the specifications as established by the Director the conditional employment offer will be withdrawn and the candidate removed from the eligibility list and future consideration.

E) All probationary original appointments to the classified service shall serve a one-year probationary period from the date of such appointment. A probationer may be dismissed without cause at any time within the probationary period. No regular appointment shall be deemed final until the appointee has satisfactorily served the

probationary period as determined by the Director and documented through a written regular appointment letter.

191.03.05 Regular Appointments

The Chiefs of the respective department will evaluate all classified employees during their probationary period in a manner approved by the Director. A final report and recommendations shall be completed and filed with the Director at least ten (10) working days prior to the expiration of the probationary period for his/her determination of Regular Appointment for the employee.

191.04 PROMOTIONS - CLASSIFIED SERVICE POLICE AND FIRE DEPARTMENTS

191.04.01 Announcement

- A) Promotion to positions above the rank of Firefighter/Paramedic in the Fire Department and Police Officer in the Police Department shall be by successive ranks as far as practicable and shall be by competitive examination. The competitive or promotional examination is defined as all scored parts of the promotional process. For the purpose of this section two or more persons who are eligible are required to complete the promotional testing process for the process to be deemed competitive. When there are not two eligible persons to complete the examination process in the next rank lower than the position sought, the examination process will be open to successive lower ranks until there are two or more eligible persons to complete the examination process.
- B) No person shall be eligible to take a promotional examination, in either the Fire or Police Departments unless he/she has completed sixty (60) months of continuous service in that respective Department as a Firefighter/Paramedic or a Police Officer. In order to be promoted beyond the first promoted rank, a year in each grade must be completed in the lower rank. This may be waived if a competitive exam cannot be held because the next lower rank does not have at least two members with the time in grade who will take the test, but are in the grade that would normally be tested.
- C) The public notice of a holding of a promotional examination for a position or positions in the Police or Fire Departments shall, unless waived by all persons eligible to participate, be posted in a conspicuous location in the respective Department not less than thirty (30) days prior to the examination and copied to all eligible employees via internal city mail. The announcement shall contain a reference list of the source material of the written examination questions. Such source material shall be available from the publisher and the city will make a reasonable effort to maintain at least one (1) copy of

said material in the inventory of the respective Department requiring the promotional examination. Such city owned books and reference materials shall not be removed from the Departments. This paragraph does not prohibit the use of questions having answers based on experience.

191.04.02 Examination

- A) The Civil Service Commission may refuse to permit ineligible applicants to participate in the examination. No applicant shall be admitted to any examination after any applicant who has seen the questions has withdrawn from the room. Visitors or observers shall not be admitted to the examination room during any examination except by permission of the Civil Service Commission.
- B) Any applicant who, during an examination, attempts to aid himself/herself or another applicant in answering questions by reference to notes or other material not approved for use by all applicants; or by discussion with other applicants; or by other means of cheating, shall be dismissed from such examination, shall receive no grade, and shall be barred from future tests.
- C) The different types of promotional tests shall be conducted in accordance with the following procedures described below. Examinations shall consist of one or more of the following tests, as determined by the Civil Service Commission and published in the Announcement:
 - 1. Written Examinations - Written tests of aptitude, achievement and knowledge of the work. The test may include an objective type examination designed to test the applicant's familiarity with information and material which could be reasonably expected in the position, standard intelligence tests, standard aptitude tests, or a dissertation on one or more subjects dealing with problems encountered in the classification. Written tests, which evaluate mental fitness, character traits and attitudes may be utilized, provided such tests are valid and related to the duties of the position sought. Written examinations for promotions shall be administered to all applicants on the date advertised. Prior to the start of the examination, each applicant shall complete and sign an identification card containing a number the applicant must use to identify the examination form and answer sheets, and other such information as required. The identification cards shall be sealed in a blank envelope and delivered to the Civil Service Commission, who shall use the numbers to identify and rank the test scores. The identity of the person taking the test shall be concealed from the examiners by the use of the identification number by the applicant on the examination form and answer sheet.
 - 2. Assessment Process which evaluates knowledge, experience, personal qualifications and communication skills, provided such tests or ratings are practical, competitive

and related to the duties of the position sought. Assessment Process Examination shall involve similar testing for all applicants related to the duties and responsibilities of the position. This examination shall be administered by an independent and impartial professional organization selected by the Civil Service Commission that is familiar with the position. The several examiners shall determine a final score for the applicant by consensus. The Assessment Process Examination shall be administered to all eligible applicants on the date advertised. Prior to the start of the examination, each applicant shall complete and sign an identification card containing a number the applicant must use to identify the examination form and answer sheets, and other such information as required. The identification cards shall be sealed in a blank envelope and delivered to the Civil Service Commission, who shall use the numbers to identify and rank the test scores. The identity of the person taking the test shall be concealed from the examiners by the use of the identification number by the applicant on the examination form and answer sheet.

3. Interview Process is an additional phase in the promotional process which permits the candidates the opportunity to provide, to a panel, a presentation on their qualifications, accomplishments, personal and professional philosophies and their answers to written questions provided to them prior to the interview. The panel will consist of five (5) members as follows: City Manager (or his/her designee), Human Resources Director, 1 City Department Head (other than the Police Chief or the Fire Chief) selected by the Civil Service Commission and two (2) members of the Community taken from a list of volunteers and also selected by the Civil Service Commission.
4. Weight of Examinations - When Assessment Process testing is used for the Police Department, the weight it will have in determining the final position on the promotional list shall be as follows and shall be posted in the original announcement. Written testing will be 25% for Police Chief and Deputy Chief with the Assessment Process accounting for 35% for the Police Chief and 40% for the Deputy Chief and the Interview Process accounting for 40% for the Police Chief and 35% for the Deputy Chief. The written test will account for 30% of the total score for the position of Police Lieutenant with the assessment process and interview process accounting for 35% each.

When the Assessment Process testing is used for the Fire Department, the weight it will have in determining the final position on the promotional list shall be as follows and shall be posted in the original announcement. The written testing will be 50% of the total score with the Assessment Center accounting for 50% of the total score for Fire Captain, Assistant Chief. Written testing will be 25% with the Assessment Process accounting for 35% and the Interview Process accounting for 40% for the Fire Chief.

	POLICE DEPARTMENT			FIRE DEPARTMENT	
	Police Chief	Deputy Chief	Lieutenant	Fire Chief	Assistant Chief & Captain
Written Test	25%	25%	30%	25%	50%
Assessment Center	35%	40%	35%	35%	50%
Interview – City Mgr., HR Dir Appointed by Civil Service City Department Head 2 Community Members	40%	35%	35%	40%	

D) Ties On Promotional Test - In a competitive examination for promotion if two of more applicants receive the same score, the seniority service date shall determine the order in which the names appear on the eligibility list. In the event that a tie continues, the higher City employee payroll number shall determine the order in which the names appear on the eligibility list.

E) Seniority Credit (Fire) - In accordance with Ohio Revised Code Section 124.45, for purposes of calculating seniority for credit given in a promotional examination for firefighters, the prior years of full-time service, including those years of service with another fire department (either in-state or out-of-state), shall be included in calculating seniority credit.

Those persons who compete in a promotional examination in accordance with the rules of the Civil Service Commission shall have added to their total score credit for seniority. Credit for seniority shall be given as follows: one point shall be added for each of the first four years of full-time service, and six-tenths of a point shall be added for each year for the next ten years of full-time service. In computing the credit for seniority, half of the credit specified in this paragraph shall be given for a half year of full-time service.

The date on which a firefighter's years of service shall be calculated shall be the date upon which the Civil Service Commission announces the next applicable promotional exam. The seniority credit will not be added to a firefighter's written test score if they do not obtain a passing grade. The credit will only be added to the score after the written examination and the assessment center are completed.

191.04.03 Eligibility List

A) Establishment - The Civil Service Commission shall supply to the Director a list of applicants who received the highest scores on the written test, assessment process examination, and any other scored examination. The Civil Service Commission shall prepare an eligibility list of the persons whose grades in the written examination are not less than the passing score and who are otherwise eligible. The eligibility list shall be established in rank order of scores, with the highest score at the top of the list.

Inspection and release of records of the eligibility list, individual test scores, and other such results of civil service examinations is governed by current Ohio Revised Code.

- B) Duration - An eligibility list shall be in effect from the date on which it is established by the Civil Service Commission. The eligibility list shall be in effect for one (1) year, and may be extended for an additional one- (1) year by the Director with the approval of the Civil Service Commission.
- C) Removal - The Civil Service Commission at any time may remove the name of an applicant from any eligibility list for any one or more of the following causes:
 - 1) Rejection of the applicant for any of the causes listed in these;
 - 2) Declination of the appointment, providing fifteen (15) days are permitted prior to assumption of duties; or
 - 3) For attempted deception, fraud or cheating in connection with any application or tests.
 - 4) The applicant shall be notified upon being removed from the eligibility list unless the whereabouts of the applicant is unknown.
- D) Change in Address - Applicants shall notify the Director in writing of any changes in address while their names remain on the eligibility list within ten (10) days of making the change of address.
- E) Certification - Upon receipt of a request for certification of an eligibility list to fill a promotional vacancy in the classified positions of the Police and Fire Departments, the Civil Service Commission shall certify to the Director the names of the persons who attained a passing final score in rank order from the highest score as number one to the lowest passing score.

191.04.04 Probationary Appointments

The Director shall appoint members in the order of their rank on the certified eligibility list, the highest score being first and so on.

All probationary promotional appointments in the classified service shall be for a probationary period of one (1) year from the date of such promotion. If during that period, the service of the employee so appointed is not satisfactory, the employee may be reduced to the position from which the promotion was made. No promotion shall be deemed final until the appointee has satisfactorily served the probationary period as determined by the Director and documented through a written regular appointment letter.

191.04.05 Regular Appointments

All classified employees shall be evaluated in writing during their probationary period. The employee's supervisor shall prepare an evaluation of the performance of the probationary employee. These evaluations shall be maintained in the employee's file at the respective Department. For all probationary appointees, a final report and recommendations shall be completed and filed with the Director at least ten (10) working days prior to the expiration of the probationary period.

191.05 GRADING OF EXAMINATIONS

- A) Written and Scored Examinations - All written, assessment, and other scored examinations shall be graded and the results certified to the Civil Service Commission. Written, assessment process, and other scored examinations shall be graded by statistical methods which proportions and converts individual scores on a scale where 100% represents the highest possible attainment and 70% represents the minimum acceptable score on the written examination. There will be no minimum acceptable score on any individual portion of the exam process for the positions of Fire Chief and Police Chief but cumulatively, the applicant must receive a 70% to be placed on the eligibility list.

For police promotional examinations, the applicants with the six highest scores on the written examination will be scheduled for the assessment process examination.

- B) Weighting Various Portions of Scored Examinations - The weights, if any, of the various parts of each examination shall be determined by the Civil Service Commission prior to the examination and published in the announcement and shall be applied uniformly in determining each applicant's final grade.

191.06 PROCESS FOR OBJECTIONS OR APPEAL

- A) Postponement and Cancellation of Examination - The Director shall have the right to deviate from the terms of the announcement because of an inadequate number of applicants, because of non-attendance of special examiners, or for other sufficient cause, or to cancel any examination, the holding of which becomes unnecessary because of change in the personnel requirements of the City. The Civil Service Commission shall be informed of all changes.
- B) Inspection, Review and Appeal of Results of Examination Papers by Candidates - All selection and grading devices and examination papers are the property of the Civil Service Commission, and shall be treated as confidential records to the maximum extent possible under the law.

- C) Notice of Results - The results of written examination scores shall be provided to applicants as soon as they are ready, and a list of those who passed the written examination shall be given to the Director to prepare for any other tests and examinations as provided in these rules. As soon as the grading and rating of all of the examinations has been completed and an eligibility list is established, all applicants shall be notified in writing of their individual scores, and, if successful, of the applicant's final average and related position on the eligibility list.

- D) Due Process – Persons with standing to object or appeal decisions made in these processes must notify the Director within fourteen calendar days of the event to which they object. The Director will address the concern within seven calendar days of this notification. If unsatisfied with the Director’s decision, the person may request a hearing with the Civil Service Commission to present their objection. The hearing will be scheduled within a reasonable time frame. The Civil Service Commission will issue a decision within fourteen calendar days of the hearing and a remedy determined. Processes being appealed may continue throughout the appeal process with the appropriate remedy applied as soon as reasonably possible.

191.07 CERTIFICATION AND CERTIFIED ELIGIBILITY LISTS

- A) Request for Certification - Upon completion and establishment of an eligibility list for a classification, the Civil Service Commission shall notify the Director in writing of the existence of such eligibility list. When a vacancy in an authorized position in the classified service is to be filled from the eligibility list the Director shall make a written request of the Civil Service Commission for certification of the names eligible for such position or positions. A separate “Certification Eligibility List” shall be established for each vacancy.

- B) Notice of Certification - When the name of an eligible person is certified to the Director, the Director shall notify in writing at the address of the eligible as it appears in the records of the Director. Such notice shall include the deadline by which the eligible person must respond to the Director.

- C) Waiver of Certification - An eligible person may waive certification by notification in writing to the Director. If certification is waived more than two (2) times, the person will lose eligibility and be removed from the eligibility list. A waiver of certification shall remain in effect until withdrawn, but a waiver may not exceed six (6) months. After two waivers, or after six months have passed on a waiver, the name shall be removed from the eligibility list. Whenever one or more of the eligible persons that have been certified waives certification or fails to respond to the notice of certification, the Civil

Service Commission shall supplement the certification list by an equal number of additional names.

- D) Objection - If the Director objects to the certification of any eligible person, the specific reasons for objection shall be given in writing to the Civil Service Commission. Any cause in section 191.03 (E) shall be deemed sufficient reason for an objection, but the Civil Service Commission may approve objection for other causes.

191.08 PROVISIONAL APPOINTMENTS

- A) When it is urgent that an immediate appointment be made to fill a vacant authorized position, and no eligibility list exists for the position, the Chief of the Department may make a provisional appointment for up to thirty days. For periods in excess of thirty days, the Director may make a provisional appointment to that position. Prior to such appointment, the Director shall notify the Civil Service Commission. Among classified positions in the Police and Fire Departments, provisional appointments may be made only by appointing the next lower available rank to fill such position.
- B) A provisional appointment shall continue until an appropriate certified eligibility list is established, and a probationary appointment is made. An examination for the position must be held within the six-month period from the date of the provisional appointment.
- C) In time of extreme emergency which poses a threat to public health, safety, or welfare, and it is necessary to employ one or more persons, the Director may, without consulting the Civil Service Commission, appoint a qualified person or persons during the period of emergency.

191.09 RE-EMPLOYMENT LIST

When any regular classified employee is laid off, the name of such person shall be placed at the top of the eligibility list of classification from which the employee is laid off. If there is no existing eligibility list at that time, the employee's name shall constitute one. When two or more persons have been laid off, whether at the same time or not, their names shall be placed at the top of such eligibility list in the order of their appointment in the classification held by them when laid off. Such persons shall be eligible for certification and reemployment for a period of two (2) years.

191.10 RE-INSTATEMENT

Any classified employee in the Police Department or Fire Department who has resigned in good standing may be reinstated to employment within one (1) year of the effective date of

the resignation, with the written approval of the Director. Any person reinstated under the authority of this paragraph shall not receive credit for service prior to resignation in determining seniority or longevity and may only be reinstated to the entry-level position. The decision of the Director shall not be subject to appeal.

191.11 SEVERABILITY

If any part or sub part, sentence, clause or phrase of these rules and regulations is for any reason held to be invalid or unconstitutional, the remaining portion shall remain valid and in effect unless it clearly appears that such other section or part of a section is wholly or necessarily pendent upon the section or part to be held to be valid or unconstitutional.

191.12 STATE STATUTE

The Charter of the City of Piqua, and/or duly enacted administrative regulations shall in all cases supersede Chapter 124 (Civil Service) of the Ohio Revised Code. In the case of a conflict between the City of Piqua Civil Service Rules and Regulations and the provisions of an applicable collective bargaining agreement, the provisions of that agreement shall be controlling. Only in those instances not covered by local rules or legislation or by the provisions of an applicable collective bargaining agreement shall Ohio Revised Code Chapter 124 be in force.

191.13 EFFECTIVE DATE

These Rules and Regulations of the Civil Service Commission of the City of Piqua, Ohio, shall take effect and be in force from and after August 10, 2023.

Michael Gutmann, Chairman Date

Wayne Davey, Member Date

Stu Shear, Member Date

Jonathan Roman, Member Date

Tom Christy, Member Date

REVISED: August 10, 2023, July 21, 2022 ; May 9, 2019; January 15, 2019; September 12, 2017; April 27, 2017; July 28, 2014; September 10, 2013; September 29, 2009; November 8, 2007; July 26, 2007; May 24, 2007; May 25, 2005; April 26, 2005; December 22, 2003; October 25, 1999; September 7, 1997; August 23, 1995; October 20, 1992,