

RULES AND REGULATIONS
OF THE
MUNICIPAL CIVIL SERVICE COMMISSION
COLUMBUS, OHIO



50 West Gay Street
Columbus, Ohio 43215

TABLE OF CONTENTS

<u>TAB</u>		<u>LAST REVISED</u>
RULE I	DEFINITIONS	07/29/1996
RULE II	GENERAL PROVISIONS	07/29/1996
	A. Citation	
	B. Purpose of Rules	
	C. Positions Covered by the Rules	
	D. Administration of the Office of Civil Service	
	E. Delegation by the Commission	
RULE III	COMMISSION MEETINGS	07/29/1996
	A. Regular Meetings	
	B. Special Meetings	
	C. Executive Sessions	
	D. Public Meetings	
	E. Conduct of Meetings	
	F. Quorum	
	G. Minutes	
	H. President and Presiding Officer	
RULE IV	CLASSIFICATION	05/22/2000
	A. The Classification Plan	
	B. Competitive/Noncompetitive Classes	
	C. Changes to the Classification Plan	
	D. Allocation of New Positions and Reallocation of Existing Positions	
	E. Use of the Classification Plan	
RULE V	TRAINING	07/29/1996
RULE VI	ANNOUNCEMENTS AND APPLICATIONS	11/27/2006
	A. Examination Announcements	
	B. Job Vacancy Notifications	
	C. Filing Applications	
	D. General Qualifications	
	E. Disqualification of Applicants and Eligibles	
RULE VII	EXAMINATIONS	10/16/2006
	A. Scheduling of Examinations	
	B. Competitive Examinations	
	C. Noncompetitive Examinations	

TABLE OF CONTENTS

TAB

LAST REVISED

	D. Medical/Psychological Examinations	
	E. Veteran's Preference	
RULE VIII	ELIGIBLE LISTS	08/25/2008
	A. Creation by Competitive Examination	
	B. Creation by Noncompetitive Examination	
	C. Addition by Reinstatement	
	D. Processing of Eligible Lists	
	E. Applicant Withdrawal from an Eligible List	
RULE IX	CERTIFICATION	10/26/2009
	A. Notification of Vacancies	
	B. Termination of Provisional Employment	
	C. Certification of Eligibles on Competitive Lists	
	D. Certification of Eligibles on Promotional Lists	
	E. Certification of Noncompetitives	
	F. Canvassing Competitive Eligible Lists	
	G. Certification to a Lower Class	
	H. Charter Certification	
	I. Conditional Certifications	
RULE X	APPOINTMENTS	05/29/2007
	A. Original Appointment	
	B. Noncompetitive Appointment	
	C. Promotional Appointment	
	D. Provisional Appointment	
	E. Temporary Appointment	
	F. Conditions of Employment	
	G. Effect of Reallocation	
	H. Tenure	
	I. Reemployment of Former Employees	
RULE XI	PROBATIONARY PERIOD	05/29/2007
	A. Establishment	
	B. Provisional Employees	
	C. Reemployment	
	D. Probationary Period Extension	
	E. Probationary Termination	

TABLE OF CONTENTS

TAB

LAST REVISED

RULE XII	TRANSFERS, RESIGNATIONS, LAYOFFS AND VOLUNTARY DEMOTIONS	12/08/2008
	A. Transfers	
	B. Resignations	
	C. Layoff Procedure	
	D. Voluntary Demotions	
RULE XIII	DISCIPLINE AND APPEALS	10/30/2000
	A. Discipline by the Appointing Authority	
	B. Discipline - Uniformed Ranks	
	C. Demotion or Discharge for Incapacity	
	D. Disciplinary Action by Appointing Authority	
	E. Employee Appeals	
	F. Examination Appeals	
	G. Applicant Appeals	
	H. Background Reviews	
	I. Commission Review	
RULE XIV	APPEAL HEARINGS AND INVESTIGATIONS	08/03/2000
	A. Employee Appeals	
	B. Applicant Appeals	
	C. Background Reviews	
	D. Commission Hearing Officer	
	E. Trial Board	
	F. Commission Background Officer	
	G. Administering Oaths	
	H. Investigations	
RULE XV	LEAVES OF ABSENCE	05/29/2007
	A. Leaves of Absence With Pay	
	B. Leaves of Absence Without Pay	
	C. Procedure for Granting Leaves	
	D. Military Leave	
	E. Absence Without Leave	
RULE XVI	PERFORMANCE RATINGS	07/29/1996
RULE XVII	CERTIFICATION OF PAYROLL	07/29/1996

TABLE OF CONTENTS

TAB

LAST REVISED

RULE XVIII	REPORTS BY APPOINTING AUTHORITIES	05/29/2007
RULE XIX	RECORDS	07/29/1996
RULE XX	PROHIBITED ACTIVITIES	06/28/1999
RULE XXI	RULES AND REGULATIONS	07/29/1996
	A. Adoption, Amendment or Rescission of Rules	
	B. Publication	
	C. New Rules	
RULE XXII	SAVING CLAUSE	07/29/1996
APPENDIX A	Classes with 180 calendar day probationary periods	05/18/2009
APPENDIX B	Classes with 270 calendar day probationary periods	04/27/2009
APPENDIX C	Classes with 365 calendar day probationary periods	08/31/2009