



Civil Service Rules Revisions

Civil Service Rule	Recommended Revision
1. 101 – Definition of Terms	Adds definition of “working days” which is used throughout the rules
2. 418 – Temporary Assignment Out of Class	<ul style="list-style-type: none"> • Revise rule to allow pay increase at the start of the temp assignment when it is expected to last longer than 2 pay periods – aligns with re-interpretation of rule and practice only certain HR managers are aware of • Allows use of CSR 418 when business needs arise, not only when a vacancy or LOA exists (aligns with Leadership Rules which provided that flexibility)
3. 512 – Protest of Disqualification	Adds a period of three days for candidate to request explanation of disqualification from HR Director. This period of three days is consistent with CSR 612, and proposed revision to CSR 613. This addition to CSR 512 does not interfere with candidate’s ability to file request for investigation to CSC, as already provided by CSR 512.
4. 604 – Medical Reviews	Revise rule to provide flexibility that Medical A may be waived for sedentary/office jobs.
5. 613 – Protest of Examination Procedures	Reduce period candidate can file written complaint following notification of examination results from 5 working days to three working days. This is to make it consistent with CSR 612, as well as proposed addition to CSR 512.
6. 703 – Duration of Eligible List	Revise to allow the Human Resources Director to abolish a list prior to three months, provided that the reason for such is reported, in writing, to the CSC as soon as reasonably practicable.
7. 904 – Limited Term Appointment	Extends duration of Limited Term Appointment to not more than 3 years, but is subject to annual review by Commission to ensure temporary or limited nature of appointment remains appropriate based on business operational needs, such as grant funding or other limited funding source (ex. ERP backfill positions)
8. 1404 – Time Off to Compete in Examinations	Revises rule to allow employees reasonable and necessary travel time off to participate in examinations and selection processes for County positions.