



City of Warrensville Heights

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Civil Service Commission
Kenneth White

Bradley D. Sellers
Mayor

Phyllis Tullos

CIVIL SERVICE COMMISSION MEETING NOTICE

February 3, 2021

The Civil Service Commission will have a **Special Meeting** for the purpose of considering and voting on revisions of the Civil Service Rules and Regulations. The full text of the proposed revisions are listed below. The meeting will be held on **Thursday, March 11, 2021 at 10AM**. Due to the existing Public Health Emergency (the COVID-19 pandemic), the meeting will be held via the **Zoom Cloud Meetings** application, which can be accessed on a mobile device or computer. Please use **Meeting ID #: 504-131-1228**.

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

5.03 Residency Requirements

~~D. Every applicant who has been for the period of sixty (60) days immediately preceding and is at the date of his examination a bona fide resident of the City of Warrensville Heights shall, when such respective residence is not a requirement, be given extra credit as provided in Section 7.03.~~

6.07 Notices and Sites for Competitive Examinations

B. Printed public notice of each competitive examination for original appointment in the classified service shall be placed in a newspaper of general circulation in the City on one occasion, and conspicuously posted by the Secretary of the Civil Service Commission at City Hall, in the offices of the Commission, and in other places as may be advisable, ~~for at least ten~~ no less than fourteen days preceding the examination. All notices shall include the time, place, and general scope of the competitive examination, and shall indicate the examination fee, if any. Notice may also be posted electronically or distributed to such persons or organizations as may be interested in the position(s) to be filled.

C. Notice of competitive promotional examinations shall be posted by the Secretary of the Civil Service Commission in conspicuous places in each department in which employees would be eligible to compete for such promotion ~~for at least ten (10)~~ no less than fourteen days preceding the examination, and may be electronically posted or individually distributed to interested employees. Such notices shall include the time, place, and general scope of the competitive examination.

9.02 Original Appointment Procedure/Number of Names Certified

B. The appointing authority, having notified the Commission of the position to be filled, and having received such list may then fill such position by appointment of one of the fifteen (15) persons certified to him. If more than one position is to be filled, the Commission may certify a group of names from the eligible list, and the appointing

authority shall appoint in the following manner: Beginning at the top of the list, each time a selection is made it must be from one of ~~the top five of qualified and available first fifteen~~ ~~(15)~~ candidates on the list who is willing to accept consideration for the position. A candidate passed over three times for the same or similar position may be omitted from further consideration and removed from the eligible list.

11.02 Promotions in Class

Promotions in the uniformed force of the Police or Fire Department shall be made from class to class, from the lowest class to the highest within the respective department.

Each applicant for a promotional examination from patrolman to sergeant in the Police Department or from fireman to lieutenant in the Fire Department shall have served at least ~~three~~ ~~four~~ ~~(34)~~ years of continuous service as patrolman in the Warrensville Heights Police Department or at least ~~three~~ ~~four~~ ~~(34)~~ years of continuous service as fireman in the Warrensville Heights Fire Department ~~as of the immediately preceding the~~ date of the examination. In the case of all other promotional examinations, ~~the applicant shall have served~~ at least one (1) year of continuous service in ~~his the Warrensville Heights Police or Fire Department~~ in the rank or grade next below the one for which the examination is held.

11.05 Certification of Eligible List

When an examination for promotion has been completed, the Commission shall certify to the appointing authority the names and addresses of ~~the three (3)~~ ~~up to fifteen~~ candidates standing highest on the eligible list for such promotion. The appointing authority shall fill such position by appointment of one of the top qualified and available three (3) persons certified to him within thirty (30) days after such certification. The appointing authority 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.

The Civil Service Commission would like to correct the following errors:

Page Numbering

The Commission would like to correct the page number on the last page of the Rules as well as in the Table of Contents. The last page should be page 52 and this needs to be reflected in the Table of Contents.

6.08 Physical, Psychological, Medical, or Drug Testing

A. General

Whenever physical or psychological qualifications are of especial importance, the applicants may be required to pass a physical or psychological examination and be certified as qualified in such respect, whether before admission to the examination, or before being placed on the appropriate eligible list, or before certification for

appointment, as the Commission may deem advisable. Medical examinations will only be conducted after a prospective appointee has received a conditional offer of employment; except that the Commission may require that an applicant may be medically examined prior to any test (e.g., a physical agility test) to determine the applicant's ability to participate safely in the test. When asking for such a medical opinion, the Commission will describe the agility or fitness test, and ask "can this person safely perform this test?" ~~{See also Section 6.08(F) below}.~~

Examinations must be job related and based on business necessity.

7.04 Experience Credit

Credit for experience gained during a provisional or a temporary appointment shall not be given to an applicant in any examination.

8.03 Applicants Taking Multiple Examinations

When for any reason the Commission shall hold an examination for the eligibles ~~in~~ in any particular class or grade, and there is an existing list of eligibles for such class or grade, any eligible on such existing list may take such new examination; but by so doing he shall thereby become removed from any such existing list, and shall be bound by the result of his new examination.

An applicant ~~Wring~~ taking more than one examination for a position in the classified service may stand upon all eligible lists for which he has qualified under the rules of this Commission. Upon the appointment of such an eligible to any position in the classified service, and his acceptance thereof, he shall be removed from all eligible lists, except lists of a superior class or grade.

8.06 Military Service — Effect on Eligible List

Any person on an eligible list who fails to report to the appointing authority when so notified to do so or is unable to accept an appointment when offered by reason of being in uniformed service, shall not by reason of such failure be removed from the eligible list. If and to the extent the employee is entitled to be certified under the Uniformed Services Employment Act of 1994 (USERRA) or a comparable Ohio law, he will be so certified.

12.04 Disciplinary Suspension

An employee may be suspended for a period of time not to exceed 30 working days for disciplinary purposes without a right of appeal to the Civil Service Commission. Successive suspensions shall not be allowed, a A written report of any suspensions, the period thereof, and the reasons therefore, shall be filed immediately with the Commission. ~~(S~~ subject to provisions in the collective bargaining agreements).

12.06 Procedure for Removal, Suspension, or Reduction

A suspension, removal, or demotion of a classified employee, pursuant to these Rules, of an employee by an appointing authority shall not become effective until such appointing authority has first:

13.07 Last Chance Agreements

In an appeal of a removal order based upon a violation of a last chance agreement, the Commission may only determine if the employee violated the agreement and thus affirm or disaffirm the judgment of the appointing authority. Any Hearing Officer assigned by the Commission shall conduct the hearing and make his or her report accordingly.

15.02 Reinstatements in General

Any person holding an office or position in the classified service who has been separated from the service without delinquency or misconduct on his part, and other than for disability, may, upon recommendation of the appointing authority and 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.

Kenneth White, Chairman
Phyllis Tullos, Secretary
Warrensville Heights Civil Service Commission
Warrensville Heights Municipal Center
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Warrensville Heights, Ohio 44128