

MERIT SYSTEM RULES AND REGULATIONS
TABLE OF CONTENTS

RULE 1 - DEFINITION OF TERMS	Pages
§101 - Definitions, General	1-10
 RULE 2 - COMMISSION ORGANIZATION AND PROCEDURE	 1-6
§201 - Terms of Commissioners	1
§202 - Election of Chairperson and Vice Chairperson	1
§203 - Quorum and Majority	1
§204 - Public Meetings	1
§205 - Regular Meetings	2
§206 - Special Meetings	2
§207 - Closed Sessions	2
§208 - Agenda Data	2
§209 - Enforcement of the Code and Rules	2
§210 - Amendment and Suspension of Rules	3
§211 - Minutes	3
§212 - Status of Commission Employees	3
§213 - General Duties of the Personnel Director	3-4
§214 - Communications	4
§215 - Budget	4
§216 - Annual Report	5
§217 - Official Roster	5
§218 - Payment for Meeting Attendance	5
§219 - Requirements for Personnel Commissioners	5
§220 - Distribution of Rules	5-6
§221 - Certification of Payrolls	6
 RULE 3 - CLASSIFIED SERVICE	 1-3
§301 - Positions Included in the Classified Service	1
§302 - Exemption from the Classified Service	1-2
§303 - Effect of Exemption	2
§304 - Professional Expert Assignments	2
§305 - Restricted Positions and Employees	2-3
§306 - Business Manager	3
 RULE 4 - JOB DESCRIPTIONS	 1-2
§401 - Job Descriptions	1
§402 - Interpretation of Job Descriptions	1-2
 RULE 5 - CLASSIFICATION/RECLASSIFICATION AND IMPACT AND EFFECTS OF CLASSIFICATION/RECLASSIFICATION	 1-3
§501 - General Nature of Classification/Reclassification	1
§502 - Classification/Reclassification of Positions	1-2

§503 - Effective Date of Classification/Reclassification	2
§504 - Impact and Effects of Classification/Reclassification	2-3
§505 - Reclassification of Re-employment and Eligibility Lists	3
RULE 6 - WAGE AND SALARY PROVISIONS	1-10
§601 - Workday and Workweek	1
§602 - Overtime Defined	1
§603 - Compensation for Overtime	1-2
§604 - Classifications Exempt from Overtime Payment	2
§605 - Authorization	3
§606 - Placement on the Salary Schedule	3
§607 - Step Advancement	3
§608 - Increases in Assigned Time	3
§609 - Promotions	4
§610 - Placement After Leave of Absence	4
§611 - Salary Rate Upon Re-employment from a Re-employment List	4
§612 - Benefits for Part-time Employees	4
§613 - Provisional or Limited-term Assignment	5
§614 - Reclassification to a Higher Salary Range	6
§615 - Salary Range Changes	6
§616 - Meal Periods	6
§617 - Holiday Pay	6-8
§618 - Tuition Reimbursement	8
§619 - Method of Salary Computation for Monthly Salaried Employees	8
§620 - Compensation for Temporary Assignment to Duties at a Higher Classification	8
§621 - Show-Up Authorization	9
§622 - Call-Back Compensation	9
§623 - Fixing of Salaries	9
§624 - Uniforms; Costs	9
§625 - Payment on School Recesses and a School Day	10
§626 - Medical or Physical Examinations	10
RULE 7 - APPLICATION FOR EMPLOYMENT	1-3
§701 - Filing of Application	1
§702 - General Qualifications of Applicants	1
§703 - Elimination of Unfit Applicants and Eligibles--Permissible	1-2
§704 - Elimination of Applicants or Employees--Compulsory	2
§705 - Rejection and Appeal from Rejection	2-3
§706 - Action When Rejection Is Not Sustained	3
§707 - Applications Not to Be Returned	3
RULE 8 - EXAMINATIONS	1-9
§801 - Holding of Examinations	1
§802 - Who May Complete	2

Table of Contents, Continued

§803	- Notice of Examination	2
§804	- Character of Examinations	2
§805	- Open Competitive and Promotional Examinations	2-3
§806	- Continuous Examinations	3
§807	- Examination Procedures	3-4
§808	- Examination Weighting	4
§809	- Rating Required	4
§810	- Review of Written Test for Open and Promotional Candidates	4-5
§811	- Examinations Records	5
§812	- Examination Papers	5
§813	- Scoring and Ranking of Examinations	5
§814	- Veterans' Preference	5-6
§815	- Applicants Names Not Made Public	6
§816	- Notice of Final Score	6
§817	- Qualifications Appraisal Interviews	6-8
§818	- Examinations for Certain Positions or Classes	8
§819	- Making Up of an Examination	8
§820	- Positions Requiring Multiple Languages	9
RULE 9	- ELIGIBILITY AND EMPLOYMENT LISTS	1-5
§901	- Establishment and Life of Eligibility Lists	1
§902	- Termination of Eligibility Lists	1
§903	- Consolidation of Eligibility Lists	2
§904	- Eligibility After Appointment	2
§905	- Removal of Names from Eligibility Lists	2
§906	- Limited-Term and Substitute Appointments to Classified Positions	3-5
§907	- Lists for Part-time Employment	5
§908	- Employment of PERS Retirees	5
RULE 10	- CERTIFICATION AND APPOINTMENT	1-7
§1001	- Employment by Action of Board	1
§1002	- Procedure in Filling Vacancies	1
§1003	- Procedure of Certification and Appointment	1-2
§1004	- Waivers of Certification	2
§1005	- Refusals of Appointment	2
§1006	- Certification from List for Another Class	2
§1007	- Withholding Names from Certification	3
§1008	- Restoration to Certification	3
§1009	- Duties of Eligible	4
§1010	- Inappropriate Questions	5
§1011	- Provisional Appointments When No Eligibility List Exists	5-6
§1012	- Termination of Provisional Employees	6
§1013	- Emergency Appointments	6
§1014	- Oath or Affirmation	6
§1015	- Certification of Eligibles for Position with Language Requirements	7

Table of Contents, Continued

§1016 - Summer School Appointments	7
§1017 - Retirement Age	7
RULE 11 - LEAVE OF ABSENCE WITHOUT PAY	1-2
§1101 - When Granted	1-2
§1102 - Leave to Serve in an Exempt, Temporary, or Limited Term Position	2
RULE 12 - LEAVE OF ABSENCE WITH PAY	1-14
§1201 - Jury Duty and Witness Leave	1
§1202 - Absence for Examination	1
§1203 - Industrial Accident and Industrial Illness Leave	2-4
§1204 - Bereavement and Imminent Death Leave	4
§1205 - Personal Emergency Leave--Restricted Employees Only	4-5
§1206 - Sick Leave Defined	5-6
§1207 - Accrual of Sick Leave	6-7
§1208 - Additional Sick Leave	7
§1209 - Termination of Sick Leave	7-8
§1210 - Transfer of Sick Leave from Another District	8
§1211 - Vacations--For Restricted Employees only	8-10
§1212 - Leave of Absence for Study with Pay	10-12
§1213 - Leave of Absence for Retraining	12-13
§1214 - Leave of Absence to Attend Conferences	13
§1215 - Maternity and Paternity	13
§1216 - Maternity Leave	13-14
§1217 - Verification of Leave	14
§1218 - Holiday, Sick & Vacation Leave for Employees Working in LT Classified Management or Confidential Positions	15
RULE 13 - PROBATIONARY PERIOD	1-2
§1301 - Length of Probationary Period	1
§1302 - Rights of Probationary Employees	1
§1303 - Report of Performance	2
§1304 - Reinstatement of Probationer	2
RULE 14 - IMPROVEMENT RECORD EVALUATIONS	1-3
§1401 - When Evaluations Are to Be Made	1
§1402 - Who Makes Evaluations	1
§1403 - Procedure for Personnel Evaluations	1-2
§1404 - Availability of Personnel File	2
§1405 - Intent of This Rule	2-3
RULE 15 - PROMOTIONS AND VOLUNTARY DEMOTIONS	1-2
§1501 - Vacancies Filled by Promotion	1
§1502 - Eligibility for Promotional Examinations	1
§1503 - Voluntary Demotions	1

Table of Contents, Continued

§1504 - Placement When Demoted	1
§1505 - Promotional Lists	1-2
§1506 - Seniority Credit--Promotional Examination	2
§1507 - Promotional Lists When the Exam Is Given on a Promotional and Open-Competitive Basis	2
RULE 16 - TRANSFERS	1
§1601 - Transfers	1
RULE 17 - LAYOFF	1-5
§1701 - Layoff Procedure	1
§1702 - Layoff of Emergency, Provisional or Limited-Term Employees	1
§1703 - Layoff of Limited-Term Employees	1
§1704 - Notice of Layoff	1-2
§1705 - Computation of Seniority for Layoff	2
§1706 - Declinations of Re-employment Offers	2
§1707 - Refusal of Limited-Term Employment	2
§1708 - Eligibility to Compete in Promotional Examination	2
§1709 - Voluntary Demotion in Lieu of Layoff	3
§1710 - Re-employment Following Voluntary Demotion in Lieu of Layoff	3
§1711 - Voluntary Retirement in Lieu of Layoff	3-4
§1712 - Health and Welfare Benefits	4
§1713 - Re-employment Effects	4-5
§1714 - Re-employment Lists	5
§1715 - Other Sources of Eligibility	5
§1716 - Breaking of Ties on Seniority Lists	5
RULE 18 - RESIGNATIONS	1
§1801 - Submission in Writing	1
§1802 - Rights on Lists	1
§1803 - Absent Without Leave	1
RULE 19 - REINSTATEMENT AFTER RESIGNATION	1
§1901 - Definition	1
§1902 - Reinstatement Rights	1
§1903 - Resigned Probationer	1
§1904 - Appointment After Resignation (Not a Reinstatement)	1
RULE 20 - DISCIPLINARY PROCEDURES--DISCIPLINARY APPEAL	1-7
§2001 - General	1
§2002 - Reasons for Discipline	1
§2003 - Guidelines for Disciplinary Action	2-3
§2004 - Procedure for Informally Disciplining an Employee	3
§2005 - Procedure for Formally Disciplining a Permanent Employee	4-5
§2006 - Appeal	5-6

Table of Contents, Continued

§2007 - Hearing Procedure	6-7
§2008 - Reinstatement and Employee Compensation; Determination of Terms and Conditions, Notification	7
RULE 21 - MERIT SYSTEM COMPLAINT PROCEDURES	1
§2101 - Application of the Complaint Procedure	1
§2102 - Matters Not Applicable to the Complaint Procedure	1
§2103 - Processing a Complaint to the Personnel Commission	1
RULE 22 - POLITICAL ACTIVITIES	1-2
§2201 - Political Activity Freedom	1
§2202 - Causes for Disciplinary Action	1
§2203 - Personal Candidacy	1
§2204 - Leave of Absence	1
§2205 - Election to a Political Office	2
§2206 - Intent	2
RULE 23 - EMPLOYEE CLEARANCES	1-3
§2301 - Criminal Records Check	1
§2302 - Physical Examinations	2-3
RULE 24 - TRAINING AND SAFETY	1
§2401 - In-Service Training and Safety	1
RULE 25 - PENALTIES	1
§2501 - Violations	1
RULE 26 - AMENDMENT, DELETION OR ADDITION TO MERIT SYSTEM RULES AND REGULATIONS	1
§2601 - Amendment, Deletion, or Addition to Rules	1

Table of Contents Revised 02/2004, 05/2012, 02/2013