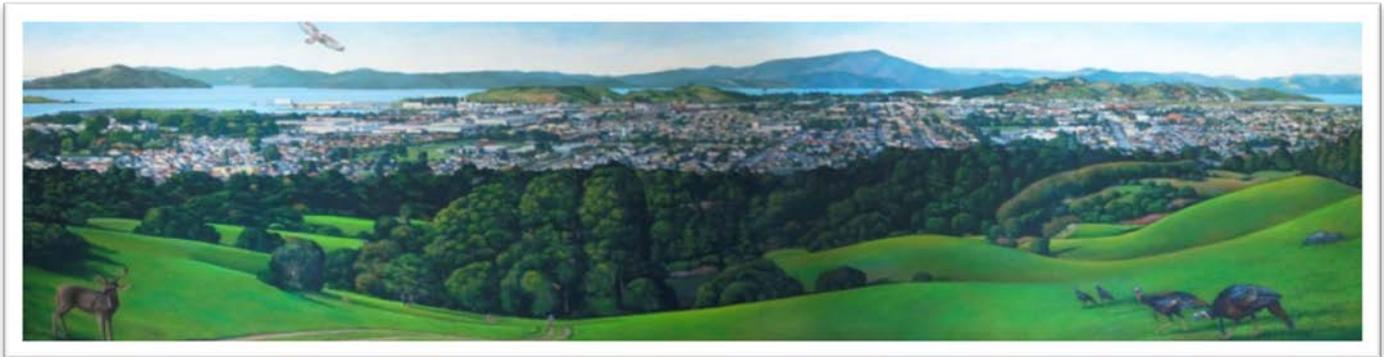




HUMAN RESOURCES MANAGEMENT DEPARTMENT

CITY OF RICHMOND PERSONNEL RULES



Birdseye View by John Wehrle

Revised: July 1996
Updated: October 5, 2010



TABLE OF CONTENTS

RULE	TITLE	PAGE
I.	<u>General Orientation.....</u>	<u>1</u>
	Section 1 Intent	1
	Section 2 Discrimination.....	1
	Section 3 Tenure of Office.....	1
	Section 4 Training and Self-improvement Opportunities	1
II.	<u>Definition of Terms.....</u>	<u>2</u>
	Section 1 Allocation.....	2
	Section 2 Anniversary Date.....	2
	Section 3 Appointing Authority	2
	Section 4 Appointment	2
	Section 5 Board.....	2
	Section 6 Class	2
	Section 7 Comparable Class.....	2
	Section 8 Class Specification	3
	Section 9 Classified Service.....	3
	Section 10 Demotion	3
	Section 11 Displacement.....	3
	Section 12 Eligible.....	3
	Section 13 Employment List.....	3
	Section 14 Immediate Family	3
	Section 15 Open Competitive Examination	3
	Section 16 Position.....	4
	Section 17 Probationary Employee	4
	Section 18 Promotion	4
	Section 19 Promotional List.....	4
	Section 20 Reassignment	4
	Section 21 Re-employment List	4
	Section 22 Rejection	4
	Section 23 Salary Advancement	4
	Section 24 Salary Reduction	4
	Section 25 Termination	5
	Section 26 Transfer.....	5
	Section 27 Types of Appointments.....	5
	Section 28 Types of Service.....	5
	Section 29 Flexibly Staffed Position	5
III.	<u>Classification Plan, Classes and Positions.....</u>	<u>6</u>
	Section 1 Preparation of Classification Plan.....	6
	Section 2 Adoption of the Plan	6
	Section 3 Adoption of Allocation Lists	7
	Section 4 Reallocation of Positions	7
	Section 5 Need for Change in Duties and Responsibilities of a Position.....	7
	Section 6 Nature of the Class Specification	7

TABLE OF CONTENTS

RULE	TITLE	PAGE
	Section 7 Revision of Specifications.....	8
	Section 8 New Positions.....	8
	Section 9 Records.....	8
	Section 10 Appeal to City Council.....	8
	Section 11 Additional Allocations.....	8
IV.	<u>Compensation and Wage Administration.....</u>	9
	Section 1 Positions.....	9
	Section 2 Appointments and Salaries.....	9
V.	<u>Recruitment, Selection and Appointment.....</u>	10
	Section 1 Recruitment of Applicants for Examination.....	10
	Section 2 Selection.....	11
	Section 3 Employment Lists.....	14
	Section 3.1 Life of Employment List.....	15
	Section 3.2 Removal of Names from Eligible Lists.....	15
	Section 3.3 Names on Inactive Status.....	15
	Section 4 Procedure for Certification and Appointment of Eligibles ...	16
	Section 4.1 Requisition for Personnel.....	16
	Section 4.2 Order of Certification of Eligible Persons from Eligible Lists	16
	Section 4.2.1 Certification of Police Officer Trainee.....	16
	Section 4.3 Certification from Re-employment List.....	17
	Section 4.4 Certification from Other than Re-employment Lists.....	17
	Section 4.4.1 Promotional Lists for Sworn Fire Personnel.....	17
	Section 4.4.2 Certification for Police.....	18
	Section 4.4.3 Promotional Certification for Non-sworn Personnel.....	18
	Section 4.5 Appointing Procedure.....	18
	Section 4.6 Designation of Types of Appointment and Service.....	18
	Section 4.7 Promotion Procedure for Flexibly Staffed Positions.....	20
	Section 4.8 Promotion Procedure for Re-classified Positions.....	21
VI.	<u>In-service Personnel Transactions.....</u>	22
	Section 1 General.....	22
	Section 2 Promotion.....	22
	Section 3 Demotion.....	22
	Section 4 Transfer.....	23
	Section 5 Reassignment.....	23
	Section 6 Suspension.....	23
	Section 7 Reinstatement.....	23
VII.	<u>Termination of Employment.....</u>	25
	Section 1 General.....	25
	Section 2 Resignation.....	25
	Section 3 Layoff.....	25
	Section 4 Displacement.....	27

TABLE OF CONTENTS

RULE	TITLE	PAGE
	<u>Section 5 Other Terminations.....</u>	<u>27</u>
VIII.	<u>Outside Employment.....</u>	<u>28</u>
	<u>Section 1 Power to Grant Request.....</u>	<u>28</u>
	<u>Section 2 Conditions under Which Requests May be Granted.....</u>	<u>28</u>
	<u>Section 3 Procedure for Requesting Approval</u>	<u>28</u>
	<u>Section 4 Limitations on Approved Requests.....</u>	<u>28</u>
	<u>Section 5 Exceptions to the Provisions of this Rule</u>	<u>29</u>
	<u>Section 6 Penalty for Violation</u>	<u>29</u>
IX.	<u>Appeals – Hearings</u>	<u>30</u>
	<u>Section 1 Purpose</u>	<u>30</u>
	<u>Section 2 Procedure for Requesting Hearing on Complaints.....</u>	<u>30</u>
	<u>Section 3 Procedure in Cases of Demotion, Suspension, Dismissal or Reduction in Pay</u>	<u>31</u>
	<u>Section 4 Investigations and Hearings</u>	<u>31</u>
	<u>Section 5 Personnel Board's Disciplinary Recommendations to the City Council</u>	<u>32</u>
X.	<u>Suspension, Demotion, Reduction in Pay and Dismissal.....</u>	<u>33</u>
	<u>Section 1 General Provisions</u>	<u>33</u>
	<u>Section 2 Basis for Suspension, Demotion, Reduction in Pay and Discharge</u>	<u>33</u>
XI.	<u>Medical Examination.....</u>	<u>34</u>
	<u>Section 1 Employment Examinations.....</u>	<u>34</u>
	<u>Section 2 Fitness for Duty Examinations.....</u>	<u>34</u>
	<u>Section 3 City Designated Health Professional</u>	<u>34</u>
XII.	<u>Personal Conduct</u>	<u>35</u>
	<u>Section 1 Personal Conduct.....</u>	<u>35</u>
	<u>Section 2 Financial Affairs.....</u>	<u>35</u>
	<u>Section 3 Political Activity.....</u>	<u>35</u>
	<u>Section 4 Gifts and Gratuities.....</u>	<u>36</u>
	<u>Section 5 Penalty for Violation of Personal Conduct Provisions.....</u>	<u>36</u>
XIII.	<u>Reports and Records</u>	<u>37</u>
	<u>Section 1 Roster and Roster Cards.....</u>	<u>37</u>
	<u>Section 2 Change of Status Reports</u>	<u>37</u>
	<u>Section 3 Performance Reports</u>	<u>37</u>
	<u>Section 4 Preservation of Personnel Records.....</u>	<u>37</u>
	<u>Section 5 Records shall be Confidential.....</u>	<u>37</u>
XIV.	<u>General Provisions.....</u>	<u>38</u>
	<u>Section 1 Personnel Board.....</u>	<u>38</u>
	<u>Section 2 Amendment and Revision of Rules</u>	<u>39</u>

TABLE OF CONTENTS

RULE	TITLE	PAGE
	<u>Section 3 Disclosure of Religious or Political Views or Affiliations</u>	<u>39</u>
	<u>Section 4 Fingerprinting – Investigation</u>	<u>40</u>
	<u>Section 5 Waiver of Rights</u>	<u>40</u>
	<u>Section 6 Violation of Rules</u>	<u>41</u>
	<u>Section 7 Membership in Employee Pension Program</u>	<u>41</u>
XV.	<u>Selection of Employee Representative on the Personnel Board</u>	<u>42</u>
	<u>Section 1 Intent and Purposes</u>	<u>42</u>
	<u>Section 2 The Committee Representing City Employees</u>	<u>42</u>
	<u>Section 3 Conduct of Election</u>	<u>42</u>

RULE I

GENERAL ORIENTATION

Section 1. Intent

The objectives of these Rules are to facilitate efficient and economical services to the public and to provide for a fair and just system of personnel management in the municipal government. These Rules set forth in detail those procedures which insure like treatment for those who present themselves for original employment or promotion; and the obligations, rights, privileges, benefits and prohibitions which are placed on all employees in the Classified Service of the City of Richmond. At the same time, within the limits of administrative feasibility, recognition shall be given to the fact that individuals differ, that no two individuals react alike to reward and punishment, or to uniform motivation and encouragement. For this reason, considerable latitude shall be given to the Director of the Human Resources Management Department in the execution of the duties and responsibilities relating to employee morale and discipline.

Section 2. Discrimination

No person in the Classified Service, or seeking admission thereto, shall be employed, terminated; or in any way favored or discriminated against because of race, religious belief, gender, sex orientation, ancestry and national origin, disability, political opinion or affiliations, or interest, membership or refusal to join in any organization of workers, as provided in Charter Article XIII, Section 10.

Section 3. Tenure of Office

The tenure of every employee in the Classified Service shall be based upon continued satisfactory service, proper personal conduct, continuing fitness for the position (as determined by the department head), existence of need for the work performed, and availability of funds as determined by the City Manager.

Section 4. Training and Self-Improvement Opportunities

Each department head shall establish employee training programs for subordinates as approved by the City Manager. The purposes shall be to stimulate a high level of employee efficiency and to provide employees with opportunity to improve their status.

RULE II

DEFINITION OF TERMS

Section 1. Allocation

The assignment of a single position to its proper class in accordance with the duties performed, and the authority and responsibility exercised.

Section 2. Anniversary Date

That date on which an employee was hired or promoted. Merit increases, cost-of-living increases or salary adjustments shall not operate to change an employee's anniversary date.

Section 3. Appointing Authority

The City Manager, as specified in Charter Article IV.

Section 4. Appointment

The offer and acceptance of employment for a position in the City service in accordance with the provisions of Article XIII of the Charter and these Rules.

Section 5. Board

The Personnel Board established in pursuance of Article XIII of the Charter, creating a personnel system.

Section 6. Class

A group of positions sufficiently similar in duties and responsibilities that:

- a) The same descriptive title properly may be used to designate each position allocated to the class;
- b) The same basic minimum qualifications may be required of all incumbents;
- c) The same selection devices may be used to screen qualified employees;
- d) The same salary rate or range can apply with equity under substantially the same working conditions.

Section 7. Comparable Class

A class that is sufficiently similar in duties and responsibilities that the same basic

minimum qualifications may be required of all incumbents.

Section 8. Class Specification

A written description of a class which distinguishes it from every other class in the Classification Plan and provides a guide for the allocation of all positions in the Classified Service to classes.

Section 9. Classified Service

The positions which are included or which may hereafter be included under the personnel system of the City.

Section 10. Demotion

The movement of an employee from one class to another class which has a lower maximum salary rate and/or which has less difficult duties and responsibilities.

Section 11. Displacement

The termination of a provisional employee brought about by the probationary appointment, reinstatement or demotion of another person.

Section 12. Eligible

A person whose name is on an employment list resulting from an open-competitive or promotional examination, or a re-employment list.

Section 13. Employment List

A list of names of persons who have qualified through an employment examination for a particular class.

Section 14. Immediate Family

The immediate family of an employee shall include: wife, husband, mother, father, grandmother, grandfather, sister, brother, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-children, stepfather, stepmother, step-brothers, step-sisters, all minors living as a member of the family and domestic partners. In unusual cases, the City Manager may make exceptions to this definition.

Section 15. Open Competitive Examination

An examination in which any person who meets the minimum qualification requirements and who submits a proper application is eligible to compete.

Section 16. Position

A set of duties and responsibilities normally exercised by one individual and which, even though vacant, can be described accurately.

Section 17. Probationary Employee

An employee who has been appointed from an employment list but who has not yet completed his/her work test period.

Section 18. Promotion

The movement of an employee from one class to another class which has a higher maximum rate of pay, and involves more difficult duties and responsibilities.

Section 19. Promotional List

A list of names of City employees who have qualified through promotional examination for consideration for appointment to a higher class.

Section 20. Reassignment

The involuntary movement of an employee from one position to another position within the same or comparable class. This movement may be within or between departments.

Section 21. Re-employment List

A list of employees who have legally been laid off.

Section 22. Rejection

The demotion or termination of an employee during their probationary period.

Section 23. Salary Advancement

An increase in salary from one step to a higher one within the same salary range generally, but not necessarily, based on a year of satisfactory, continuous service in the same class.

Section 24. Salary Reduction

A decrease in salary from one step to a lower step within the same salary range for disciplinary reasons, or for unsatisfactory performance on the job.

Section 25. Termination

Separation of an employee from the service of the City.

Section 26. Transfer

The voluntary movement of an employee from one position to another position within the same or comparable class. This movement may be within or between departments.

Section 27. Types of Appointments

The following are types of appointments: permanent, probationary, provisional, exempt, emergency, term, temporary and acting.

Section 28. Types of Service

The following are types of service: full-time and part-time.

Section 29. Flexibly Staffed Position

A position which has been classified at or below the journey level in a series and may be under filled at any of the lower classes in the same series. The City Manager, to meet the needs of the organization, may add or delete flexibly staffed classes at any time after notifying the Personnel Board.

RULE III**CLASSIFICATION PLAN, CLASSES AND POSITIONS****Section 1. Preparation of Classification Plan**

The Director of the Human Resources Management Department shall ascertain and record the duties and responsibilities of all positions in the Classified Service. After consulting with appointing authorities and heads of departments affected, the Director shall prepare a Classification Plan for all positions in the Classified Service.

The Classification Plan shall be so developed and maintained that all positions which are substantially similar in duties, responsibilities and authority are included within the same class; and that the same salary range may be made to apply with equity, under like working conditions, to all positions in the same class.

The Classification Plan shall consist of a list of titles of the classes to which all positions in the Classified Service are to be allocated and a written specification defining each class. The class specification shall include the class title, a summary statement of duties and responsibilities, a list of typical tasks, and minimum or desirable qualifications for appointment; and may include such other pertinent material as the Director of the Human Resources Management Department may deem desirable.

Section 2. Adoption of the Plan

Before the Classification Plan or any part or revision thereof shall become effective, the following steps must be observed:

- a) The Director of the Human Resources Management Department shall meet with such authorized employee representation as requested, within a reasonable time limit set by the Personnel Board, to discuss the proposed Classification Plan or proposed revision thereof.
- b) After receiving approval of the proposed Classification Plan or proposed revision thereof by the City Manager, the Director of the Human Resources Management Department shall submit it to the Personnel Board.
- c) The Personnel Board shall hold a public hearing on the proposed Classification Plan or proposed revision thereof after having required the Director of the Human Resources Management Department to publicize the hearing. After such hearing, the Personnel Board shall submit to the City Council the proposed Classification Plan or proposed revision thereof, as the case may be, with the Board's recommendation thereon.

- d) Following such submission, the City Council may, by resolution, adopt or disapprove the proposed Classification Plan or proposed revision thereof, or may revise the proposed Classification Plan or proposed revision thereof and adopt the same as revised.
- e) The Classification Plan or revision thereof shall become effective upon adoption by the City Council.

Upon adoption of the Classification Plan or any revision thereof by the Council, its provisions shall be observed in the handling of all personnel actions and activities, budgeting and payroll activities.

Section 3. Adoption of Allocation Lists

Immediately following the adoption of the Classification Plan, the Director of the Human Resources Management Department shall prepare a list showing the class to which each position in the Classified Service is proposed to be allocated. The Director shall give written notice to each employee of the title of the class to which the proposed allocation is to be assigned.

The Director of the Human Resources Management Department shall discuss with employees who requests it, or their authorized representative, the proposed allocation of the position. *[Following this review, the Director of the Human Resources Management Department shall submit the proposed allocation list to the Board for approval.]

*this language is superseded by Resolution 129-05

Section 4. Reallocation of Positions

After the initial allocation of positions, any position may be reallocated to a different class by the Director of the Human Resources Management Department following approval by the City Manager and the Personnel Board, provided such action is indicated by a change in the duties or responsibilities of the position or for other sufficient reasons.

Section 5. Need for Change in Duties and Responsibilities of a Position

Whenever, in the opinion of a department head, there is need for a change in duties and responsibilities of a given position, the department head shall notify the Director of the Human Resources Management Department of that need.

Section 6. Nature of the Class Specification

The class specification shall be construed as being descriptive and not restrictive. Whenever a determination is to be made as to which class a given position is to be

allocated, the specifications of each class shall be considered in its entirety and in relation to other specification in the Classification Plan.

The listing of classifications by range number or by organization unit is not restrictive. Classifications of the positions may be used in any organizational unit of the City government that is determined to be proper by the City Manager.

Section 7. Revision of Specifications

After the adoption of the Classification Plan, the Director of the Human Resources Management Department may, following approval by the City Manager and the Personnel Board and after considering the interest of the employees and department heads, revise the content of the individual specifications to reflect changes in class content, changes in labor market conditions, and for other valid reasons.

Section 8. New Positions

Before a newly-created position in the Classified Service can be filled, the Director of the Human Resources Management Department shall, following approval by the City Manager and the Personnel Board, allocate the position to its proper class.

Section 9. Records

The Director of the Human Resources Management Department shall maintain complete and accurate records which shall include a current specification for each class in the Classification Plan and a current allocation list.

Section 10. Appeal to City Council

If either the City Manager or the Personnel Board should disapprove of a proposal to allocate or reallocate a position, or to revise the content of an individual specification, the City Council may override such disapproval and direct that the allocation, reallocation or revision of specification be made.

Section 11. Additional Allocations

Effective September 14, 2005, the Personnel Board shall no longer be responsible for the approval of additional allocations of positions in existing classifications. This function will hereafter be subject to approval by the Director of Human Resources Management. The Personnel Board shall still be responsible for all other allocation issues as defined in Rule III, Section 4 through 8.

RULE IV**COMPENSATION AND WAGE ADMINISTRATION****Section 1. Positions**

The City Council, in creating salary plans and in establishing salary schedules for each classification, hereby continues its authorization and direction to the City Manager for appointing, subject to pertinent provisions of the City Charter and Personnel Rules, employees in such number in each department as are necessary for the proper administration of the City departments under the ordinances and resolutions adopted by the City Council.

Section 2. Appointments and Salaries

The City Manager is empowered to appoint, in accord with pertinent City laws, any properly qualified person to a position allocated to a classification for which the salary is herein provided, and to designate the salary step at which such person is appointed. The salary so designated is fixed as a salary for such positions, provided that the City Manager may increase or decrease the salary so designated. The salary must be a salary step within a salary range as designated by a memorandum of understanding or an ordinance.

RULE V**RECRUITMENT, SELECTION AND APPOINTMENT****Section 1. Recruitment of Applicants for Examination**

It shall be the responsibility of the Director of the Human Resources Management Department to publicize each examination for appointments to the Classified Service to the end that the best available persons shall be attracted to the service of the City. As a minimum effort in recruiting, the Director of the Human Resources Management Department shall post examination announcements in the City Hall on all official bulletin boards, and send for posting to all City departments and in appropriate public places in the City of Richmond.

The Director of the Human Resources Management Department shall, as conditions warrant, make use of radio, television, newspaper and other advertisements to attract qualified applicants for examination. No examination may be closed to the receipt of applications until it has been publicized for a minimum of 10 days; however, actual receipt of applications may be for a lesser period. In the case of promotional examinations, applications shall be accepted for at least 15 days.

- a) Content of Examination Announcements. Each examination announcement shall specify the classification title, the nature of the work to be performed, the pay rate or range for the classification, the basic type of examination, the score required to qualify in the examination, the relative weight to be assigned to each part of the examination and the required passing score, the probable nature of the written test, if any, the minimum or desirable qualifications, and the closing date for the filing of applications. The Director of the Human Resources Management Department may, in addition, add such other information as is deemed advisable.
- b) Application Forms. Application for examination shall be made on forms provided by the Director of the Human Resources Management Department. The application form shall require information as to academic training and experience, convictions for criminal acts, if any, and such other information as the Director of the Human Resources Management Department deems pertinent. Each applicant shall be required to sign the application form.
- c) Accepted Applicants. Each accepted applicant shall be so notified in writing and shall be informed of the exact time, place and date of examination.
- d) Rejected Applicants. Rejected applicants must be informed of the reason for their rejection in writing.

Applicants shall be rejected by the Director of the Human Resources Management Department if they clearly do not meet required minimum qualifications. In addition, applicants may be rejected if they are unfit to perform the essential duties and

responsibilities of the class for which they have applied, have made a false statement of material facts, or attempted to practice deception or fraud in their application.

Any applicant who has been accepted, but who later is found to have been in violation of any of the acts above, may be eliminated from further competition or removed from the eligible list resulting from the examination.

The Director of Human Resources Management Department may reject an applicant for other reasons.

Section 2. Selection

The personnel selection technique used in the employment examination processes shall be impartial, of a practical nature and shall relate to those matters which fairly test the relative capacity of the persons examined to discharge the duties and responsibilities of the classification of positions to which they seek to be appointed. The selection techniques used shall comply with the provisions of paragraph 2, Section 1 of Article XIII of the City Charter. No question in any examination shall relate to political, or religious opinion or affiliations.

The Director of the Human Resources Management Department shall determine the method by which examinations are administered.

- a) Types of Examinations. There shall be two basic types of examinations: open competitive examinations and promotional examinations.

There may be at least two general kinds of open competitive examinations: assembled examinations and continuous examinations, neither of which shall have a requirement of City employment. Assembled examinations shall consist of one or more tests conducted at a specified time and place at which applicants are required to appear for competitive examination under the supervision of an examiner, monitor or proctor designated by the Director of the Human Resources Management Department. These are open to any person who meets the minimum qualifications and other requirements set forth in the examination announcement or bulletin, or that are required by general law. Continuous examination shall consist of one or more tests conducted for one or a small number of applicants at various times coinciding generally with the filing of applications. These are open to any person who meets the minimum qualifications and other requirements as set forth in the examination provided that no candidate may retake a continuous examination within six (6) months for the same or closely similar classification.

Continuous examinations normally will be used, following notification to the Personnel Board, when one or more of these conditions exist: extreme difficulty in recruiting well-qualified new employees, strong need for quicker action than is possible in an assembled examination, or a pattern exists of relatively high or

short-notice turnover within a specific class or positions.

Promotional examinations are open only to City employees who meet both of these conditions:

- 1) Each employee shall have all of the minimum qualifications and other requirements set forth in the examination announcement or bulletin.
 - 2) Each employee shall either have been blanketed into the Classified Service or have successfully completed a probationary period. Each employee working under a probationary appointment may take the examination; however, the appointment shall be conditional upon his/her successful completion of probation in the lower classification. Promotional examinations in the Fire and Police Departments shall be limited to qualified, permanent employees in the department.
- b) Conduct of Examinations. All examinations shall be conducted and controlled by the Director of the Human Resources Management Department or an authorized representative.
- c) Notification of Examination Results. Each candidate in an examination shall be given written notice by the Director of the Human Resources Management Department of the results. This notification shall include the final earned score and the relative position on the employment list if applicable.
- d) Written Test Review. This rule shall apply to all promotional examinations except as noted below and in paragraphs (e) and (f). Candidates in promotional examinations shall have the right to review, beginning the first working day following the administration of the written test, the written test key. This shall apply only to objective tests e.g. multiple choice or true false tests not covered by test security or copyright agreements. This review period shall last for four consecutive working days. During this time each candidate shall be entitled to protest in writing against any keyed answer if the nature of the protest is clearly explained in writing and the reason for objecting to the keyed answer(s) are clearly set forth. If feasible, the candidate shall be required to cite authority for the protest. At the close of the protest period the Director of Human Resources Management shall make such corrections as deemed legitimate and shall score the written test papers with the revised key.

On copyrighted tests, candidates with specific questions regarding item content, an item's source or the response for a test item may submit their protests in writing and a review of the protest will be conducted by subject matter experts and their written recommendations shall be followed by the Human Resources Management Department.

- e) Written Test Key Review. Candidates represented by the Richmond Police

Officers Association in promotional examinations shall have the right to review on the first working day following the administration of the written test, the written test key. This review period shall last four (4) consecutive working days. During this time, each candidate is entitled to protest in writing against any keyed answer provided the nature of this protest is clearly explained in writing and his reason for objecting to the keyed answers are clearly set forth. Whenever feasible, the candidate will be required to cite authority for his protest. Upon the termination of the protest period, the Director of Human Resources Management will analyze each proper protest and make a fair determination as to the worth of each protest. Key corrections shall be made when deemed proper, and then score the written test papers with the revised key.

- f) Review of Examination Papers. Candidates represented by the Richmond Police Officers Association in promotional exams shall have the right personally to inspect their examination paper within seven (7) days after the date of mailing tentative notices of the final score and the position on the employment list. No written notes may be made by the candidates while inspecting their paper unless they received written authorization from the Director of Human Resources Management. Any error in computation called to the attention of the Director of Human Resources Management during this time shall be corrected. Such correction will not be made after the seven (7) day period. At the end of this period, the corrected employment list shall be established in accordance with Charter provisions.
- g) Veteran's Preference. Pursuant to City Charter Article XIII, Section 2(c), applicants for City employment may be given additional points based on the following eligibility requirements:
 - 1) Veterans of the United States Armed Forces, or their reserve or National Guard components (Army, Navy, Air Force, Marines or Coast Guard), who have served more than 180 days of continuous active duty may claim Veteran's preference points if they have successfully passed a City examination. Applicants wishing to claim Veteran's preference points must request it in advance of the test on the application form and provide proof of their eligibility no later than the time of the test. Proof of eligibility will be a Federal DD-214 form showing honorable discharge, or evidence of ongoing participation in the reserves or National Guard and of having served at least 180 days continuous active duty.
 - 2) Five additional points will be added to the qualified Veteran's overall test score.
 - 3) Ten additional points will be added to a qualified Veteran's overall test score, if the Veteran can document a service-connected disability of 30% or more.
 - 4) Five additional points will be added to the overall test score of surviving

spouse of a Veteran who was killed while on active duty.

- h) Five percent (5%) of the total available points on the applicable examination shall be awarded to an applicant on his/her final examination score, provided that he/she initially obtains a passing score on the examination and is a current City resident at the time of completing the City of Richmond application for employment. The applicant must submit satisfactory written proof of residency as determined by the Director of the Human Resources Management Department or his/her designee. This section does not apply to applicants for sworn positions in the Police or Fire Departments.

Section 3. Employment Lists

- a) As soon as possible after the completion of an examination, the Director of the Human Resources Management Department shall prepare an employment list consisting of the names of persons qualifying in the examination.
- b) In open examinations, the names of candidates who have qualified in the examination will be placed in one of three ranges designated as Rank A, Rank B or Rank C. All names within each rank shall be considered equally qualified and there shall be no additional ranking within each rank.

Rank A shall contain the names of those candidates found to be the best qualified for the class.

Rank B shall contain the names of those candidates who are well qualified for the class, but not as fully qualified as those placed in Rank A.

Rank C shall contain the names of those candidates who are qualified for the class, but not as fully qualified as those placed in Rank A or B.

In addition, for select management classifications only, a supplemental employment list shall be created. This list shall consist of those individuals on the general list with a Rank of "C" (qualified) or higher, who have indicated, with appropriate documentation, an expertise in a designated technical or professional area.

- c) In all promotional examinations except as provided for in (d) below and in open examinations for the class of Police Officer, the names of candidates who have qualified in such an examination shall be placed on a single, unranked list. Names of eligible candidates will be arranged in alphabetical order.
- d) In promotional examinations for sworn Fire classifications the names of candidates who have qualified will be placed in one of three ranges designated as Rank A, Rank B or Rank C. The maximum number of candidates that may be placed in Rank A is five or one-third of all the eligible candidates, whichever

amount is greater. Similarly, the maximum number of candidates that may be placed in Rank B is five or one-third of all the eligible candidates, whichever amount is greater. There is no limitation as to the number of eligible candidates that may be placed in Rank C.

Section 3.1 Life of Employment Lists

Employment lists shall be established in accordance with Charter provisions. Promotional lists shall be effective for two years from the date of establishment unless sooner exhausted. Employment lists resulting from open competitive examinations shall be effective, with the exceptions shown immediately below, for two years; except that the City Manager may authorize cancellation of an employment list after it has been in effect for six months. The cancellation, however, is subject to the prior approval of the Personnel Board when said list contains any current classified City employees. The name of a person who has been laid off shall remain on the re-employment list for a period of two years unless that person is reappointed prior to the end of that period. The name of a person who has earned eligibility through a continuous examination shall remain on the employment list for a period of four (4) months; and this may be extended once for an additional period of four (4) months, upon proper request, to a total period of eight (8) months.

An employment list resulting from a continuous examination for a given classification shall not be established if an employment list resulting from an assembled examination for the same classification exists.

Section 3.2 Removal of Names from Eligible Lists

The name of candidates appearing on an eligible list shall be removed by the Director of the Human Resources Management Department for the following reasons:

- a) If they request in writing that their name be removed.
- b) If they fail to respond within a stipulated time to a request that they appear for an employment interview.
- c) If they decline an appointment to a permanent position for a total of three times.

The Director of the Human Resources Management Department shall notify the person of the fact that their name has been removed by a notice mailed to the last known address of that person. The names of persons on promotional lists who resign from the City service shall be removed from such lists.

Section 3.3 Names on Inactive Status

Persons whose names appear on any eligible list shall have the right to request, in

writing, that the Director of the Human Resources Management Department place their name on an inactive status. During the period requested, their names shall not be certified. Persons shall have the right, at any time during the life of the list on which their name appears, to request in writing that their names be restored to the list. In such event, their names shall be restored in accordance with their final earned score.

Section 4. Procedure for Certification and Appointment of Eligibles

All vacancies in the Classified Service shall be filled by re-employment, transfer, demotion, re-instatement or by the appointment of eligibles certified by the Director of the Human Resources Management Department from an appropriate list, if such list is available. In the absence of eligibles for appointment, provisional appointments may be made in accordance with the provisions of Article XIII of the Charter and these Rules.

Section 4.1 Requisition for Personnel

Whenever a vacancy in the Classified Service is to be filled, the department head shall prepare a requisition on a form prescribed by the Director of the Human Resources Management Department, and shall state the type of service (i.e.; full-time or part-time) in accordance with Rule V, Sec. 4.6.

The Director of the Human Resources Management Department shall inform the appointing powers as to the availability of employees for re-employment, requests for transfer or demotion, and of eligibles on employment lists for the class.

If it is not possible to fill the vacancy by re-employment, transfer or demotion, certification shall be made from an appropriate eligible list.

Section 4.2 Order of Certification of Eligible Persons from Eligible Lists

Whenever a request for certification is to be made, the Director of the Human Resources Management Department shall certify the lists in the following order:

- a) Re-employment List
- b) Promotional List
- c) Employment List

Section 4.2.1 Certification of Police Officer Trainee

- a) An exempt Police Officer Trainee may be appointed to the classified position of Police Officer without examination upon successful completion of academy training.

- b) Whenever there is an exempt Police Officer Trainee employed, an allocation for Police Officer shall be deemed to be filled.

Section 4.3 Certification from Re-employment List

When a re-employment list is to be used to fill a vacancy, the Director of the Human Resources Management Department shall certify the top name only, which is the last person laid off in that class or a comparable class, and the appointing authority shall appoint such person to fill the vacancy.

Section 4.4 Certification from Other than Re-employment Lists

Except as provided in Sections 4.2.1 and 4.3, the number of available eligibles certified from employment lists established as a result of an open competitive examination shall include all the names in Rank A. If there are fewer than four (4) more names available in Rank A than the number of vacancies to be filled, then all the names in Rank B shall be certified along with the names in Rank A. If there are fewer than four (4) more names available in Ranks A and B combined than the number of vacancies to be filled, then all the names in Rank C shall be certified along with the names in Ranks A and B. If there are fewer than four (4) more names available in Ranks A, B and C combined, the appointing authority may select from such lesser number or request that another examination be held.

The supplemental employment list shall be initially provided to the department at their request. This list shall consist of all individuals who have been certified to have expertise in the technical or professional specialty area being sought by the requesting department. The requesting department retains the right to request the general employment list after reviewing the supplemental employment list.

If during the life of an appropriate employment list another continuous examination is administered and a new list is subsequently established, the eligibles from the newly established list will be merged with the eligibles from the older list by rank. The new eligibles, belonging to the rank(s) already certified to the department, will automatically be certified to the department on an "Amended Certification" form, keeping in mind the guidelines in Section 3(b).

Eligibles listed on the old list will not have their eligibility extended beyond the normal life of the list, except when the department properly requests such an extension in accordance with Section 3.1.

Section 4.4.1 Promotional Lists for Sworn Fire Personnel

Except as provided in Sections 4.3 and 4.4.2, the number of available eligibles certified from promotional employment lists shall include all the names in Rank A. If there are fewer than two (2) more names available in Rank A than the number of vacancies to be filled, then all the names in Rank B shall be certified along with the names in Rank A. If

there are fewer than two (2) more names available in Ranks A and B combined than the number of vacancies to be filled, then all the names in Rank C shall be certified along with the names in Ranks A and B. If there are fewer than two (2) more names available on a promotional employment list, then the certification of eligible persons from an appropriate employment list, if one exists, will be made in accordance with the provisions listed in the paragraph above. In the case where more than one (1) vacancy is to be filled from a certification of eligibles from a promotional employment list, the appointing authority shall select candidates from the highest rank available until the number of available candidates is two (2) or less, in which case a selection from the next lowest rank may be made.

All promotional candidates except for sworn Fire personnel shall be placed on a flat, unranked employment lists.

Section 4.4.2 Certification for Police

In the case of promotional lists for sworn Police classifications and open lists for Police Officer, the certification will include all the available eligible persons.

Section 4.4.3 Promotional Certification for Non-sworn Personnel

All promotional candidates shall be placed on a flat, unranked employment list. If there are fewer than two more names available on the promotional list than the number of vacancies, then the certification of eligibles will include those on the open list in accordance with the provisions of Section 4.4 of this rule.

Section 4.5 Appointing Procedure

The department head shall make a selection from among those available eligibles certified, and shall immediately notify the Director of the Human Resources Management Department of the person(s) selected. The Director of the Human Resources Management Department shall thereupon notify the person selected, and if such person accepts the appointment and appears for duty at such time as the appointing authority shall prescribe, candidate shall be deemed to be appointed. If the candidate fails to appear, he/she shall be deemed to have declined the appointment.

Section 4.6 Designation of Types of Appointment and Service

Each appointment made to each City position shall designate one of the following types of appointment:

- a) Exempt: Appointments made in accord with Charter Article XIII, Section 3(a).
- b) Permanent: Appointments earned by employees who have completed successfully their probationary period or who have been blanketed in by the provisions of Charter Article XIII, Section 9.

- c) Probationary: Appointments made from a proper employment list and in accord with the provisions of Personnel Rule V.
- d) Provisional: Appointments made pending examination in the absence of appropriate employment lists of persons who possess the proper qualifications as determined by the Director of the Human Resources Management Department; provided, however, that an employment list shall be established for such positions within 180 days. No person shall be employed under a provisional appointment in any one position for a total of more than 180 days in any 12-month period, and no one position shall be filled by a provisional appointment for more than a total of 180 days in any 12-month period.
- e) Emergency: Appointments made due to such catastrophes as fire, flood or earthquake, which may be made for short periods of time without regard to the Personnel Rules, otherwise govern appointments.
- f) Temporary: Temporary, full-time employment is limited to a maximum of 180 calendar days. When competent medical authority (i.e., physician or psychologist) states that an employee will be unavailable to return to work within the 180 days specified above, that position may continue to be filled by a temporary employee up to a maximum of 270 days.
- g) Term: Term appointments shall be used to select management employees for identified special budgeted projects and additional workload that requires more than 180 days for completion. A term appointment may be filled on a full-time or part-time basis. Management employees selected will receive all fringe benefits, as indicated in the Personnel Rules, during the term of their employment.

Such projects or temporary additional workload should be specific, citing what actually needs to be done. This work plan shall be submitted as an attachment to the Personnel Requisition Form.

A term appointment generally is for a period not to exceed one (1) year. A one time appointment extension not to exceed one (1) year may be granted upon the recommendation of the department head and the Director of the Human Resources Management Department, and the approval of the City Manager.

The Personnel Board shall be advised (for informational purposes) of all term appointment extensions. A term appointment shall not be used if a different type of appointment is more appropriate as determined by the Director of the Human Resources Management, after consultations with the department head. A term appointment shall be made from a list of names holding generally acceptable qualifications. Further, a term appointment will not be used to convert the existing appointment of a current employee selected under a temporary or provisional appointment; unless, the individual applies for the position, meets the qualifications and their name appears on the term appointment list for that

classification.

- h) Acting: An "acting" appointment is defined as a temporary appointment made to replace a permanent employee who is absent from work due to vacation, compensatory time off, sick leave, or extended leave of absence. Any temporary assignment to a vacant position in the classified service that is to be filled on a permanent basis will be through: "temporary" or "provisional" appointments until a list can be established.

All acting assignments in the classified service shall be made upon the recommendation of the department head, and shall indicate the reason and length of time of the appointment. These employees must meet the minimum qualifications of the position and perform a preponderance of the duties of the higher class.

Continuous acting appointments shall be for no more than 180 consecutive days; however, an extension may be granted for up to an additional 180 days in exceptional circumstances, upon the recommendation of the department head and subject to review and approval of the Director of Human Resources Management. In situations where assignments last for more than 90 days and whenever feasible, appointments should be rotated among qualified interested employees.

Section 4.7 Promotion Procedure for Flexibly Staffed Positions

When a flexibly staffed position is under filled and there is no vacancy for that position, advancement to higher level class(es) in that series shall be based on the employee's development of knowledge, skills and abilities required for the higher level class and job performance in the current class. Since promotion is based on job performance, no examination must be announced. A program of regular performance evaluations and minimum time standards is to be developed and followed.

Incumbents in flexibly staffed positions are not eligible for acting pay or out-of-class assignments to the higher level flexibly staffed position, and are not eligible for extra compensation. Appointing authorities have the discretion to fill vacancies below the journey level. Incumbents in flexibly staffed positions are eligible for promotion in accordance with the following procedure:

- a) At least six (6) months continuous City service preceding promotion.
- b) Completion of the minimum qualifications for the class as indicated in the class specification.
- c) At least six (6) months satisfactory service in the currently held position.
- d) Recommendation of the department head indicating the incumbent's job

performance reflects the development of the knowledge, skills and abilities needed for advancement to the more difficult and complex duties of the higher class.

- e) Approval of the City Manager, upon the recommendation of the Human Resources Management Director.

If the incumbent is not recommended for promotion, specific job related reasons for the recommendation must be made by the department head for review and approval by the City Manager with the advice of the Human Resources Management Director. An employee adversely affected may request reconsideration within ten (10) working days in a meeting with the City Manager at which representation shall be allowed. An employee denied promotion shall be reevaluated at no more than three (3)-month intervals.

Section 4.8 Promotion Procedure for Re-classified Positions

When an incumbent has been performing significantly increased duties and responsibilities for a period of one (1) year in a position that is to be reclassified, the Director of the Human Resources Management Department may waive examination requirements and certify the incumbent for appointment. This reclassification procedure shall not be used to circumvent personnel policies regarding promotions.

Such decisions shall be made in response to a request for reclassification from the employee on the appropriate forms and with the concurrence of the department head. A desk audit of the position by the Human Resources Management Department shall then be undertaken to access whether or not the reclassification is warranted.

RULE VI**IN-SERVICE PERSONNEL TRANSACTION****Section 1. General**

The purpose of this Rule is to provide an orderly method of controlling and effecting the movement of personnel in the Classified Service.

Section 2. Promotion

Consistent with the best interests of the City and of the Classified Service, vacancies in the Classified Service shall be filled by promotion.

If a vacancy exists in the sworn Classified series of classes in the Fire Department, excluding the Hazardous Materials Manager and Hazardous Materials Inspectors I/II, or in the sworn Classified peace officers series in the Police Department, it shall be filled by promotional examination restricted to employees in the respective departments.

If a vacancy exists in any position in the Classified Service other than those mentioned previously in this section, it shall be filled by promotional examination unless the Director of the Human Resources Management Department determines there is insufficient competition. In this case, the Director of the Human Resources Management Director shall then hold an open competitive examination for the purpose of filling the vacancy.

Nothing in this section shall be construed as preventing the City Manager from filling any vacancy by means of re-employment, transfer or demotion provided that such action shall be consistent with provisions of Article XIII of the Charter and these Rules.

Section 3. Demotion

The City Manager, upon the recommendation of the department head involved, may demote any employee who requests it in writing. Such demotion shall be known as a voluntary demotion and shall be so noted on all official records.

The City Manager, upon the recommendation of the department head involved and the Director of the Human Resources Management Department, may demote an employee whose ability to perform his/her normal duties has been impaired. In such cases, the employee, if he/she has a permanent appointment in the higher class, may be granted a permanent appointment in the lower class provided he/she has the necessary qualifications as determined by the Director of the Human Resources Management Department. Such demotion shall be without prejudice to the employee.

The City Manager may demote an employee who has permanent status for disciplinary reasons or if such employee's performance on the job does not meet required standards. Employees may be demoted in lieu of discharge or suspension for these reasons only if they have earned permanent status in the lower class to which demotion is contemplated. Such action shall require the recommendation of the department head involved and be in conformance with State and Federal law.

Section 4. Transfer

Transfer shall not be used to bring about promotion, demotion, advancement or reduction.

An employee's voluntary request to move to another department or a position within their department within the same or comparable classification. Such transfers require the department head's approval. If the move is from one department to another, the transfer will require both department heads' approval.

All vacancies shall be posted on appropriate bulletin boards so that the present City employees may request transfer.

Section 5. Reassignment

A department head may reassign an employee from one position to any other position in the same or comparable classification in his/her department. In the best interests of the City and upon recommendation of the Director of Human Resources Management Department, the City Manager may reassign an employee within the City.

Section 6. Suspension

The City Manager may suspend an employee from his/her position at any time for any just cause. Department heads may suspend an employee for not more than three (3) days at any one time without the prior approval of the City Manager. All suspensions shall be in accordance with General Order No. 28, State and Federal law.

Section 7. Reinstatement

An employee who has resigned with a good record may be reinstated within three (3) years of the effective date of the resignation to his/her former position, if vacant, or to a vacant position in the same or comparable class as determined by the Director of the Human Resources Management Department, in the absence of an appropriate eligible list.

Reinstatement is not a right which an employee may exercise at his/ her option, but rather a means by which a department head may bring back an employee who has rendered fit and efficient service.

The following are the conditions upon which reinstatement is accomplished:

- a) A former employee must request reinstatement in writing and must complete a new application form.
- b) If the former employee is qualified after a review of the employee's past employment with the City and the new application, the Director of the Human Resources Management Department will add the name of the former employee to any certification to a department for the class or classes to which the former employee may be considered. A department head may ask the Director of the Human Resources Management Department to certify only the former employee for a vacancy.
- c) The department head is under no obligation to select the former employee to a vacancy, but shall consider the former employee just as any other certified person.
- d) If the former employee is reinstated, he/she shall serve a new one-year probationary period, unless the department head elects to reduce it to not less than six months. This probationary period shall be considered an original probationary period.
- e) A former employee reinstated shall not receive higher than the middle step of the appropriate salary range, unless the department head requests, the Human Resources Management Director approves and the City Manager agrees to a higher step.
- f) A former employee who is reinstated is not entitled to sick leave for prior service.
- g) Once a job offer has been made for those positions that require psychological and/or medical examinations, the Director of the Human Resources Management Department may require such examinations.

RULE VII**TERMINATION OF EMPLOYMENT****Section 1. General**

This Rule is intended to provide an orderly method of separating employees from service with the City. Fair and objective consideration shall be given to the best interest of the affected employee as well as to the best interest of the City. Permanent employees who are to be laid-off for lack of work, funds or other just cause shall be given at least two (2) weeks' notice.

Section 2. Resignation

Department heads shall notify the Director of the Human Resources Management Department of all notice of resignations before or within two (2) days after the resignation has occurred unless specifically stated otherwise in this Rule. Such notice shall be on forms prescribed and furnished by the Director of the Human Resources Management Department, and shall indicate the time and reasons for resignation, and whether or not the employee's services have been satisfactory.

An employee wishing to leave the Classified Service in good standing shall file with his/her supervisor at least two (2) weeks before leaving the service a written resignation stating the effective date and reasons for resigning. The resignation shall be forwarded to the Director of the Human Resources Management Department with a statement by the department head concerned evaluating the services of the employee.

Failure to comply with this Rule shall be entered on the employee's service record and may be cause for denying future employment with the City. Any resignation without notice shall be reported immediately to the Director of the Human Resources Management Department by the department head.

Section 3. Layoff

- (a) The City Manager may layoff an employee from the Classified Service because of a shortage of work, lack of funds, material change in duties or organization, return of an employee from a leave of absence, or for other valid reasons. All possibilities for a transfer must be exhausted before layoff.
- (b) At least two (2) weeks prior to the effective date of a proposed layoff, the department head shall notify the Director of the Human Resources Management Department of the proposed action with the reasons therefore, and shall submit at that time a statement certifying in each case whether or not the services of the employee to be laid off have been

satisfactory. A copy of such notice shall be given to the employee affected.

- (c) Whenever the layoff of one or more employees shall become necessary as defined in Article XIII of the Charter and in this section, such layoff shall be made within classification when employees with permanent appointments in the class are involved.
- (d) With the exception of employees in sworn Police classifications, the order of layoff of employees with permanent appointments in the class shall be in the reverse order of total cumulative time served upon the established date for the layoff to become effective. This will permit layoff to the next lower class provided the total seniority exceeds the total seniority of at least one (1) employee in the next lower class.
- (e) For employees in sworn Police classifications, the order of layoff of employees with permanent appointments shall be in the reverse order of total time served within that class upon the established date for the layoff to become effective. This will permit layoff to a lower classification provided that the amount of time the employee has served in the higher classification plus the amount of time the employee has served in the lower classification(s) exceeds the amount of time served in the lower classification(s) of at least one other employee.
- (f) No employee holding a permanent appointment in the class from which layoff is to be made shall be laid off, unless all provisional and probationary employees in that class have first been terminated.
- (g) With the exception of employees in sworn Police classifications, the names of probationary employees and employees with permanent status who are laid off shall be placed on appropriate re-employment lists in the order of total cumulative time served in the Classified Service of the City. Total cumulative time in such cases shall include time served on military leave of absence from the Classified Service.
- (h) For employees in sworn Police classifications, the names of probationary employees and employees with permanent status who are laid off shall be placed "on" re-employment lists for the class from which they were laid off in the order of the total time served in that classification. Total time in such cases shall include time served on military leave of absence from the Classified Service.

Section 4. Displacement

A provisional employee appointed to a position which subsequently is to be filled by the probationary appointment of a candidate shall be terminated as soon as practicable after the establishment of the appropriate list, and in no case shall a provisional employee be employed in a class for which a list has been established more than thirty (30) days beyond the effective date of such list.

Section 5. Other Terminations

- (a) Death
- (b) Discharge or Dismissal
- (c) Personal Incapacity
- (d) Retirement
- (e) Work Completion

RULE VIII**OUTSIDE EMPLOYMENT****Section 1. Power to Grant Request**

The City Manager shall have the power to approve the requests of full-time employees to engage concurrently with their public service in outside employment or private business, provided such requests meet the conditions set out in Section 2 of this Rule.

Section 2. Conditions Under Which Requests May be Granted

A full-time employee may be permitted to engage in outside employment or private business, provided that:

- (a) Such activity does not affect the quality, the efficient performance for punctuality of their work, or cast discredit upon or create embarrassment to the City government;
- (b) Such activity is part-time or occasional in nature; and
- (c) The employee's request is recommended by his/her department head.

Section 3. Procedure for Requesting Approval

Full-time employees who seek permission to hold outside employment or engage in private business concurrently with their public service shall make such request in writing to their department head, setting forth the following information:

- (a) The exact nature of the proposed activity;
- (b) The total weekly number of hours they propose to spend in such activity; and
- (c) The name and address of the place in which such activity is to be conducted, together with the name of the employer if any.

Section 4. Limitations on Approved Requests

The City Manager shall have the power to revoke permission to engage in outside activity at any time for cause. Every case of outside employment shall be reviewed at least once annually by the department head to determine whether or not permission should be extended or canceled. The Director of the Human Resource Management Department shall make recommendations regarding outside employment to the City Manager.

Section 5. Exceptions to the Provisions of this Rule

No part-time employee covered under the part-time ordinance shall be required to obtain permission to engage in outside employment or private business, provided such activity does not cast discredit upon or create embarrassment to the City government. The City Manager shall have the power to terminate any part-time employee whose outside employment is in conflict with City policies.

Section 6. Penalty for Violation

Failure to abide by this Rule shall be just cause for disciplinary action or discharge.

RULE IX**APPEALS - HEARINGS****Section 1. Purpose**

It is the purpose of this Rule to provide a fair, orderly procedure whereby employees shall have the right to appeal to the Personnel Board relative to any situation bearing upon their employment status or conditions of employment. However, it is expected that they will have exhausted all other means of redress within the City service. This rule provides for informal hearings to the maximum extent consistent with fairness to both the appellant and the City. Employees have the right to appear before the Board with or without counsel. In all complaints and appeals, the employees shall have the right and duty to state the nature of and the reasons for their complaint or appeal, to present their point of view, to direct such questions as are proper to any employee or officer of the City who is involved; and shall, in turn, be required to answer such proper questions as the Board and any employees or officers of the City may direct to them, provided such questions shall further the findings of facts in the case. In no case shall the Board be required to observe formal rules of evidence. The Board or employee may require verbatim minutes to be taken of any hearings.

Section 2. Procedure for Requesting Hearing on Complaints

Employees who wish to present their appeal to the Board should first have aired their complaint to their supervisor(s), to their department head, to the Director of the Human Resources Management Department and to the City Manager in the order named. Any grievance and its reply shall be reduced to writing and a copy of the grievance and its reply shall be given to the employee involved. When these means have been exhausted, they shall submit, in writing, their request for a hearing to the Director of the Human Resources Management Department, which must include the documented statement that the appealing employee has presented their complaint to their department head, the Director of the Human Resources Management Department and the City Manager; that they have not obtained the redress or corrective action which is sought; the nature and the reasons for the appeal must list clearly and specifically all the relevant issues which are the basis for the appeal.

If a particular issue is not sufficiently clear and specific, the City may require the appellant to resubmit the letter of appeal with sufficient clarity and specificity. The issues not listed in the letter of appeal may not be raised at the hearing; and the corrective action or redress which the appealing employee wishes the Board to provide. The appellant shall also state whether he/she will be represented by an attorney at the hearing.

Upon receipt of such request, the Director of the Human Resources Management Department shall inform the individual board members, the City Manager and the head of the department involved of the nature of the request. The Personnel Board must

then provide a public hearing as indicated in Section 4 of this Rule XI. The employee shall be entitled to notification at least five (5) days in advance of the hearing, although the employee may waive such right if he/she so wishes. In all such cases, the Director of the Human Resources Management Department shall notify the employee of the exact date, time and place of hearing.

Section 3. Procedure in Cases of Demotion, Suspension Dismissal or Reduction in Pay

No employees in the Classified Service shall be demoted, suspended if for more than thirty (30) days in any one calendar year, dismissed, or reduced in pay, except by the filing of written charges and by the order of the City Manager.

A true and correct copy of such charges shall be served on employees who shall have the right, within ten (10) days after such service, to file their written response to the charges. If the employee or former employee wishes to appeal or otherwise object to the accomplished act, he/she must comply with the requirements in Section 2 of this Personnel Rule XI, beginning at the City Manager level, in order to obtain a public hearing by the Board.

The failure of the employee to answer or explain the charges within ten (10) days after notification shall constitute a waiver of their appeal rights.

Section 4. Investigations and Hearings

Upon receipt of a proper request as indicated in Section 2 and/or 3 of this Rule, the Personnel Board shall cause an investigation to be made of the entire matter and schedule a public hearing at the earliest feasible time.

The Director of the Human Resources Management Department shall notify the appealing employee, other employees involved and the Board of the time, place and date of the hearing at least five (5) days prior thereto. Upon the conclusion of the hearing, the Board shall cause its findings and recommendations to be prepared in writing and filed as an official record. The Director of the Human Resources Management Department shall deliver a certified copy of such findings and recommendations to the City Manager, to the department head, to the employee affected by such findings and recommendations, and to all other persons directly involved in the matter.

Any member of the Board may submit a minority or supplemental report which shall be attached to the findings and recommendations of the Board.

The "statement by the Chair of the Personnel Board, Discipline Hearing" and the "Statement by the Chair of the Personnel Board, Grievance Hearing" are incorporated by reference into the Personnel Rules.

Section 5. Personnel Board's Disciplinary Recommendations to the City Council

Pursuant to City Charter XIII, Section 7(a), once the Richmond Personnel Board has heard an employee's appeal of a disciplinary action, the Board makes a recommendation and submits it to the City Manager. If the City Manager does not agree with the Personnel Board, the Board (not the employee nor the Union) may submit its recommendation to the City Council for its review.

The City Council will receive the Board's written recommendation, the City Manager's written decision with a rationale for his/her action, and the original letter of discipline to the employee. The Council will meet in executive session with the Chairperson of the Personnel Board and one other member of the Personnel Board to present the Personnel Board's position. The Council's meeting will not be a de novo hearing. The employee and his/her representatives will not be included in the meeting.

The City Council may overrule the Personnel Board's recommendation by a two thirds (2/3) vote and support the City Manager's decision, or accept the Personnel Board's recommendation.

The City Council's decision is the final decision by the City and shall be announced in public session.

RULE X**SUSPENSION, DEMOTION, REDUCTION IN
PAY AND DISMISSAL****Section 1. General Provisions**

The City Manager may suspend, demote, reduce in pay, otherwise discipline or discharge any employee in the Classified Service, provided the provisions of Article XIII, Section M, of the City Charter and of these Rules are adhered to.

Section 2. Basis for Suspension, Demotion, Reduction in Pay and Discharge

The tenure of every employee holding a probationary or permanent appointment in the Classified Service shall be during good behavior and fit and efficient service, but any employee may be discharged, suspended, demoted or reduced in pay, or otherwise disciplined for any of the following reasons:

- (a) Conduct unbecoming an employee of the City Service
- (b) Incompetence or inefficiency
- (c) Insubordination
- (d) Neglect of duty
- (e) Immoral or disorderly conduct
- (f) Mental or physical incapacity
- (g) Damage to or waste of public equipment, property or supplies due to negligence or willful acts
- (h) Conviction for any criminal act involving moral turpitude
- (i) Unauthorized absence from duty
- (j) Willful violation of the provisions of Article XIII of the Charter or these Rules.

The above reasons are indicative and not restrictive. Discharge, suspension, demotion, reduction in pay or other discipline may be based on reasons other than those specifically mentioned above. However, in all cases there must be adequate proof of the charges. Any disciplinary actions must be in conformance with State and Federal law.

RULE XI**MEDICAL EXAMINATION****Section 1. Employment Examinations**

Applicants for City positions may be required to have qualifying medical and psychological examinations, after being conditionally offered a position with the City. Such examinations must be job related and will be required uniformly of all applicants offered employment in a classification requiring a medical or psychological examination. Classifications requiring medical or psychological examinations will be determined by the Director of the Human Resources Management Department.

Current City employees transferring or promoting into a position requiring more extensive medical or psychological testing than their current position will also be required to undergo the appropriate examinations.

The above requirement will apply to employees being reinstated or reemployed, if the break in service has been one year or more.

Section 2. Fitness for Duty Examinations

If a department head reasonably believes that an employee's medical or psychological health is impeding his/her ability to perform the functions of the job, the department head may require the employee to have a fitness for duty examination.

Section 3. City Designated Health Professional

Examinations required under Sections 1 and 2 will be done at the City's expense by a health professional designated by the City.

RULE XII**PERSONAL CONDUCT****Section 1. Personal Conduct**

Employees are required at all times to conduct themselves in such a manner as to reflect no embarrassment or discredit upon the City of Richmond.

Section 2. Financial Affairs

Employees shall so conduct their personal financial transactions that creditors and collection agencies will not attempt to make use of the office of the City Manager, the department heads or the Director of the Human Resources Management Department for the purpose of making collections.

Section 3. Political Activity

- (a) An officer or an employee of the City shall not directly or indirectly solicit or receive political funds or contributions knowingly from other officers or employees of the City or from persons on the employment list of the City.
- (b) Every officer or employee of the City shall prohibit the entry into any place under his/her control, occupied and used for governmental purposes of the City, of any person, for the purpose of therein making or giving notice of any political assessment, subscription or contribution. This subsection shall not apply to the auditorium or other places used for the conduct of public or political rallies or similar events, nor to any park, street, public land or other place not being used for City governmental purposes.
- (c) No one who holds, or is seeking election or appointment to, any office of City employment shall directly or indirectly use, promise, threaten or attempt to use, any office, authority or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid or obstruct any person in securing, or to prevent any person from securing, any position, nomination, confirmation, promotion, change in compensation or position, within the City, upon consideration or condition that the vote or political influence or action of such person or another shall be given or used in behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration.
- (d) No officer or employee of the City shall participate in political activities of any kind while he/she is in uniform.

- (e) Each employee or officer who is in doubt about the propriety of a specific activity is directed to discuss it with the Director of the Human Resources Management Department, and if necessary, with the City Manager. The Board will hear any employee who feels that the City Manager, in interpreting this section or in establishing policy on points of political activity not covered herein, has infringed upon his/her rights as a citizen.
- (f) In addition to the above, the provisions of Section 11, Article XIII, of the City Charter concerning political activity shall be adhered to.

Section 4. Gifts and Gratuities

No employee shall be permitted to receive gifts or gratuities for favors or services performed during the course of City employment.

Section 5. Penalty for Violation of Personal Conduct Provisions

Failure on the part of any employee to abide by the provisions of this Rule shall be grounds for disciplinary action or discharge.

-

RULE XIII**REPORTS AND RECORDS****Section 1. Roster and Roster Cards**

The Director of the Human Resources Management Department shall establish and maintain a roster of all City employees, which shall be a public record. This roster shall consist of one or more roster cards for each employee in the service of the City. Basic information on each roster card shall include the employee's name, title of position held, the City department in which employed, the salary received, changes in employment status, and such other information as may be considered pertinent.

Section 2. Change of Status Reports

Every appointment, transfer, promotion, demotion, change of salary rate, and any other temporary or permanent change in status of the employee shall be reported to the Director of the Human Resources Management Department in such manner as he/she shall prescribe, subject to the approval of the City Manager, and upon such forms as he/she shall provide.

Section 3. Performance Reports

All departments shall conduct performance evaluations on all employees in the Classified Service. Such evaluations shall be at least annually and upon forms prescribed and provided by the Director of the Human Resources Management Department.

Section 4. Preservation of Personnel Records

Roster cards and payroll vouchers shall be kept permanently. All other records relating to personnel, including correspondence, applications, examinations and reports, may be destroyed after one year.

Section 5. Records Shall Be Confidential

All matters pertaining to personnel applications and interviews must be held confidential except for that information authorized by City Ordinance 161-93. The person(s) within the department seeking to fill a position as well as the Director of the Human Resources Management Department or a designated representative, and the affected employee may have access to the appropriate personnel records.

In accordance with the Americans with Disabilities Act (ADA), all medical records shall be maintained in a separate file.

RULE XIV**GENERAL PROVISIONS****Section 1. Personnel Board**

(a) Order of Business

The order of business of Board meetings will be as follows:

- (1) Reading of Minutes of Previous Meeting
- (2) Communications
- (3) Unfinished Business
- (4) Consideration of Problems and Reports
- (5) Adjournment

(b) Communications to the Board

All communications and requests to the Board shall be made in writing. They shall be sent to the Personnel Department in time to be included on the Personnel Board Agenda. Such agenda shall be prepared and distributed to interested parties one week prior to a Board meeting. Agenda items must also be publicized for at least 72 hours prior to the Personnel Board meeting. Items not appearing on the agenda will not be discussed nor acted on pursuant to the Ralph M. Brown Act.

(c) Public Hearings and Private Hearings

All hearings conducted by the Board shall be in accordance with Article XIII of the Charter and the Ralph M. Brown Act.

(d) Issuance of Subpoena

- (1) In accordance with City Charter, Article XII, Section 7, Paragraph (H), the Chairperson of the Personnel Board shall have the authority to issue subpoenas on behalf of the Personnel Board after review of each request by the City Attorney. The Vice Chair shall have such authority in the absence of the Chairperson.
- (2) If the Chairperson or Vice Chairperson declines to issue a subpoena, the party requesting the subpoena may appeal the

denial to the full Board. After hearing arguments, the Personnel Board may issue the subpoena upon a majority vote of the members present.

- (3) The requesting party shall be responsible for all costs associated with the issuance and service of said subpoena.
- (4) Requests for subpoena must be made to the Director of the Human Resources Management Department at least ten (10) working days prior to the date the person subpoenaed is to appear before the Personnel Board.
- (5) Disobedience to a subpoena issued by the Personnel Board or a refusal to be sworn or to answer as a witness may be punished as a contempt as provided by California law.

Section 2. Amendment and Revision of Rules

Recommendation for amending or revising these Rules may be made by the City Manager, by the Director of the Human Resources Management Department, by an employee or by any interested party. All communications and requests to the Board shall be made in writing. They shall be sent to the Director of the Human Resources Management Department in time to be included on the Personnel Board Agenda. Such proposed rule changes or amendments shall be submitted to the Personnel Board for their review and recommendation.

Any proposed amendment or revision that the Personnel Board recommends for adoption shall be posted for fourteen (14) days at such places as the Board shall prescribe. Notices will include the current rule, if applicable, the verbatim content of the proposed change together with the date of the Board's recommendation. This information will be mailed to the Board Members and bargaining units.

In addition, these notices will be posted on all departmental bulletin boards City-wide, the City Hall lobby, Cafeteria, the Library, Hall of Justice, Waste Water Treatment Plant Conference Room, Corporation Yard and all Fire Stations. Prior to implementation, the City will meet and confer with the bargaining units.

Section 3. Disclosure of Religious or Political Views or Affiliations

No question shall be directed in any part of the entire Personnel procedure to any employee or any person seeking to become an employee as an attempt to elicit information concerning his/her political or religious beliefs or affiliations. No appointment to or removal from a position in the Classified Service shall be affected or influenced by any political or religious opinion or affiliation.

Section 4. Fingerprinting - Investigation

In accordance with California Public Resources Code Section 5164, the City of Richmond is prohibited from hiring a person for employment at certain City facilities to supervise minors if that person has been convicted of certain criminal offenses.

Applicants and/or current employees being considered for employment into any identified classification that involves the supervision of minors shall be fingerprinted by the Human Resources Management Department and shall complete and submit to the Human Resources Management Department a BID-7 Fingerprint card and a Condition of Employment Statement.

The Human Resources Management Department shall submit the fingerprint information to the Department of Justice in order to obtain State summary criminal history information concerning the applicant or current City employee. Upon receipt of the criminal history information, the Human Resources Management Department shall determine whether the applicant or current City employee is eligible for employment to supervise minors.

If the Human Resources Management Department determines that the applicant or current City employee is ineligible for such employment, then the Human Resources Management Department shall so notify the applicant or current City employee and the originating City department in writing of this determination.

If the Human Resources Management Department determines that the applicant or City employee is eligible for such employment, then the Human Resources Management Department shall notify the originating City department to schedule an appointment to complete the employment process for such applicant or current City employee.

Under no circumstances shall any City department employ any person who will supervise minors without prior clearance from the Human Resources Management Department.

In addition, the Human Resources Management Department shall also fingerprint all sworn Fire employees pursuant to Health & Safety Code 13875, sworn Police employees pursuant to Government Code 1030, and classified employees pursuant to California Code of Regulations Section 703(d).

Section 5. Waiver of Rights

No officer or employee shall require a candidate for employment, or any temporary or probationary or permanent employee to sign any document whereby such person waives any rights accruing to him/her under the provisions of Article XIII of the Charter or of these Rules.

Section 6. Violation of Rules

Violation of the provisions of these Rules shall be grounds for dismissal, rejection, suspension or other proper disciplinary action.

Section 7. Membership in Employee Pension System

All Classified employees, including uniformed members of the Fire and Police Departments, must become members of the Public Employees Retirement System as provided by the Public Employees Retirement System regulations and procedures upon appointment to the City Service.

RULE XV**SELECTION OF EMPLOYEE REPRESENTATIVE
ON THE PERSONNEL BOARD****Section 1. Intent and Purposes**

The purposes of this Rule are to implement Article XIII, Section 6, Paragraph 3, of the City Charter, and to facilitate the continued use of fair, democratic nomination and election of a panel of three (3) names to be considered by the City Council for appointment to the Personnel Board.

Section 2. The Committee Representing City Employees

All regular, full-time City employees in the Classified Service shall be considered as a committee of the whole. At such times as an appointment to the Personnel Board is to be made from a panel of three (3) names submitted by a committee representing City employees, an election shall be conducted by the City Clerk. All regular, full-time classified City employees shall have the right to nominate persons to the panel. After completion of the nominations, all regular, full-time classified City employees may vote for three (3) of those nominated. The three (3) nominees receiving the highest vote shall be submitted to the Council.

Section 3. Conduct of Election

The panel shall be selected through nomination and election conducted by the City Clerk. The City Clerk shall:

- (a) Establish reasonable dates for nominations and receipt of ballots.
- (b) Appoint departmental representatives relating to geographical locations of City facilities to be responsible for conduct of the election within their work areas, or conduct elections with the staff of the Clerk's office.
- (c) Provide ballot boxes in such geographical locations for receipt of ballots.
- (d) Provide a master list of regular, full-time classified City employees who are eligible to participate in the nomination and election.

When an eligible employee casts his/her ballot, he/she shall sign the master list in the presence of the City Clerk or designated departmental representative.

The City Clerk shall insure that persons nominated for the panel meet the City Charter requirements for Personnel Board membership. The City Clerk shall also ascertain the willingness of nominees to serve if elected

INDEX

SUBJECT	PAGE
A	
<u>Acting</u>	20
<u>Flexibly staffed</u>	20
<u>Types of appointments</u>	5
<u>Advancement</u>	
<u>Flexibly Staffed</u>	20
<u>Salary, definition</u>	4
<u>Transfer</u>	23
<u>Allocation</u>	2
<u>Adoption of Allocation lists</u>	7
<u>Additional Allocation</u>	8
<u>Appeal to City Council</u>	8
<u>Police Officer</u>	17
<u>Records</u>	8
<u>Appeals</u>	30
<u>Application(s)</u>	
<u>Confidential</u>	37
<u>Forms</u>	10
<u>Fraud</u>	11
<u>Open Competitive Examination</u>	3
<u>Personnel Records</u>	37
<u>Reinstatement</u>	24
<u>Applicant(s)</u>	
<u>Accepted/Rejected</u>	10
<u>Examinations, Types</u>	11
<u>Fingerprinting – Investigations</u>	40
<u>Medical and Psychological Examination</u>	34
<u>Recruitment of</u>	10
<u>Richmond Resident</u>	14
<u>Veteran's Preference</u>	13
<u>Appointment(s)</u>	
<u>Change of Status</u>	37
<u>Declined</u>	15
<u>Definition</u>	2
<u>Demotion</u>	22
<u>Designation of Types of Appointment and Service</u>	18
<u>Disclosure of affiliations</u>	39
<u>Eligibles</u>	16
<u>Fingerprinting</u>	40
<u>Membership in Employee Pension System</u>	41
<u>Personnel Board</u>	42

INDEX

SUBJECT

PAGE

Appointment(s) Continued
 Political Activity 35
 Procedure 18
 Recruitment and Selection..... 10
 Salaries..... 9
 Types 5

B Board (also see Personnel Board)
 Definition..... 2

C Certification
 Amended 17
 Order..... 16
 Other than Re-employment List..... 17
 Police Officer 18
 Police Officer Trainee 16
 Procedure 16
 Promotional for Non-sworn Personnel 18
 Re-employment List..... 17
 Reinstatement..... 23
 Sworn Fire 17

City Manager
 Appeals – Hearings 30
 Appointing Authority..... 2
 Appointment and Salaries..... 9
 Approval of:
 Change of Status 37
 Revision of Specification 8
 New Positions 8
 Promotion Procedure for Flexibly Staffed Positions 20
 Suspension 23
 Reallocation of Positions..... 7
 Term Appointment..... 19
 Training and Self-Improvement..... 1
 Demotion 22
 Layoff..... 25
 Life of Employment List..... 15
 Outside Employment..... 28
 Reassignment..... 23
 Suspension..... 23
 Suspension, Demotion, Reduction in Pay and Dismissal..... 33
 Tenure of Office 1

Class
 Definition..... 2

INDEX

SUBJECT

PAGE

Class Specification
Definition 3
Nature of 7
Preparation of Classification Plan 6
Promotion Procedure for Flexibly Staffed Positions 20
Records 8
Revision 8

Classification Plan
Adoption of Allocation List..... 7
Preparation..... 6
Records8

Classified Service
Adoption of Allocation List..... 7
Definition 3
Layoff..... 25
Preparation of Classification Plan 6
Procedure for Certification and Appointment of Eligibles 16
Promotion 22
Recruitment of Applicants for Examination 10
Requisition for Personnel..... 16
Resignation..... 25
Selection 11

Compensation (see salaries/salary)

D Demotion 22
Appeals – Hearings – Procedures in 31
Basis..... 33
Certification and Appointment of Eligibles..... 16
Change of Status Reports..... 37
Definition..... 3
In lieu of Discharge 23
Requisition for Personnel..... 16
Transfer 23

Discharge
Basis..... 33
Other Terminations 27
Penalty, Outside Employment Violation 29
Penalty for Violation of Personal Conduct Provisions 36
Suspension, Demotion, Reduction in Pay and Dismissal..... 33

Discrimination 1

INDEX

SUBJECT

PAGE

Displacement..... 27
 Definition..... 3

E Election
 Personnel Board..... 42
 Political Activity..... 35

Eligible List
 Inactive status..... 15
 Names on Inactive Status..... 15
 Order of Certification..... 16
 Reinstatement..... 23
 Removal of names..... 15
 Requisition for Personnel..... 16

Employment List..... 14
 Certification from Other than Reemployment List..... 17
 Definition..... 3
 Notification of Exam Results..... 12
 Life of..... 15
 Order of Certification..... 16
 Political Activity..... 35
 Probationary..... 19
 Promotional List for Sworn Fire Personnel..... 17
 Promotional Certification for Non-sworn Personnel..... 18
 Provisional..... 19
 Requisition for Personnel..... 16
 Review of Examination Papers..... 13

Examinations
 Certification of Police Officer Trainee..... 16
 Certification from Other Re-employment List..... 17
 Conduct of..... 12
 Employment List..... 14
 Fitness for Duty..... 34
 Medical..... 34
 Notification of Results..... 12
 Open Competitive (Definition)..... 3
 Preservation of Personnel Records..... 37
 Promotion..... 22
 Promotion Procedure for Flexibly Staffed Positions..... 20
 Promotion Procedure for Re-classified Positions..... 21
 Promotional..... 12
 All..... 14
 Fire..... 14

INDEX

SUBJECT

PAGE

Examinations Continued

- Police 14
- Provisional 19
- Recruitment of Applicants for 10
- Review of Exam Papers 13
- Richmond Resident 14
- Types 11
- Veteran's Preference 13
- Written Test Review 12

F Fingerprinting 40

Flexibly Staffed Position

- Definition 5
- Promotion Procedure for 20

G Gifts and Gratuities 36

H Health Professional

- City Designated 34

Hearings 30

- Investigations and 31
- Personnel Board 38
- Procedure for Requesting Hearing on Complaints 30

I Immediate Family 3

Investigation

- Fingerprinting 40
- And Hearings 31

J, K

L Layoff 25

M Medical Examination 34

- Reinstatement 23

O Outside Employment 28

P Pension Membership 41

Personal Conduct 35

- Penalty for Violation of Personal Conduct Provisions 36

INDEX

SUBJECT

PAGE

Personnel Board..... 38

- Additional Allocations..... 8
- Adoption of the Plan 6
- Appeal to City Council 8
- Definition (Board)..... 2
- Disciplinary Recommendations to the City Council..... 32
- Hearings and Appeals..... 30
- Investigations and Hearings..... 31
- Life of Employment List..... 15
- New Positions 8
- Reallocations of Positions..... 7
- Revision of Specifications 8
- Selection of Employee Representative 42
- Term appointments (extension) 19
- Types of Examinations..... 11

Political Activity..... 35

Political Views, Disclosure..... 39

Probationary Employee

- Definition..... 4
- Layoff..... 25

Promotion 22

- Change of Status Reports..... 37
- Definition..... 4
- Procedures for Flexibly Staffed..... 20
- Procedures for Re-classified Positions 21
- Transfer 23

Promotional Examinations (see Examinations)

Promotional List

- Certification of Non-sworn Personnel 18
- Certification for Police 18
- Definition..... 4
- Life of..... 15
- Order of Certification of Eligible Persons from Eligible List..... 16
- Removal of names..... 15
- Sworn Fire Personnel 17

Q, R Rank

- Certification from Other than Re-employment List..... 17
- Employment List 14
- Promotional List for Sworn Fire Personnel..... 17

INDEX

SUBJECT

PAGE

Record(s)
 Definition 8
 Demotion 22
 Preservation of Personnel..... 37
 Records Shall be Confidential..... 37
 Medical..... 37
 Resignation..... 25

Religious Views, Disclosure..... 39

Report(s)
 Change of Status 37
 Investigations and Hearings 31
 Performance 37
 Preparation of Classification Plan 6
 Preservation of Personnel Records 37
 Roster and Roster Cards (Public Record)..... 37

Reallocation of Positions 7
 Appeal to City Council..... 8

Reassignment..... 23
 Definition..... 4

Recruitment..... 10

Reduction
 Basis for Suspension, Demotion, Reduction in Pay and Dismissal..... 33
 Procedure in Cases of Demotion, Dismissal or Reduction in Pay..... 31
 Transfer 23

Re-employment List
 Certification from Other than Re-employment List 17
 Certification from Re-employment List..... 17
 Definition..... 4
 Layoff..... 26
 Life of Employment List..... 15
 Order of Certification of Eligible Persons from Eligible List..... 16
 Procedures for Certification 16

Reinstatement 23

Rejection
 Applicants 10
 Definition..... 4

INDEX

SUBJECT

PAGE

Rejection Continued
Violation of Rules 41

Requisition for Personnel 16
Term appointment (Personnel Requisition Form) 19

Resident, City of Richmond 14

Resignation..... 25
Reinstatement..... 23

Retirement
Membership in Employee Pension System..... 41
Other Terminations 27

S Salary/Salaries
Advancement (definition) 4
Anniversary date (definition) 2
Appointments 9
Compensation and Wage Administration 9
Change of Status Reports..... 37
Preparation of Classification Plan (Range) 6
Reduction (definition)..... 4
Reinstatement..... 23
Roster and Roster Cards 37

Specification (see Class Specification)

Suspension..... 23
Basis for Suspension, Demotion, Reduction in Pay and Discharge..... 33
Demotion 22
Procedure in Cases of Demotion, Suspension, Dismissal or Reduction in
Pay..... 31
Violation of Rules 41

Subpoena
Issuance 38

T Tenure of Office..... 1

Termination..... 25
Definition 5
Displacement 3
Other..... 27
Rejection 4

INDEX

SUBJECT

PAGE

Test (see Written Test Review and Written Test Key Review)

Training

Application forms 10
Certification of Police Officer Trainee..... 16
and Self Improvement Opportunities 1

Transfer 23

Change of Status Reports..... 37
Definition 5
Employment Examinations 34
Layoff 25
Procedure for Certification and Appointment of Eligibles 16
Promotion 22
Requisition for Personnel..... 16

U, V Vacancy/Vacancies

Certification from Other than Re-employment List 17
Certification from Re-employment List..... 17
Procedure for Certification and Appointment of Eligibles 16
Promotion 22
Promotional Certification for Non-sworn Personnel 18
Promotional List for Sworn Fire Personnel..... 17
Promotion Procedure for Flexibly Staffed 20
Reinstatement..... 23
Requisition for Personnel..... 16
Transfer 23

Veteran's Preference 13

W Wage (also see Salary/Salaries) 9

Waiver of Rights 40

Work Completion (also see Termination) 27

Written Test Key Review 12

Written Test Review 12

X, Y & Z