



## **CIVIL SERVICE RULES & REGULATIONS**

### **TABLE OF CONTENTS**

<b>RULE 1 – AUTHORITY AND PURPOSE.....</b>	<b>1</b>
<b>RULE 2 – DEFINITIONS.....</b>	<b>2</b>
<b>RULE 3 – ADMINISTRATION.....</b>	<b>5</b>
<b>RULE 4 – MEETINGS OF THE COMMISSION.....</b>	<b>7</b>
<b>RULE 5 – HEARINGS.....</b>	<b>9</b>
<b>RULE 6 – CLASSIFICATION.....</b>	<b>11</b>
<b>RULE 7 – APPLICATIONS AND APPLICANTS.....</b>	<b>12</b>
<b>RULE 8 – COMPETITIVE EXAMINATIONS.....</b>	<b>13</b>
<b>RULE 9 – MEDICAL STANDARDS FOR EMPLOYMENT.....</b>	<b>16</b>
<b>RULE 10 – ELIGIBILITY LISTS.....</b>	<b>18</b>
<b>RULE 11 – CERTIFICATION AND APPOINTMENT.....</b>	<b>20</b>
<b>RULE 12 – PROBATION.....</b>	<b>22</b>
<b>RULE 13 – TEMPORARY AND PROVISIONAL APPOINTMENTS.....</b>	<b>23</b>
<b>RULE 14 – ASSIGNMENTS, TRANSFERS AND REASSIGNMENTS.....</b>	<b>24</b>
<b>RULE 15 – DISCHARGE, DEMOTION, SUSPENSION, OTHER DISCIPLINARY ACTIONS, AND RESIGNATIONS.....</b>	<b>25</b>
<b>RULE 16 – LAYOFFS AND REINSTATEMENT REGISTER.....</b>	<b>28</b>
<b>RULE 17 – CERTIFYING SALARY ACCOUNTS.....</b>	<b>30</b>
<b>RULE 18 – REPORTS REQUIRED.....</b>	<b>31</b>
<b>RULE 19 – CLASS EXAMINATION SPECIFICATIONS.....</b>	<b>32</b>
<b>RULE 20 – CONTINUOUS TESTING.....</b>	<b>34</b>
<b>RULE 21 – SUBSCRIPTION TESTING SERVICES.....</b>	<b>35</b>

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 1 -- AUTHORITY AND PURPOSE**

**1.01 RULES PRESCRIBED**

In accordance with the provisions of RCW 41.08 and 41.12 of the laws of the State of Washington, the Civil Service Commission of the City of Issaquah, a non-charter code city in said state, hereby adopts the following Rules and Regulations for carrying out the purposes of RCW 41.08 and 41.12 and Section 2.68 IMC; these Rules shall have the force and effect of law.

**1.02 PURPOSE**

These Rules are prescribed for the purpose of carrying out the provisions of the law, assuring the continuance of the civil service system, promoting efficiency in the dispatch of public business, selecting and promoting employees on the basis of merit, and assuring fair and impartial treatment for all classified civil service employees.

**1.03 EMPLOYMENT PRACTICES**

No person in the classified civil service or seeking admission thereto shall be appointed, reduced, or removed, or in any way favored or discriminated against in employment or opportunity because of race, creed, color, religion, sex, marital status, or political opinions or affiliations, or because of physical or sensory disabilities as prescribed in RCW 49.60.

**1.04 SEVERABILITY**

In cases where these rules conflict with collective bargaining contracts and agreements duly agreed upon between authorized employee organizations or unions and the City, the collective bargaining contract and agreement shall govern. In cases where these rules conflict with the Issaquah Administrative Manual, these rules shall govern.

Should any rule, section, paragraph, sentence, clause or phrase be in conflict with any law properly enacted as of this date or in the future at Federal, State, or City levels, such rule, section, paragraph, sentence, clause or phrase shall be subordinate to that law.

If any rule, section, paragraph, sentence, clause or phrase of these Rules is declared unconstitutional, illegal, or void for any reason, such decision shall not affect the validity of the remaining portion of these Rules. The Commission hereby declares that it would have prescribed and adopted these Rules in their entirety irrespective of the fact that any one or more rule, section, paragraph, sentence, clause or phrase be declared unconstitutional, illegal, or void.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 2 -- DEFINITIONS**

Unless otherwise required by the context, words used in these Rules shall be understood to have the following special meanings:

- 2.01 ACTUAL SERVICE means time under Civil Service appointment engaged in the performance of the duties of a position or position, including absences with pay and successfully completed probationary time.
- 2.02 ALLOCATE means to locate or place a position in the appropriate class on the basis of similarity of duties and responsibilities or required qualifications.
- 2.03 APPLICANT means a person who has filed an application to take a Civil Service examination.
- 2.04 APPLICANTS FOR PROMOTION from within the Issaquah Police Departments shall be those individuals certified by the appointing authority to the Chief Examiner as having the required minimum qualifications necessary to take a promotional examination.
- 2.05 APPOINTING AUTHORITY means the Chief of Police or Mayor.
- 2.06 APPOINTMENT - PROVISIONAL means the appointment of a person to a position in the absence of an appropriate eligibility list for the class.
- 2.07 APPOINTMENT - REGULAR means the tendering of an offer and acceptance of it by a person on an eligibility list, either on a permanent or temporary basis.
- 2.08 BREAK IN SERVICE means any interruption in continuous service, except for absences on approved leave or absences to serve in the armed forces of the United States. Reemployment does not make the service continuous.
- 2.09 BUSINESS DAY means calendar days exclusive of Saturdays, Sundays, and legal holidays.
- 2.10 CANDIDATE means a person who has completed a Civil Service examination or is in the process of so doing.
- 2.11 CERTIFIED List means the names that are ranked highest on the eligible list.
- 2.11 CHAIRMAN means the person of either sex and is synonymous with chairperson.
- 2.12 CLASS means a group of positions sufficiently similar in respect of duties and responsibilities so that the same title may be applied to each position, the same qualifications may be required, and approximately the same salary range may be applied with equity.
- 2.13 CLASSIFIED CIVIL SERVICE means all offices and positions in the service of the City under Civil Service.
- 2.14 COMMISSION means the Issaquah Civil Service Commission.

**RULE 2 – DEFINITIONS, continued**

- 2.15 CONTINUOUS SERVICES means employment without interruption except for absences on approved leave or absences to serve in the armed forces of the United States.
- 2.16 CITY means the City of Issaquah.
- 2.17 DEMOTION means the reassignment of an employee from a higher to a lower class because of incapacity, nonfeasance, misfeasance or malfeasance of office.
- 2.18 DEPARTMENT means a major, functional unit of the government of the City of Issaquah.
- 2.19 DISCHARGE means separation from service for cause.
- 2.20 DOCUMENTS means a written, drawn, presented or recorded representation of thoughts.
- 2.21 ELIGIBILITY LIST means a list of names of persons who have passed a Civil Service examination for a specific class.
- 2.22 EXAMINATION means the process of testing the fitness and qualifications of applicants for positions in a specific class.
- 2.23 LAYOFF means separation from a permanent position due to lack of funds, lack of work, or abolishment of the position.
- 2.24 OFFICIAL BULLETIN BOARD is the Civil Service Commission page on the City of Issaquah website.
- 2.25 OPEN EXAMINATION means an examination open to the public and not limited to applicants from among regular employees in the Issaquah Police Department.
- 2.26 PERMANENT means continuing for an indefinite period. In reference to employment status, it means the employee has successfully completed a probationary period for a specific class.
- 2.27 POSITION means any group of duties and responsibilities in the classified Civil Service of the department requiring the full or part-time employment of one person.
- 2.28 PROBATION OR PROBATIONARY means the status of an employee during a trial period following an appointment. This trial period is a working test during which an employee is required to demonstrate, by performance of the duties, fitness for the position to which the person has been certified and appointed.
- 2.29 PROBATIONER means an employee who has probationary status.
- 2.30 PROVISIONAL APPOINTMENTS are made when no lists exist for the class or persons on the list are not available.
- 2.31 QUALIFIED FEDERAL, STATE OR MUNICIPAL LAW ENFORCEMENT AGENCY shall include the Federal Bureau of Investigation, the United States Treasury Department, State Highway Patrol, a law enforcement agency of Class A county or larger, a law enforcement agency of a municipality having a population of at least twenty thousand.

**RULE 2 – DEFINITIONS, continued**

- 2.32 REDUCTION means the reassignment of an employee from a higher to a lower class in lieu of layoff or for other reasons not associated with demotion. Such reduction may be at the employee's request with the concurrence of the appointing authority and the Commission.
- 2.33 REGISTER means a list of candidates for employment who have passed certain employment examinations, whose names may be certified to the appointing authority for employment consideration.
- 2.34 REINSTATEMENT means reappointment after a break in service due to layoff to a position in a class in which status was formerly held.
- 2.35 REINSTATEMENT REGISTER means a list of names of persons laid off from permanent positions arranged in order of their right to reinstatement.
- 2.36 SENIORITY means the total amount of continuous service in a position or positions of a specific class. For purposes of layoff in a lower class, seniority in such class shall include any service in a higher class.
- 2.37 SEPARATION means leaving a position and includes resignation, discharge, and layoff.
- 2.38 TEMPORARY means employment on a basis other than permanent or probationary.
- 2.39 TRANSFER refers to the change of an employee from one position to a similar position in the same class within the department, without examination.
- 2.40 VETERANS' CREDIT means preference in examinations based on military service, as provided and defined by Laws of the State of Washington.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 3 -- ADMINISTRATION**

**3.01 ELECTION OF CHAIRMAN**

At the first regular meeting in May of each year, the Commission shall elect one of its members as chairman to serve for a term of one year or until a successor is duly elected.

**3.02 DUTIES OF CHAIRMAN**

The Chairman shall preside at all meetings of the Commission and act as spokesperson for the Commission.

**3.03 CHAIRMAN PRO TEM**

The Chairman shall designate one of the Commissioners to act as Chairman pro tem during the absence of the Chair. If no such designation has been made, the two remaining Commissioners present shall agree who shall act as Chairman pro tem.

**3.04 SECRETARY/CHIEF EXAMINER**

The Secretary/Chief Examiner appointed by the Commission shall carry out the following responsibilities in addition to acting as Secretary of the Commission:

- a. be responsible to the Commission;
- b. keep Minutes and other records of the Commission and certify same as required;
- c. administer and enforce the provisions of these Rules;
- d. make recommendations to the Commission relative to matters of policy and for necessary amendments to these Rules;
- e. report to the Commission from time to time as directed concerning the details of the work to be performed;
- f. prepare the budget for the Commission, approve accounts, and generally administer the expenditure of funds appropriate for the operation of the Commission;
- g. prepare for testing in an orderly fashion, including the following duties:
  1. determine the examinations to be conducted
  2. order appropriate tests from independent firms
  3. prepare and post bulletins announcing examinations
  4. make arrangements for the examinations; make recommendations for the appointment of such experts, special examiners, and other persons deemed necessary to be selected by the Commission
  5. review all questions relating to the eligibility of applicants, except the minimum requirements for those who have served in the Issaquah Police Department as certified by the Chief
  6. grade, or have graded, all written examinations papers and establish a list of successful candidates
  7. prepare complete reports of each examination for submittal to the Commission together with a report on all appeals from the Secretary/Chief Examiners rulings or appeals from any part of the examination;
- h. perform all other functions necessary for the proper implementation of these Rules, and the provisions of State and City laws relating to Civil Service, and such additional duties as may be assigned from time to time by the Commission.

**RULE 3 – ADMINISTRATION, continued**

**3.05 SECRETARY PRO TEM**

In the absence of the Secretary/Chief Examiner, the Commission shall appoint a Secretary pro tem to act as Secretary to the Commission until the return of the Secretary/Chief Examiner.

**3.06 AMENDMENTS OF RULES**

The Commission may amend these Rules or adopt new Rules by majority vote of the Commission at any regular or special meeting of the Commission. In all fairness to employees under purview of these Rules, amendments or changes to these Rules will be discussed in an open regular or special meeting at least one meeting prior to adoption, whenever practicable.

**3.07 EFFECTIVE DATE OF RULES**

All Rules and amendments shall become effective immediately upon their adoption by the Commission unless some later date is specified herein.

**3.08 COPIES OF RULES**

A copy of these Rules and a copy of all subsequent Rules or amendments shall be sent as soon as practicable after adoption to each affected department of the City. A copy shall be maintained in the office of the Commission for public inspection and copies shall be available for free public distribution as required by State law.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 4 -- MEETINGS OF THE COMMISSION**

**4.01 REGULAR MEETINGS**

Regular monthly meetings shall be held at 4:30 p.m. on the fourth Thursday of each month or on a date otherwise designated by the Commission and advertised on the Official Bulletin Board.

**4.02 ADJOURNED REGULAR MEETING**

The Commission may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes.

**4.03 SPECIAL MEETINGS**

A special meeting may be ordered at any time by the Chairman or at the direction of any Commissioner by delivering personally or by mail or electronic document notice to each member of the Commission and all departments affected. Notification of said meeting, with agenda item(s), shall be posted on the official bulletin board not less than twenty-four hours prior to the meeting.

**4.04 PLACE OF MEETINGS**

All meetings shall be held in a conference room located in City Hall Northwest unless the Commission determines otherwise at a prior meeting, or in emergencies.

**4.05 PUBLIC MEETINGS**

All meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meeting of the Commission except as otherwise provided in Rule 4.06.

**4.06 EXECUTIVE SESSIONS**

The Commission may hold executive sessions to consider the employment or dismissal of an employee under Civil Service, or to hear complaints or charges brought against such employee by another employee or person, unless such employee requests a public hearing. The Commission also may exclude witnesses and others as provided in Rule 5.09.

**4.07 RULES OF ORDER**

Except as otherwise provided herein, Robert's Rules of Order (newly revised) shall guide the Commission in its proceedings.

**4.08 QUORUM**

Two members of the Commission shall constitute a quorum, and the concurrence of two members shall be required for any action. If not available in person, no more than one member of the commission may attend by phone, video conference or other electronic means that allows all attendees present to hear and be heard.

**4.09 COMMUNICATIONS**

Communications and requests to the Commission insofar as practicable shall be in writing. The substance of each request and the action of the Commission thereon shall be noted in the Minutes.



**RULE 4 -- MEETINGS OF THE COMMISSION, continued**

4.10 MINUTES

The Secretary/Chief Examiner or the Secretary pro tem shall record in the Minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners except when the action is unanimous. When requested, a Commissioner's dissent or approval with reasons shall be recorded. The Minutes shall be written and presented for correction and approval at the next regular meeting. The Minutes or a true copy thereof, certified by the Secretary or the Secretary pro tem, shall be open to public inspection.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 5 -- HEARINGS**

**5.01 RIGHT TO A HEARING**

Any person entitled to a hearing before the Commission under State law or these Rules, or adversely affected by an action or decision of the Secretary/Chief Examiner, made without notice to and opportunity for such person to be heard, may petition for a hearing before the Commission.

**5.02 PETITION FOR HEARING**

Such petition shall be in writing, signed by the petitioner, giving their mailing address, the ruling from which the petitioner appeals, and in plain language and in detail the facts and reasons upon which the petition is based. A hearing on the merits may be denied if the petition fails to state specific facts and reasons or if, in the opinion of the Commission, the facts or reasons stated, if true, would not entitle the petitioner to any relief; but such denial shall be without prejudice to the filing of an amended petition if the time for requesting a hearing has not expired.

**5.03 TIME WITHIN WHICH PETITIONS MUST BE FILED**

Unless otherwise provided in these Rules, a petition for hearing before the Commission must be filed within ten calendar days following mailing of the notice of discharge, reduction or disciplinary action, or ruling of the Secretary/ Chief Examiner. The notice of discharge, reduction or disciplinary action shall be sent by certified mail, return receipt, or hand-delivered and receipted by the affected employee.

**5.04 HEARING AND NOTICE**

On receiving a petition, which complies with the foregoing rules, the Commission shall determine whether the matter will be heard. The Commission shall set the matter for hearing and shall give the petitioner at least five business days' notice, in writing, of the date and place of such hearing. In discharge, reduction or disciplinary hearings, similar notice shall be given to the appointing authority.

**5.05 RIGHTS OF PETITIONER**

When a hearing is granted, the petitioner shall attend and be entitled to:

- a. be represented by counsel at such hearing;
- b. subpoena witnesses to testify;
- c. cross-examine all witnesses appearing against the petitioner;
- d. impeach any witness before the Commission;
- e. present such affidavits, exhibits and other evidence as the Commission deems pertinent to the inquiry;
- f. argue the case.

The appointing authority, the Secretary/Chief Examiner, and any other person whom the Commission finds to be interested in the matter shall be entitled to the same privileges.

**5.06 FAILURE OF PETITIONER TO APPEAR**

In all hearings on the petition of an employee, the failure of the petitioning employee to appear in person or by counsel at the time and place set for hearing, without good cause therefore provided to the Commission in advance, shall be deemed a withdrawal of the petition and consent to the action or ruling from which the appeal was taken.

**RULE 5 – HEARINGS, continued**

**5.07 EVIDENCE**

Hearings may be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule, which might make improper the admission of such evidence over objection in civil actions. The rules of privilege and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Petitioner's attendance is mandatory, and all oral evidence shall be taken only under oath or affirmation.

**5.08 EXCLUSION OF WITNESSES**

The Commission may, at its discretion, exclude witnesses not under examination except the Secretary/Chief Examiner, the petitioner or person to be disciplined discharged or reduced, the appointing authority, and counsel. When hearing testimony of scandalous or indecent conduct, all persons not having a direct interest in the hearing shall be excluded.

**5.09 TESTIMONY OF PETITIONER**

In all hearings, the petitioning employee may testify and be cross-examined as to any matter relevant to the hearing.

**5.10 BURDEN OF PROOF**

In disciplinary discharge or reduction hearings, the burden of proof shall be on the appointing authority. In all other types of hearings, unless in conflict with State or Federal law, the burden of proof shall be on the petitioner.

**5.11 FINDINGS AND DECISIONS**

The Commission shall announce its decision within fifteen (15) days of the hearing, and enter the same in its Minutes. Formal findings are not required; however, if formal findings are rendered, they shall be delivered to the petitioner by certified mail within fifteen working days. Such finding may affirm, amend, or remand the action on appeal.

Unless the decision provides otherwise, it shall be effective immediately. Notice of the decision shall be mailed promptly to the petitioner and to any interested party. Except for the correction of clerical errors, such decision shall be final and conclusive.

The decision of the Commission shall be based solely on the exclusivity of the evidence presented at such hearing.

**5.12 REPORT OF HEARINGS**

Hearings will be recorded by stenographic reporter or audio recording machine.

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 6 -- CLASSIFICATION**

**6.01 CLASSIFICATION PLAN**

Recommendations for new class specifications and revisions of existing class specifications shall be considered by the Commission at a regular Commission meeting and, if approved, shall be as set forth in Rule 19.

Class specifications shall be prepared and maintained by the appropriate appointing authority for all classes under Civil Service. Such specifications, or true copies thereof, shall be open to public inspection and available for free public distribution. Each such specification shall describe the class generally, distinguish it from other classes, and give examples of typical duties assigned to positions in the class. It shall also contain a statement of those minimum requirements not otherwise provided in these Rules for applicants for positions in the class. Any changes in classification shall be sent to the Mayor, City Council, and to the incumbent of that position, if any.

**6.02 REVIEW AND APPEALS**

- a. If the appointing authority or any employee is affected by any classification action, he/she may request the Commission and Secretary/Chief Examiner review such action. Such request shall be made in writing within thirty days of notification of such action.
- b. After notification of the results of such review, the employee or appointing authority so affected may appeal there from to the Commission. Such appeal shall be made not later than five business days after date of notification of results of review and shall be made in accordance with Rule 5.

**6.03 EFFECT OF CLASSIFICATION CHANGES ON INCUMBENT**

Whenever the title of a class is changed without a change in duties or responsibilities, the incumbent shall have the same status in the retitled class as held in the former class.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 7 -- APPLICATIONS AND APPLICANTS**

#### 7.01 FILING OF APPLICATION

Applications must be received in the office of the Chief Examiner not later than 5 PM on the last day for filing as posted on the official bulletin board of the City of Issaquah. Each application must have any required examination fee attached at the time of filing or the application is considered incomplete. The Commission may waive such examination fee provided the applicant has requested and been granted a hardship waiver.

The time for filing applications may be extended or reopened by the Secretary/Chief Examiner as the need of the services may require, provided notice is immediately posted on the official bulletin board.

#### 7.02 NON-ACCEPTANCE OF APPLICANT

The Secretary/Chief Examiner, subject to the right of any person aggrieved to appeal, may refuse to accept an application or to examine an applicant or may withhold the name of any person from the eligibility list who:

- a. does not meet the requirements set forth in these Rules or in the bulletin announcing the examination;
- b. does not have a criminal record and is free of any convictions.
- c. has made any materially false statement or who has attempted any deception or fraud in connection with this or any other Civil Service examination;
- d. refuses to furnish all information required to complete the application;
- e. who is knowingly a member of any subversive organization, or who is knowingly a member of any organization which, to his/her knowledge, advocates the overthrow of the government of the United States or of this State by force or violence or other unlawful means, or who now advocates the support of a foreign government against the United States in the event of hostilities.

#### 7.03 NOTICE OF NON-ACCEPTANCE

The person against whom action is taken under Rule 7.02 shall be notified promptly of the reasons therefore. Oral notice at the time of filing the application shall be sufficient except where written notice is requested or appropriate. Written notice mailed postage prepaid to the address shown on the application shall be effective on mailing.

#### 7.04 APPEALS

Any person aggrieved by any ruling of the Secretary/Chief Examiner concerning an examination or the eligibility or disqualification of applicants, or the withholding of name from certification, may appeal to the Commission in writing within five business days after notice of such ruling as provided in Rule 5.

#### 7.05 ADMISSION TO EXAMINATION PENDING APPEAL

The Secretary/Chief Examiner shall admit to the examination any person whose application was not accepted and who has filed an appeal, pending final disposition of the appeal; such admission to be without prejudice.

#### 7.06 APPLICATIONS NOT RETURNED

All applications, when completed and filed, become the property of the Commission and City of Issaquah, and thereafter will not be returned to the applicant.

### **City of Issaquah**

## **CIVIL SERVICE RULES AND REGULATIONS**

### **RULE 8 -- COMPETITIVE EXAMINATIONS**

#### 8.01 ORDERING EXAMINATIONS

The Secretary/Chief Examiner shall order an examination whenever necessary. Such order shall specify the class

for which the examination is ordered. The order shall be reported to the Commission and be subject to its review.

#### 8.02 PERIODIC EXAMINING PROGRAMS

Notwithstanding anything to the contrary in these Rules, a periodic examining program may be ordered and administered by the Secretary/Chief Examiner with the approval of the Commission for entrance, Experienced, and promotional examinations.

#### 8.03 NOTICE OF EXAMINATION

A written notice of each examination shall be posted and advertised by the Secretary/Chief Examiner.

#### 8.04 TIME AND PLACE OF EXAMINATIONS

Whenever applicants are required to appear for an examination, the time and place shall be designated on the official bulletin board, and the applicants shall be notified in person, email or mail. The Secretary/Chief Examiner, when finding the good of the service requires, may, at his/her discretion, have an examination given in more than one session and/or at more than one place, either within or outside the City of Issaquah.

##### 8.04.01 TIME AND PLACE OF EXAMINATION FOR EXPERIENCED POLICE OFFICERS

Testing and Oral Board examinations shall be at the convenience of the Civil Service Commission administered by the Civil Service Rules. Once an experienced Officer has tested the applicant may not apply until a minimum of six months since his last testing date.

#### METHODS OF EXAMINATION

The qualifications and/or relative ability of candidates shall be determined through an examination process consisting of one or more of the following methods of testing; written examination, tests of physical agility, oral board, assessment center, practical performance test, application rating, any other valid and reliable method of examination.

#### 8.05 POSTPONEMENT OR CANCELLATION OF EXAMINATIONS

The administration of an examination or any part thereof may be postponed or cancelled at any time. Notice of such postponement or cancellation shall be posted on the official bulletin board and mailed to the applicants. In an emergency, where time does not permit such notice, an examination may be postponed or cancelled or the place of examination changed by posting a notice on the official bulletin board as soon as possible and in a conspicuous location at the place and time originally set for the examination.

#### 8.06 LATE APPLICANTS

Whenever applicants are required to assemble for a test and the examination has started, no applicant will be admitted after the designated time unless this rule is suspended by the Secretary/Chief Examiner for good cause.

### **RULE 8 – COMPETITIVE EXAMINATIONS, continued**

#### 8.07 PARTS AND WEIGHTS

Each examination shall embrace one or more parts to which a raw score, rank order, or percentage shall be assigned. One or more of the following options shall be utilized in scoring an examination:

- a. A raw score (actual number of questions answered correctly) shall be the sole indicator of final score of a written examination.

- b. A rank order list shall be the final result of an assessment center type of examination. The rank ordering shall be determined by the number of points earned in an assessment center.
- c. A percentage weight shall be determined by multiplying the weight assigned to one or more parts of an examination, and the sum of the resulting products shall be called the weighted average.

#### 8.08 PASSING GRADES

The Commission may establish a minimum-passing grade for each examination based upon the advice and recommendation of the entity, which has created the test.

#### 8.09 VETERANS CREDIT

In all competitive examinations for entrance into the City service, a percentage credit of the earned score of the written examination shall be given to all persons passing the examination who have, or who shall have, served in the armed forces of the United States as defined in RCW 41.04; proof of such service to be filed with the employment application.

#### 8.10 PUBLICATION AND NOTIFICATION OF TEST RESULTS

After all parts of an examination have been completed and scored, the Secretary/Chief Examiner shall publish an eligibility list.

#### 8.11 INSPECTION OF RATING STANDARDS AND SCORE SHEET

Inspection of rating standards, score sheets, and other test materials by test applicants is prohibited.

#### 8.12 PROTESTS AGAINST RATINGS TO SECRETARY/CHIEF EXAMINER

If any applicant believes an error has been made on any part of the examination, the applicant may, within seven days of publishing the list, make a protest in writing stating specifically where it is believed errors have been made.

Each protest shall give specific authoritative references or opinions of recognized experts where such exist.

Upon receipt of a written protest or request for re-scoring or rating, a review of the protest shall be made by the Secretary/Chief Examiner, who shall review all such protests or requests and recommend to the Commission any necessary corrections in grades and ratings, if applicable.

#### 8.13 REPORT OF EXAMINATION

After expiration of the protest period, the Secretary/Chief Examiner shall submit a report on each examination to the Commission. The report shall include applicants' names, grades, and all protests in connection with the examination and disposition of such protests.

### **Rule 8 – COMPETITIVE EXAMINATIONS, continued**

#### 8.14 APPEAL TO COMMISSION

Any person aggrieved by the report in Rule 8.13 may appeal to the Commission (pursuant to Rule 5) within ten business days after notice of such ruling. No correction made by the Secretary/Chief Examiner or the Commission shall affect any appointment made from a certification prior to the correction.

#### 8.15 CORRECTION OF CLERICAL ERRORS

Any clerical error may be corrected by the Secretary/Chief Examiner upon discovery at any time during the life of the eligibility list, but no such correction shall affect an appointment made from a certification made prior to the correction.

**8.16 PERMANENT RECORD OF EXAMINATION**

During the life of any register, the Commission shall preserve the report of examination containing the names and scores of all applicants on each part of the examination and in the total examination.

The Commission shall preserve in the Minutes of Commission meetings, a summary or narrative statement showing the methods of testing used or the general nature of the examination, the weights of the various parts, the time and place each part was given, and the minimum score required, as a permanent record of each examination.

**8.17 OTHER RECORDS OF EXAMINATION**

All original records prepared or received in connection with any examination shall be retained for a period of at least ninety days after the date of publication of the eligibility list. Such records may then be destroyed.

**8.18 EXAMINATIONS TO BE IMPARTIAL**

All examinations shall be fair and impartial. So far as practicable, written examinations shall be so conducted that persons scoring the answers will not know the identity of applicants. No person shall reveal, before completion of an examination, any information about such examination except in the official bulletin or by announcement to all applicants or candidates equally.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 9 -- MEDICAL STANDARDS FOR EMPLOYMENT**

**9.01 MEETING MEDICAL STANDARDS**

The Secretary/Chief Examiner shall require each candidate to meet the general medical standards of the City as



hereinafter specified in these Rules.

- a. Prior to hire, all candidates must meet medical standards as set forth in the minimum State medical and health standards, and successful completion of psychological and polygraph testing.
- b. Prior to hire, all candidates under the jurisdiction of the Civil Service Commission shall be required to take a complete medical examination by an examining physician acceptable to the Commission and the City of Issaquah. The examination shall include those tests necessary to determine that the applicant is physically and mentally capable of discharging the duties of the position.
- c. In all cases, candidates must demonstrate normal visual functions and visual acuity 20/100 correctable to 20/20. Normal color vision must be possessed.
- d. In all cases, candidates must possess normal hearing. Hearing acuity level is to be determined by audiometric hearing test.
- e. In all cases, candidates must supply a medical history to the examining physician, which shall include past and present diseases, injuries, and operations.

The physical examination will be conducted by a licensed physician/surgeon after a review of the Report of Medical History completed by the applicant. The physician shall record his/her findings on the Report of Medical History and shall note thereon, for evaluation by the appointing authority, any past or present physical defects, diseases, injuries, operations, or conditions of an abnormal or unusual nature and whether the applicant is or is not qualified.

Physical examination reports shall be kept in separate confidential medical files by the City of Issaquah.

#### 9.02 FAILURE TO MEET MEDICAL STANDARDS

Candidates who fail to meet the applicable medical standards shall not be hired.

A candidate who fails to meet applicable medical standards may present new or additional medical evidence within ten business days after notification of disqualification relating to the case in order to be reconsidered for appointment. The evidence and request for reconsideration must be in writing; the burden of proof shall be on the candidate; and the Commission shall consider the evidence and render a decision. Such decision shall be final.

The Secretary/Chief Examiner may, for good cause, require an employee to be re-examined at any time during the probationary period, or at the time of re-employment.

#### 9.03 SPECIAL MEDICAL RE-EVALUATION

With the approval of the Commission, the Secretary/Chief Examiner or appointing authority may require a medical or psychological re-evaluation of any employee under Civil Service. Such re-evaluation shall be concerned only with the medical conditions related to the satisfactory performance of the required duties or with protecting the health, safety, and welfare of the employee or public.

**Rule 9 – MEDICAL STANDARDS FOR EMPLOYMENT, continued**

**9.04 PARTIALLY OR FULLY INCAPACITATED EMPLOYEES**

Whenever, upon re-evaluation, an employee who has previously qualified is found to be unable to perform the essential functions of the position due to a disability:

- a. The employee may submit a request to the appointing authority for voluntary reduction or reassignment to another position for which the employee has the qualifications. Any voluntary reduction or reassignment under this Rule must be with the approval of the Civil Service Commission. Any such reassignment shall not constitute a promotion.
- b. The appointing authority may reassign the employee to another position for which the employee is qualified, or may reduce the employee to a lower level position for which the employee is qualified, subject to the employee's right to appeal as provided in these Rules.
- c. If there is not a suitable position in which the employee can perform satisfactorily, the appointing authority may discharge the employee, subject to the employee's rights of appeal as provided in these Rules; said discharge to be without prejudice as to re-employment should the condition improve, or the employee may be retired on disability as provided by the applicable retirement program.

Any layoffs resulting from the restoration, reduction, or reassignment of an employee under this Rule will be in accordance with the provisions of the Rule for layoff.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 10 – ELIGIBILITY LISTS**

**10.01 ELIGIBILITY LISTS CREATED**

The Secretary/Chief Examiner shall publish eligibility lists resulting from examinations as provided for in Rule 8. All eligibility lists shall be open to public inspection.

**10.02 ORDER OF NAMES ON ELIGIBILITY LISTS**

The names of applicants who pass all examinations for a given classification shall be entered upon the eligibility list for the class in order of grade, including veterans' credit, and without preference as to priority of time of examination.

**10.02.01 EXPERIENCED POLICE OFFICERS**

An eligibility list shall be effective upon the approval and certification by the Civil Service Commission. When testing is conducted on a continuous basis, the eligible candidates produced by the most current testing cycle will be merged into the current eligibility list within three days in rank order according to their test results. The eligibility list will be continually updated as a result of the continuous testing process.

**10.03 TIE SCORES**

Whenever two or more applicants in an examination have the same final grade, priority shall be determined by the highest grade on the most heavily weighted part of the examination. If the scores remain the same, the date of original application submittal shall determine the final placement on the eligibility list.

**10.04 DURATION OF ELIGIBILITY LISTS**

Entry eligibility and promotional eligibility lists shall be in effect for one year from date of publication. Before the expiration of such list, the Commission may extend the period of eligibility for all candidates who are available for employment. In no event shall an entrance eligibility list be in effect for more than twenty-four (24) months from the date of publication. A list shall be retired automatically upon publication of an eligibility list from a new examination for the class. Certification from the eligibility list shall be determined in accordance with Rule 11.01.

**10.04.01 DURATION OF EXPERIENCED POLICE OFFICER LIST**

Candidate's eligibility shall start on the date they are placed on the list and shall remain on the list for one year. Candidate names appearing on the eligibility list for the position(s) of Police Officer shall remain effective until the person is (a) offered a position (b) dropped from the list or (c) the list is cancelled.

**10.05 REJECTION OF CANDIDATE--DROPPED FROM LIST**

The name of any person may be removed from the eligibility list for any reason stated in Rule 7.02. The candidate shall be removed if

- a. dependence on intoxicating liquors, hallucinogens, marijuana, tobacco products, narcotics or other habit-forming drugs;
- b. uncontrolled compulsive gambling;
- c. refuses to execute any oath prescribed by law;
- d. fails to be present for fingerprinting as required;
- e. has assisted in preparing, conducting, or scoring any examination for which the candidate applies or who

**Rule 10 – ELIGIBILITY LISTS, continued**

has in any other manner secured confidential information concerning such examination which might give an unfair advantage over other applicants in the examination;

- f. fails to be present for or fails to pass the medical examinations;
- g. fails to receive a favorable psychological evaluation prescribed by a licensed clinical psychologist approved by the City of Issaquah;
- h. fails to pass the background investigation as evidenced by information received from past or present employers, references, etc; or
- i. fails to respond to certified correspondence within three days of receipt of the certified correspondence.

**10.06 EFFECT OF APPEALS**

No appeal shall affect the eligibility list or appointment made from a certification during the pendency of the appeal.

When the appeal is terminated, the Secretary/Chief Examiner shall add the name of the petitioner to the list at the appropriate place if it has been determined by the Commission that the petitioner is entitled to be on the eligibility list.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 11 -- CERTIFICATION AND APPOINTMENT**

**11.01 CERTIFICATION FROM ELIGIBILITY LIST**

Upon request of the appointing authority for certification of names to fill a vacancy at the **entry** level, the Secretary/Chief Examiner shall certify to the appointing authority the names of the three persons or 25% (whichever is greater) of those standing highest on the appropriate eligibility list who are willing to accept the position for which certification is made. If more than one vacancy is to be filled, the Commission shall certify, from those highest on the eligibility list, persons to fill each vacant position. In the absence of an appropriate eligibility list, the appointing authority may authorize a provisional appointment for a period not to exceed four months. No person shall receive more than one provisional appointment or serve more than four months as a provision appointee in any one fiscal year.

Upon request of the appointing authority for certification of names to fill a vacancy for **promotional** purposes, the Secretary/Chief Examiner shall certify to the appointing authority not more than three persons from the appropriate eligibility list who are willing to accept the position for which certification is made. Or, in the absence of an appropriate eligibility list, the appointing authority may authorize a provisional appointment for a period not to exceed four months. No person shall receive more than one provisional appointment or serve more than four months as a provisional appointee in any one fiscal year.

**11.02 WITHHOLDING NAMES FROM CERTIFICATION/REMOVING NAMES FROM ELIGIBILITY LISTS**

The names of a candidate may be withheld from certification or removed from an eligibility list when the candidate:

- a. expresses unwillingness or inability to accept appointment or refuses offer of an appointment without adequate explanation;
- b. fails to respond within ten business days after mailing a written inquiry regarding availability for regular employment or request to appear for an interview regarding such employment;
- c. fails to be present for duty at the time agreed upon after having accepted an appointment;
- d. cannot be reached in time for appointment when immediate temporary employment is required, but this shall apply to only such immediate temporary employment;
- e. fails to present a license, registration, certificate, or any credential required; the name of any such candidate may be restored for certification when the particular requirement has been met;
- f. fails to maintain a record of current address with the Commission as evidenced by the return of a properly addressed, unclaimed letter, or other evidence;
- g. is not qualified to perform the duties of the class based upon a finding by the Commission;
- h. willfully violates any of the provisions of these Rules or any applicable law;
- i. is not qualified for any reason enumerated in Rules 7.02 and 9.01.

**Rule 11 – CERTIFICATION AND APPOINTMENT, continued**

**11.03 RESTORATION TO CERTIFICATION**

When the name of a person has been withheld from an eligibility list or from certification or has been removed from the list, it may be restored to its original position by the Secretary/Chief Examiner or by the Commission on successful appeal by the petitioner taken within ten business days after notice of the decision, but only under the following circumstances:

- a. where the withholding or removal was because the person accepted a permanent appointment with the City and where the person is still in City service; or where the person has been separated there from without fault or delinquency on the employee's part and the good of the City and justice to the employee requires that the employee be restored to the eligibility list to be eligible for certification;
- b. where the withholding or removal was because of the unwillingness or inability of the employee to accept an appointment, or failure to respond to inquiry as to availability to appear for interview, or to present a good and valid reason for such unwillingness, inability or failure, and where the employee now certifies to the Secretary/Chief Examiner a willingness to accept appointment;
- c. where the withholding or removal was for a reason stated in Rules 7.02 and 9.01 and such reason no longer exists.

**11.04 EFFECT OF REMOVAL, WITHHOLDING OR RESTORATION**

The removal or withholding of a name shall automatically advance all of the names below it on the eligibility list.

Should any person whose name is removed or withheld file an appeal of this removal or withholding within the stipulated time allowed for filing of such appeals, no regular appointment shall be made from those names under the name removed pending the disposition of the appeal, unless the appeal cannot be concluded within sixty days.

The acceptance or refusal by a candidate of temporary appointment shall not affect his/her certification from the eligibility list for regular employment.

**11.05 APPOINTMENT OF CANDIDATES**

In filling vacancies by appointment from an eligibility list, the person(s) certified in accordance with these Rules shall be appointed, except as noted in Rule 10.06.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 12 -- PROBATION**

**12.01 PROBATIONARY PERIOD**

After each regular appointment from an eligibility list, an employee shall serve a complete period of probation before appointment or promotion is complete.

Employees who are reduced in rank are not required to serve an additional period of probation if they completed probation in their previous position.

**12.02 LENGTH OF PROBATIONARY PERIOD**

The probationary period for **entry** and **promotional** positions shall be twelve months. There shall be no credit granted toward satisfaction of the probationary period for any time not actually worked, i.e., vacation, holidays, sick leave, disability leave, leave of absence or Kelly days.

During the probationary period the appointing authority may terminate the employment of the person certified or return that person to lower classification if the appointing authority deems him/her unfit or unsatisfactory for service in the position.

**12.03 INTERRUPTION OF PROBATIONARY PERIOD**

Whenever the probationary period of an employee in a position in one class is interrupted due to his/her appointment to a position in another class and the employee subsequently returns to a position in the first class during the second probationary period, his probationary period for the first appointment shall continue until completed.

**12.04 DISCIPLINARY PROBATION**

Disciplinary probation is an aid to the Commission when called upon to assist in the review at a disciplinary action taken upon an employee who does not fulfill his duties or responsibilities in the classification he holds. The period of disciplinary probation is at the discretion of the Commission. The time length of the disciplinary probation shall not exceed one year. During the period of disciplinary probation the employee is not eligible to participate in promotional examinations.

## CIVIL SERVICE RULES AND REGULATIONS

### RULE 13 -- TEMPORARY AND PROVISIONAL APPOINTMENTS

#### 13.01 TEMPORARY APPOINTMENTS

A person may be employed for temporary work only for the duration of the temporary work. If the position is made permanent, it must be filled by appointment on a regular basis in accordance with Rule 10. A person given a temporary appointment may not be transferred or changed to any other position except on a temporary basis and shall never attain regular status from such appointment. Temporary employment may continue only so long as the facts exist justifying a temporary appointment. No person shall serve more than **twelve months** in one position as a temporary appointee, and no person shall receive more than one consecutive, temporary appointment. (revised by CSC Minutes of 7-11-96)

#### 13.02 PROVISIONAL APPOINTMENTS

A provisional appointment to a vacant position may be made without examination when there is no appropriate eligibility list or persons on the list are not available or cannot be contacted and when the appointing authority certifies and supports with adequate facts that an emergency exists. The Commission at its next regular meeting must approve the provisional appointment and the provisional appointee must meet the requirements and file application for examination for the class. The appointment may continue only until such time as the position can be filled from an eligibility list. No person shall receive more than one provisional appointment or serve more than **six months** as a provisional appointee in a twelve- month period. However, if requested by the appointing authority, the commission has the authority to extend the provisional appointment an additional six months for a total of twelve-months. (revised by CSC Minutes of 2-21-02)

An emergency exists when:

- a. life, health or property is in jeopardy; or
- b. the immediate employment of a currently available applicant is imperative because of extreme recruitment difficulties; or
- c. the work program of the department will be impaired if the position is left vacant and the work cannot be deferred or reassigned; or
- d. a vacancy will result in failure to perform legally required functions or to meet deadlines imposed by law.



**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 14 -- ASSIGNMENTS, TRANSFERS AND REASSIGNMENTS**

**14.01 ASSIGNMENTS**

The assignment of a candidate to a position, or of an employee from one position to another position within the class and department for which he/she has been certified by the Secretary/Chief Examiner pursuant to these Rules, is a matter of departmental administration, except as provided by these Rules, State Law, Union Contract, or the Issaquah Administrative Manual.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 15 -- DISCHARGE, DEMOTION, SUSPENSION, OTHER  
DISCIPLINARY ACTIONS, AND RESIGNATIONS**

**15.01 CAUSES FOR DISCHARGE, DEMOTION, SUSPENSION, OTHER DISCIPLINARY ACTIONS**

An employee under these Rules may be discharged or suspended without pay, or demoted or deprived of vacation or other privileges for any of the following reasons:

- a. Incompetency, inefficiency, or inattention to or dereliction of duty.
- b. Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the employee to conduct himself properly; or any willful violation of the provisions of these Rules and Regulations.
- c. Physical or emotional unfitness for the position which the employee holds.
- d. Use of intoxicating liquors, narcotics, or any other habit-forming drug, liquid, or preparation to such extent that the use thereof interferes with the efficiency, or mental or physical fitness of the employee, or which precludes the employee from performing properly the functions and duties of his/her position under Civil Service.
- e. Conviction of a felony or a misdemeanor involving moral turpitude.
- f. Directly or indirectly receiving or soliciting political contributions or campaigning for any party or municipal political purpose while on duty or in uniform.
- g. Use of City equipment for personal business or pleasure without prior written permission from the City.

**15.02 CONDITIONS OF DISCHARGE, DEMOTION, SUSPENSION, AND OTHER DISCIPLINARY  
ACTIONS**

A permanent employee may be discharged from City service, or demoted, or suspended without pay, or deprived of vacation or other privileges only after notification in writing of the reasons for such action. Such notice shall be served upon the employee and state the specific grounds and particular facts upon which the disciplinary action is based, and the employee shall be allowed ten business days from the date of service of such notice in which to reply thereto in writing and request a hearing before the Commission. Such notice of disciplinary action shall state the time allowed for answering and requesting a hearing before the Commission. A copy of such notice and a copy of the reply, if any, must be filed in duplicate with the Commission. The appointing authority shall submit to the Commission evidence, showing the employee has been served with the notice of disciplinary action, either personally or by certified mail addressed to his/her last known address and the date of such service.

**15.03 HEARING ON REASONS FOR DISCIPLINARY ACTION**

If the permanent employee to be discharged, demoted, suspended, or otherwise disciplined properly requests a hearing, the Commission shall proceed in accordance with these Rules. A public hearing (pursuant to Rule 5) shall be held by the Commission whenever a timely request for a hearing has been filed. An employee taking an appeal on any matter under the jurisdiction of the labor contract shall have waived the right to take the same issue through the grievance procedure of the Civil Service Commission.

#### 15.04 CRIMINAL ACTS

Where the facts alleged in the notice of disciplinary action constitute a crime and the employee has properly requested a hearing, the employee may, at any time up to one day before the date of the hearing, request a continuance for a reasonable period to determine whether a criminal charge will be filed or until after termination of the criminal case.

#### 15.05 DECISION

After receiving evidence presented in hearings on disciplinary actions:

- a. The Commission may affirm the disciplinary action.
- b. If the Commission finds the disciplinary action was made for political, religious, or racial reasons, or not in good faith for cause, or the reasons are otherwise not sufficient to justify such action, the Commission shall order immediate reinstatement of the employee without loss of pay.
- c. The Commission may modify the disciplinary action and/or impose a greater or lesser action, as specified in RCW 41.08.090 and 41.12.090.

The findings of the Commission shall be certified in writing to the appointing authority and the petitioner, and shall be forthwith enforced.

#### 15.06 PROBATIONARY PERIOD FOLLOWING FIRST APPOINTMENT

An employee who has not yet completed his first probationary period may be discharged without cause by the appointing authority.

#### 15.07 PROBATIONARY PERIOD FOLLOWING SECOND APPOINTMENT

Nothing in these Rules shall be construed to permit the discharge of any employee from the Civil Service without a hearing during the probationary period in a second appointment where before such appointment the employee completed the probationary period in another class. "Second" refers to any appointment of a permanent employee, which starts a new period of probation.

#### 15.08 CONSENT OF COMMISSION

In the case of a probationary employee, the consent of the Commission must be secured for a discharge or demotion under Rule 15.06 and 15.07. The Commission shall consent if it believes the grounds and facts alleged, if true, justify the discharge or demotion of a probationer and that no fraud or discrimination because of political or religious opinions, racial extraction, or union affiliation exist.

If the Commission has consented prior to the filing of an answer by the employee and such answer alleges fraud or discrimination as above stated and requests a hearing, the Commission shall immediately set aside its consent. The hearing shall be limited to the question of fraud or discrimination. After such hearing, the Commission may consent to the discharge or demotion or may order the employee reinstated and, unless said order otherwise provides, it shall be effective as of the date of the discharge or demotion.

No consent need be secured for the discharge or demotion of a temporary employee.

#### 15.09 TIME FOR DISCHARGE OF PROBATIONER

To be effective, the written notice of discharge or demotion of a probationary employee must be served and become effective before midnight of the last day of the probationary period. The consent of the Commission must also be appraised by the appointing authority within such time.

### **Rule 15 – DISCHARGE, DEMOTION, SUSPENSION, ETC., continued**

#### 15.10 RESIGNATIONS

Resignations shall be in writing and shall be directed to the appointing authority. A resignation shall be effective on the date designated therein and, if no date is designated, it shall be effective immediately. A resignation, once it has become effective or has been accepted by the appointing authority, may be withdrawn only with the consent of the appointing authority and the Commission.

A resignation claimed to have been obtained by duress or fraud may be treated by the Commission as a notice of discharge, provided the employee notified the Commission that such resignation was not voluntary and demands a hearing within ten business days after filing with the Secretary/Chief Examiner of a report showing such resignation.

#### 15.11 CHARGES FILED BY A CITIZEN

When any citizen or taxpayer against any person files written charges in the classified Civil Service pursuant to applicable state law, the Commission shall refer such charges to the appointing authority for investigation and such action as deemed necessary. The person against whom charges are filed may file an answer to such charges. No hearing on such charges shall be held unless the appointing authority discharges or demotes such employee for the reasons stated in the charges and the employee requests a hearing in accordance with the Rules applicable thereto; or unless the Commission finds the charges, if true, reflect on the integrity of the Civil Service system or show serious violations of the Civil Service provisions of the law or Rules, and that a public hearing is desirable to restore confidence in the Civil Service system or to secure compliance with the Civil Service provisions.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 16 -- LAYOFFS AND REINSTATEMENT REGISTER**

**16.01 LAYOFFS**

The appointing authority may lay off or reduce an employee when necessary due to lack of funds, lack of work, or abolishment of the position.

**16.02 EMPLOYMENT STATUS AND ORDER OF LAYOFF**

Whenever it becomes absolutely necessary through lack of finances or for any other reasonable and just cause to reduce the number of employees of this unit, such reductions shall be carried out in the following order:

- a. Temporary Appointees
  - civilian personnel
  - commissioned officers
- b. Probationers (first appointment)
  - civilian personnel
  - commissioned officers
- c. Permanent Employees in the order of length of service; the one with the least service being laid off first.

**16.03 LAYOFF OUT OF ORDER**

The Chief may lay off out of the regular order, upon showing of necessity therefore, and in the interest of efficient operation of the department, after giving any employee or employees affected an opportunity to be heard.

**16.04 REDUCTION IN LIEU OF LAYOFF**

At the time of any layoff, certified employees shall be given an opportunity to accept reduction to the next lower class in the department; provided, that any employee so reduced shall be entitled to credit for any previous regular service in the lower class and to any other service credit.

**16.05 TRANSFER IN LIEU OF LAYOFF**

Transfers in lieu of layoff may be made to a different position within the department upon showing that the transferee is capable of satisfactorily performing the duties of the position and that a certified employee or probationer is not displaced.

**16.06 REINSTATEMENT LIST**

The names of persons laid off or reduced in accordance with these Rules shall be entered upon a reinstatement list in inverse order of layoff. Lists from different times for the same class of position shall be combined into a single list. Such list shall be used by the appointing authority as an eligibility list. When a vacancy occurs, the appointing authority shall appoint the person highest on the reinstatement list who is available and who was laid off from a position in the department.

**16.07 NAME DROPPED**

Names of persons laid off or reduced in lieu of layoff shall be carried on a reinstatement list for two years, except that the names of persons appointed to permanent positions of the same level as that from which laid off shall, upon such appointment, be dropped from the list. Persons reduced or reinstated in a lower class or reinstated on a temporary basis shall be continued on the list for the higher class for two years.

**Rule 16 – LAYOFFS AND REINSTATEMENT REGISTER, continued**

16.08 RESTORATION TO REINSTATEMENT LIST

The name of any person who has been appointed to a permanent position from a reinstatement list and subsequently is separated from the service, without delinquency or fault on his part shall be restored to the reinstatement list. This restoration shall have the effect of extending the time the employee's name is carried on the reinstatement list.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 17 -- CERTIFYING SALARY ACCOUNTS**

**17.01 APPROVAL OF WARRANTS**

The Finance Director of the City of Issaquah is hereby appointed as the Commission's duly authorized agent, in accordance with RCW 41.08 and 41.12, to certify the payroll. As the Commission's agent, the Finance Director is hereby instructed and authorized to certify the payroll of any person for whom a certification has been provided by the Commission's Secretary/Chief Examiner.

The agent shall certify the payroll, salary or other compensation for services, if, but only if:

- a. the person to be paid has been duly appointed to a position under Civil Service by order of the Commission;
- b. the services provided by the person were within the rank or job classification to which the individual has been appointed or promoted by the appointing authority and that the person has been certified to that rank by order of the Commission as herein provided; and
- c. the rate at which the individuals are to be paid is commensurate with a valid collective bargaining agreement approved by the City Council and executed by all the parties.

The Finance Director is authorized to provide the certification provided herein in accordance with the provisions of these Rules until such time as the Commission may revoke such authority in whole or in part. The Commission specifically reserves the right to refuse to certify the payment of any individual who has been illegally or improperly appointed and may retract this authorization to the Finance Director in whole or in part at any time. The Finance Director may provide said certification upon the payroll in the form of a stamp, a continuing certification, or any other form consistent with the provisions of these Rules, and the provisions of RCW 41.08.120 and 41.12.120, and IMC 2.68.160.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 18 -- REPORTS REQUIRED**

**18.01 REPORTS FROM THE APPOINTING AUTHORITIES**

The appointing authorities shall report immediately to the Secretary/Chief Examiner, in writing and in detail, every appointment, suspension, separation, reinstatement, layoff, transfer, demotion, reduction, reassignment, refusal or failure to accept an appointment on the part of a candidate certified for appointment, and changes of duties or of compensation.

**18.02 OTHER REPORTS**

The Secretary/Chief Examiner may require such other information as necessary for the proper administration of the Civil Service system.



**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 19 -- CLASS EXAMINATION SPECIFICATIONS**

19.00 Applicants for all police positions must be U.S. citizens; at least 21 years of age; have a valid Washington State Driver's License, or ability to obtain at the time of hire, with a driving record free from serious or frequent violations; and a criminal record free of any convictions. Applicants must file a completed City of Issaquah employment application, including a certification as to the truth of the information provided by the applicant. Service discharge documents are required if the applicant is claiming veteran's credit.

**19.01 EXAMINATION REQUIREMENTS FOR ENTRY-LEVEL POLICE OFFICER**

Applicants must have a high school diploma or General Education Diploma (GED). Two years of college equivalent to an AA Degree is preferred.

Examinations, may consist of, but is not limited to a written examination, physical agility examination and Oral Board Interview. Criteria approved by the Civil Service Commission will be provided to each candidate upon receipt of his/her completed application and payment of the application fee (see Rule 8 – Competitive Examinations).

**19.02 EXAMINATION REQUIREMENTS FOR EXPERIENCED POLICE OFFICER**

Applicants must have a high school diploma or General Education Diploma (GED). Two years of college equivalent to an AA Degree is preferred. The Civil Service Commission will determine the testing process, which may include, but is not limited to, a physical agility examination, written examination and Oral Board interview (see Rule 8 – Competitive Examinations). Experienced applicants who have served as sworn officers of a municipal, county, state or federal agency under the certification guidelines described above, will receive a one percent credit per year of such service, up to a maximum of five percent, added to the cumulative total achieved by the testing process.

**19.03 EXAMINATION REQUIREMENTS FOR CORPORAL**

Applicants must have two years college equivalent to an AA Degree and a minimum of two years' experience in law enforcement with the Issaquah Police Department; or two years of college equivalent to an AA and a minimum of four years law enforcement experience with one year of experience in law enforcement with the Issaquah Police Department and successful completion of probation.

**19.04 EXAMINATION REQUIREMENTS FOR POLICE SERGEANT**

Applicants must have two years college equivalent to an AA Degree and 1) a minimum of three years in law - enforcement with the Issaquah Police Department; or 2) two years of college, equivalent to an AA Degree and a minimum of four years' law-enforcement experience with one year law enforcement with the Issaquah Police Department and successful completion of probation.

The Civil Service Commission will determine the testing process that may include, but is not limited to, an assessment center and/or a written exercise and an Oral Board interview (see Rule 8 – Competitive Examinations).

**19.05 EXAMINATION REQUIREMENTS FOR POLICE COMMANDER**

Applicants must have two years of college, equivalent to an AA Degree and a minimum of six years experience in law enforcement with the Issaquah Police Department; including three years in police supervision; or 10 years total law enforcement experience, with two years of supervision; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

**Rule 19 – CLASS EXAMINATION SPECIFICATIONS, continued**

The Civil Service Commission will determine the testing process.

**19.06 EXAMINATION REQUIREMENTS FOR DEPUTY POLICE CHIEF**

Applicants must have an AA Degree (a Bachelor's Degree is preferred) and eight years of law enforcement experience, including three years in police supervision; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

The Civil Service Commission will determine the testing process.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 20 – CONTINUOUS TESTING**

**20.00 CONTINUOUS TESTING ELIGIBILITY LIST.**

The Secretary/Chief Examiner, following approval by the Commission, may establish any eligibility list for use by applicants tested through and certified for eligibility through this continuous process.

**20.01 CONTINUOUS TESTING DEFINED.**

Continuous testing shall mean a written examination or a standardized physical fitness/agility test conducted pursuant to set and commonly applied standards whose results shall be valid for a period of one calendar year from the date of certification to a Continuous Testing Initial Eligibility list. Continuous testing may, at the discretion of the Commission, be offered through the Secretary/Chief Examiner or pursuant to a subscription testing agreement.

**20.02 CERTIFICATION.**

Applicants certified pursuant to a continuous testing process shall be placed on a Continuous Testing Initial Eligibility list. Certification shall be in accordance with the rules and regulations of this Commission. As each applicant is placed in accordance with his or her scores and veteran's preference (if applicable) the placement of all others on the list shall be adjusted.

**20.03 ADDITIONAL TESTING.**

Applicants placed upon this eligibility list shall be subject to such other testing processes as the Commission shall direct, including but not limited to oral boards or any other testing process conducted by the Commission or by a subscriber pursuant to Rule.

**20.04 REMOVAL OF NAMES.**

The names of candidates certified to this eligibility list shall remain on the list until either certified to a secondary hiring list following an oral board or other testing as established by the Commission, the expiration of one year from the date of certification or until the candidate has been hired by another public safety organization. Names may be removed upon notification by the candidate, upon the written notification of another public safety employer or an entity providing subscription testing.

**City of Issaquah**

**CIVIL SERVICE RULES AND REGULATIONS**

**RULE 21—SUBSCRIPTION TESTING SERVICES**

**21.00 SUBSCRIPTION TESTING SERVICES AUTHORIZED.**

The Secretary/Chief Examiner, following approval by the Commission, may enter into contracts with one or more Subscription Testing Services.

**21.01 SUBSCRIPTION TESTING SERVICE – DEFINED.**

“Subscription Testing Service” means a person or organization offering a service that tests and maintains lists of candidates for employment who have successfully completed the Subscription Testing Service process.

**21.02 PROCESS VERIFICATION.**

The Secretary/Chief Examiner shall verify that the Subscription Testing Service provides qualified testing resources that are content valid and job-related.

**21.03 CERTIFICATION.**

All applicants certified as a qualified candidate by the Subscription Testing Service shall be reviewed and approved by the Commission prior to referral to the appointing authority. Following qualification of candidates pursuant to the procedure set forth in the contract with the Subscription Testing Service, candidates may be certified as eligible for appointment to the Appointing Authority.

By motion or other approval, the Commission may delegate to the Secretary/Chief Examiner the review and approval of candidates. Upon such delegation, the secretary shall verify that candidates placement on the eligible register meet the minimum eligibility requirements for employment.

Candidates qualified for appointment pursuant to the procedures established in the Rule shall be placed [in a separate register, entitled “Contract Register”] [on the register in the same rank and order as lists maintained by the Subscription Testing Service]. Provided, however that candidates rejected by the Commission for 1) not satisfying any test requirement; 2) not completing probation; or, 3) following certification, not responding to the appointing authority for consideration, shall be removed from the eligible register.

**21.04 ADDITIONAL TESTING.**

Candidates qualified pursuant to a Subscription Testing Service shall be subject to such additional testing as may be required by the Commission or the appointing authority. Such testing shall include, but not be limited to, background, polygraph, psychological, physical agility testing.

