

**RULES AND REGULATIONS
OF THE
MUNICIPAL CIVIL SERVICE COMMISSION
COLUMBUS, OHIO**



CIVIL SERVICE COMMISSION

**77 North Front Street
Columbus, Ohio 43215**

TABLE OF CONTENTS

TAB

LAST REVISED

RULE I	DEFINITIONS	07/29/1996
RULE II	GENERAL PROVISIONS	07/29/1996
	A. Citation	
	B. Purpose of Rules	
	C. Positions Covered by the Rules	
	D. Administration of the Office of Civil Service	
	E. Delegation by the Commission	
RULE III	COMMISSION MEETINGS	07/29/1996
	A. Regular Meetings	
	B. Special Meetings	
	C. Executive Sessions	
	D. Public <i>Meetings</i>	
	E. Conduct of Meetings	
	F. Quorum	
	G. Minutes	
	H. President and Presiding Officer	
RULE IV	CLASSIFICATION	05/22/2000
	A. The Classification Plan	
	B. Competitive/Noncompetitive Classes	
	C. Changes to the Classification Plan	
	D. Allocation of New Positions and Reallocation of Existing Positions	
	E. Use of the Classification Plan	
RULE V	TRAINING	07/29/1996
RULE VI	ANNOUNCEMENTS AND APPLICATIONS	12/19/2022
	A. Examination Announcements	
	B. Job Vacancy Notifications	
	C. Filing Applications	
	D. General Qualifications	
	E. Disqualification of Applicants and Eligibles	
RULE VII	EXAMINATIONS	03//27/2023
	A. Scheduling of Examinations	
	B. Competitive Examinations	
	C. Noncompetitive Examinations	

TABLE OF CONTENTS

TAB

LAST REVISED

- D. Medical/Psychological Examinations
- E. Veteran's Preference

RULE VIII ELIGIBLE LISTS 04/24/2023

- A. Creation by Competitive Examination
- B. Creation by Noncompetitive Examination
- C. Addition by Reinstatement
- D. Processing of Eligible Lists
- E. Applicant Withdrawal from an Eligible List

RULE IX CERTIFICATION 03/25/2024

- A. Notification of Vacancies
- B. Termination of Provisional Employment
- C. Certification of Eligibles on Competitive Lists
- D. Certification of Eligibles on Promotional Lists
- E. Certification of Noncompetitives
- F. Canvassing Competitive Eligible Lists
- G. Certification to a Lower Class
- H. Charter Certification
- I. Conditional Certifications

RULE X APPOINTMENTS 03/25/2024

- A. Original Appointment
- B. Noncompetitive Appointment
- C. Promotional Appointment
- D. Provisional Appointment
- E. Temporary Appointment
- F. Conditions of Employment
- G. Effect of Reallocation
- H. Tenure
- I. Reemployment of Former Employees

RULE XI PROBATIONARY PERIOD 12/19/2022

- A. Establishment
- B. Special Situations
- C. Probationary Period Extension
- D. Probationary Termination

TABLE OF CONTENTS

TAB

LAST REVISED

RULE XII	TRANSFERS, RESIGNATIONS, LAYOFFS AND VOLUNTARY DEMOTIONS	04/24/2023
	A. Transfers	
	B. Resignations	
	C. Layoff Procedure	
	D. Voluntary Demotions	
RULE XIII	DISCIPLINE AND APPEALS	11/25/2019
	A. Discipline by the Appointing Authority	
	B. Discipline - Uniformed Ranks	
	C. Demotion or Discharge for Incapacity	
	D. Disciplinary Action by Appointing Authority	
	E. Employee Appeals	
	F. Examination Appeals	
	G. Applicant Appeals	
	H. Background Reviews	
	I. Commission Review	
RULE XIV	APPEAL HEARINGS AND INVESTIGATIONS	12/19/2022
	A. Employee Appeals	
	B. Applicant Appeals	
	C. Background Reviews	
	D. Commission Hearing Officer	
	E. Trial Board	
	F. Commission Background Officer	
	G. Administering Oaths	
	H. Investigations	
RULE XV	LEAVES OF ABSENCE	10/28/2019
	A. Leaves of Absence With Pay	
	B. Leaves of Absence Without Pay	
	C. Procedure for Granting Leaves	
	D. Military Leave	
	E. Absence Without Leave	
RULE XVI	PERFORMANCE RATINGS	07/29/1996
RULE XVII	CERTIFICATION OF PAYROLL	07/29/1996

TABLE OF CONTENTS

TAB

LAST REVISED

RULE XVIII REPORTS BY APPOINTING AUTHORITIES	05/29/2007
RULE XIX RECORDS	07/29/1996
RULE XX PROHIBITED ACTIVITIES	06/28/1999
RULE XXI RULES AND REGULATIONS	07/29/1996
A. Adoption, Amendment or Rescission of Rules	
B. Publication	
C. New Rules	
RULE XXII SAVING CLAUSE	07/29/1996
APPENDIX A Classes with 180 calendar day probationary periods	02/26/2024
APPENDIX B Classes with 270 calendar day probationary periods	07/25/2022
APPENDIX C Classes with 365 calendar day probationary periods	03/25/2024