

Rules and Regulations of the Municipal Civil Service Commission

Rule: II – GENERAL PROVISIONS

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RULE II

GENERAL PROVISIONS

A. Citation

The rules of the Civil Service Commission, Columbus, Ohio (hereinafter referred to as the "Commission") may be cited by the designation "Rules" followed by the number and section, such as "Rule II(B)".

B. Purpose of Rules

It is the purpose of these Rules to establish procedures for handling personnel transactions and to insure that the primary and controlling factor in making appointments, taking disciplinary action, determining promotions and demotions, and doing all other things which may in any way affect any employee or prospective employee coming within the purview of the Charter and these Rules, will always be the qualifications, merit and fitness of the individual concerned without regard to such individual's race, color, religion, sex, national origin, political opinions, age or physical disability unless such physical ability, age or sex is a bona fide occupational requirement.

C. Positions Covered by the Rules

1. City positions. Except as otherwise provided herein and in the Charter, these Rules shall apply to all positions and employees in the classified service. Employees appointed to and positions created by a program developed and funded by federal legislation shall be covered by these Rules where these Rules are not in conflict with applicable federal legislation and guidelines. In the event these Rules conflict with the federal legislation and/or guidelines, the federal legislation and/or guidelines shall control.

2. Board of Education. Pursuant to the Ohio Revised Code, these Rules, as modified by written agreement, shall apply to all positions and employees in the classified service of the Columbus Board of Education. In the event that these Rules conflict with any provisions of the Ohio Revised Code, then the Ohio Revised Code shall control.

D. Administration of the Office of Civil Service

The Executive Secretary shall act as the Executive Director of the Civil Service Commission, shall be the administrative head of the office of Civil Service and shall have the power to adopt such administrative practices and procedures as may be necessary and not inconsistent with the provisions of the Charter, the directives of the Commission or these Rules.

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E. Delegation by the Commission

Except as prohibited by the Charter, the Commission may delegate to the Executive Secretary or to the staff of the Commission the various functions or actions prescribed in these Rules to be performed or taken by the Commission.

Amended as of: July 29, 1996
