

**Rules and Regulations of the
Municipal Civil Service Commission**

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RULE VI

ANNOUNCEMENTS AND APPLICATIONS

A. Examination Announcements

1. Competitive examinations and noncompetitive qualifying examinations shall be announced in public notices specifying the class or group title, class or examination definition, salary range, the application filing period, applicant requirements, the certification procedure to be used, whether background investigations are applicable, and other information pertinent to the examination and/or classification. However, if there is an eligibility list in place or for which applications have been accepted, additional qualified applicants may be scheduled for examination without further public notice.

2. A copy of all examination announcements shall be posted at the Civil Service Commission office and on the Commission's website. Examinations may be otherwise advertised where necessary to recruit an adequate supply of applicants.

B. Job Vacancy Notifications

1. Whenever there is a need to fill a vacant position and an eligible list for the class to which the position is allocated does not exist, the appointing authority shall notify the Civil Service Commission that such vacancy exists and whether the vacancy will be filled by a current City employee or open to the general public for consideration.

2. The Civil Service Commission shall post all job vacancies that are open to the general public. Each department shall be responsible for posting such vacancies which occur within that department. The Commission shall also maintain a job interest system which provides notice to interested individuals.

C. Filing Applications

1. Applications once filed become the property of the Commission and shall not be returned to the applicant.

2. Applications for admission to competitive examinations and qualifying noncompetitive examinations shall be filed in the office of the Commission, or at such other place or places, designated by the Commission. Said applications must typically be submitted within the time prescribed (filing period) in the examination announcement, but may be received outside the filing period if submitted via a special recruiting event associated with the examination.

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3. Qualified veterans who apply for open competitive examinations and elect veteran preference points must comply with the provisions of Rule VII(E).

D. General Qualifications

1. Applicants must meet the requirements set forth by any applicable federal or State of Ohio laws, the Charter, these Rules and the applicable class specification and must file a duly signed application on forms prescribed by the Commission. However, the Executive Secretary has the authority to waive a motor vehicle operator's license requirement in order to accommodate qualified applicants who are disabled.

2. Unless otherwise specifically provided by the Charter, all employees in the unclassified service and in the competitive class of classified service of the City shall at all times, during their employment, maintain their residence within the boundary lines of County of Franklin or within the boundary lines of the counties that border on the County of Franklin, except when assigned to City work outside said counties in which case residency within the counties wherein they work shall be required.

Any employee found to be in violation of the City's residency requirement by the Civil Service Commission will be placed on unpaid administrative leave. If within 30 calendar days, the employee establishes an appropriate residence, as determined by the Commission, the employee will be returned to work as soon as practicable. Any employee who fails to establish an appropriate residence during the first 30 days of the unpaid leave, shall remain in unpaid administrative leave status pending the outcome of disciplinary proceedings, as appropriate to the individual employee, and establishment of an appropriate residence as determined by the Commission.

Noncompliance with the residency requirement for 31 days or longer constitutes just cause for termination.

3. Applicants must meet the requirements at the time of application review, except as follows:

- a. Applicants for competitive examinations where a college degree is required shall be considered to have conditionally met the degree requirement, for purposes of taking the exam only, if they are able to verify receipt of such degree by the degree submission deadline identified in the exam announcement.
- b. Compliance with the residency requirement, if applicable, is not required at the time of application but must be met prior to appointment.

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- c. In those cases where a state-sanctioned license is required, an applicant shall be considered to have conditionally met the requirement if the individual has a comparable license from another state at the time of filing. Such an applicant must obtain an Ohio license prior to appointment.

E. Disqualification of Applicants and Eligibles

1. Applicants may be rejected from consideration or refused admittance to an examination, and eligibles may be disqualified or removed from an eligible or certification list, for, but not limited to, the following causes:

- a. Those causes set forth in Rules XIII(A) and XX(A);
- b. The individual is found to lack, any of the established minimum requirements for the position, any requirements set forth by applicable federal or State of Ohio laws, these Rules or the Charter, any other job-related ability, or has failed to provide a transcript, license, certificate or other required documentation within time limits prescribed by the Commission;
- c. The individual's name appears on a promotional eligible list and the individual is no longer a City employee;
- d. The individual fails to pass the required medical examination for the position;
- e. The individual has a poor traffic record and is applying for a position which requires an operator's license and involves driving;
- f. The individual has been convicted of a felony or a job-related misdemeanor;
- g. The individual has been dismissed or resigned in lieu of termination from public or private employment for cause;
- h. The individual has made a false statement of material fact in the application or testing process (see Rule XX);
- i. The individual has practiced or attempted to practice deception or fraud on the application or examination (see Rule XX), or in securing eligibility or appointment;
- j. The individual has used, threatened to use, or attempted to use political influence in securing employment, reemployment, or promotion;

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- k. The individual cannot speak, read or write the English language and the work requires speaking, reading or writing the English language;
 - l. The individual fails to report for an interview or other step in the selection process as directed by the Commission or appointing authority and/or fails to report for duty as directed by the appointing authority;
 - m. The individual cannot be located at the address on file with the Commission;
 - n. The individual, during the selection process, failed a drug or alcohol-screening test in that the test showed the presence of drugs and/or alcohol in the individual's body fluids. This shall not be grounds for disqualification if the substance is a prescribed medication and has been prescribed for applicant by a licensed physician, and has been taken by the applicant in accordance with the physician's instructions;
 - o. The individual, during information revealed in a background investigation, admits to current use of the drugs of abuse as defined in Section 3719.011 of the Ohio Revised Code. This provision is only applicable to applicants for entry-level positions in the Department of Public Safety and who are not subject to Rule VI(E)(1)(p);
 - p. The individual, based upon information revealed during the background investigation, violates the provisions of the Background Removal Standards for Police Officer and Police Communication Technician applicants, or the provisions of the Background Removal Standards for Firefighter applicants, whichever is applicable, and both of which are hereby incorporated by reference.
2. In the event an individual is rejected, refused, or disqualified pursuant to Rule VI(E)(1)(n) or (o), the individual shall be precluded from employment with the City for one (1) year.

Amended as of: February 24, 2014