

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

<b>Rule: XVII – CERTIFICATION OF PAYROLL</b>
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**RULE XVII**

**CERTIFICATION OF PAYROLL**

- A. The Auditor, Treasurer, or other fiscal or disbursing officer shall not pay or approve for payment any salary or compensation for service to any person holding a position in the classified service unless the employment of such individual has been certified by the Commission.
  
- B. The Commission shall insure that all classified employees on the City payroll have been appointed or employed in accordance with the provisions of the Charter, these Rules, and the applicable City ordinances or resolutions. The Commission shall transmit its approval or disapproval to the Auditor or other proper official prior to the issuance of each payroll.
  
- C. Records of employment of unclassified employees shall be submitted to the Commission in order that it may be determined that the unclassified employees are properly exempt from the classified service.

<b>Amended as of: July 29, 1996</b>
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