

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

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RULE I

DEFINITIONS

1. Active Service:
Being present and able to perform the duties to which an employee has been assigned.
2. Allocation:
The determination of the class to which a position belongs.
3. Applicant:
A person requesting consideration for employment in a class in the classified service.
4. Appointing Authority:
A department director, elected official, commission, or other individual or body having the power of appointment pursuant to the City Charter.
5. Class (or Classification):
A group of positions with the same descriptive title having similar duties and responsibilities and requiring similar qualifications and which can be distinguished from other groups of positions (e.g., Clerk I). There may be only one position in a particular class (e.g., Police Chief).
6. Class Series:
As adopted by the Commission, two or more classes which are similar as to type of work but which differ as to degree of responsibility and difficulty and which have been arranged in a ladder of steps in a normal line of promotion (e.g., Clerk I, Clerk II, Clerk III).
7. Condition of Employment:
A condition under which an individual accepts appointment to a particular position which determines the duration of the employment or limits the number of hours to be worked (i.e., limited, seasonal or part-time).

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8. Day or Days:

Unless expressly provided as “work days,” a time duration specified as a number of days shall be computed as calendar days.

9. Demotion:

A change to a classification which has a lower maximum rate of pay.

10. Department:

Any department, office, commission, board or other body as defined under the City Charter or Columbus City Codes which has an appointing authority.

11. Eligible:

A person who has satisfactorily met all qualifications and requirements for employment in the job class for which the person has made application and whose name appears on an eligible list or on a certification list as provided in Rule VIII.

12. Job Family:

As adopted by the Commission, a group of classes within an occupational category which are closely related on the basis of common characteristics or general factors of similarity such as work field, purpose, subject matter and service.

13. Position:

Any office, employment or job calling for the performance of certain duties and the exercise of certain responsibilities by one individual. A position may be vacant or occupied (part-time or full-time) and it may be designated regular, limited or seasonal.

14. Psychometric Standards:

The standards, principles and procedures in consonance with the American Psychological Association “Standards for Educational and Psychological Tests,” the American Psychological Association, Division of Industrial Organizational Psychology’s “Principles for the Validation and Use of Personnel Selection Procedures” and professionally accepted publications in the areas of statistics and personnel selections.

15. Reallocation:

A change in allocation of a position from one class to another.

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16. Seasonal Employment:

Employment which is for a duration of time established to coincide with the seasonal nature of the work to be performed.

17. Seniority:

An employee's length of continuous service or length of total service with the City, in a class, in classes within a class series, in a job family or in all classes, depending on the question involved. Resignation, other than to immediately accept another position in the City, retirement, discharge for cause, a layoff of more than thirty-five (35) calendar days and any other separation from employment shall constitute a break in continuous service. Part-time service shall be prorated. Employees who are transferred to another political subdivision pursuant to Rule XII(A)(3) and who subsequently transfer back to City employment in the same class may, with the approval of the Executive Secretary, receive a seniority credit for such interim employment.

18. Status:

The nature of employment held by an employee (i.e., permanent, probationary, provisional or temporary).

19. Transfer:

A reassignment of an employee from a position in one department, commission, or office to another position in the same class in another department, commission, office or in another political subdivision pursuant to Rule XII(A)(3).

Amended as of: July 29, 1996
