

# **RULES OF THE CENTRALIA CIVIL SERVICE COMMISSION**

*(REVISED MARCH 15, 2023)*

# Centralia Civil Service Commission

<b>RULE 1 – DEFINITION OF TERMS</b>	<b>5</b>
Section 1 – Advancement	5
Section 2 – Appointing Authority	5
Section 3 – Class	5
Section 4 – Classified Service	5
Section 5 – Commission	5
Section 6 – Compensation	5
Section 7 – Demotion	5
Section 8 – Discharge	5
Section 9 – Eligible	6
Section 10 – Emergency Appointment	6
Section 11 – Employee	6
Section 12 – Eligible or Employee List	6
Section 13 – Full-paid	6
Section 14 – Lay-off	6
Section 15 – Permanent Employee	6
Section 16 – Permanent Status	6
Section 17 – Position	6
Section 18 – Probation	6
Section 19 – Promotion	7
Section 20 – Provisional Appointment	7
Section 21 – Public Notice	7
Section 22 – Rejection	7
Section 23 – Suspension	7
Section 24 – Temporary Appointment	7
Section 25 – Written Notice	7
<b>RULE II – THE CIVIL SERVICE COMMISSION</b>	<b>7</b>
Section 1 – Organization	7
Section 2 – Powers and Duties	8
<b>RULE III – THE SECRETARY/CHIEF EXAMINER</b>	<b>8</b>
Section 1 – Selection	8
Section 2 – Duties	9
<b>RULE IV – HEARINGS AND INVESTIGATIONS</b>	
Section 1	9
<b>RULE V – CLASSIFICATION</b>	<b>9</b>
Section 1 – Procedure and Effect	9
Section 2 – New Positions and the Classification Plan	10
Section 3 – Reclassification	10

<b>RULE VI – APPLICATIONS</b>	<b>10</b>
Section 1 – Announcement of Vacancy	10
Section 2 – Rejection of Application	11
<b>RULE VII – EXAMINATIONS</b>	<b>11</b>
Section 1 – Conduct May be Delegated	11
Section 2 – Qualifying Grade	11
Section 3 – Identity of Examinees	12
Section 4 – Rating and Preparation of Lists	12
Section 5 – Notification of Results	12
Section 6 – Promotional Examination	12
Section 7 – Vacancies	13
Section 8 – Promotion	13
Section 9 – Examinations	13
Section 10 – Oral Board	13
Section 11 – Continuous Testing	13
Section 12 – Subscription Testing Services	14
<b>RULE VIII – ELIGIBLE LISTS</b>	<b>14</b>
Section 1 – Order of Names on Lists	14
Section 2 – Effective Life of Lists	15
Section 3 – Removal of Name From Lists	15
Section 4 – Notice of Address Change	16
Section 5 – Revocation of List	16
<b>RULE IX – APPOINTMENT</b>	<b>16</b>
Section 1 – Procedure	16
Section 2 – Removal From Appointment or Eligibility List	16
Section 3 – Emergency Appointment	16
Section 4 – Provisional Appointment	17
Section 5 – Certification	17
<b>RULE X – PROBATIONARY PERIOD</b>	<b>17</b>
Section 1 – Length of Period	17
Section 2 – Rejection of Probationer	18
Section 3 – Completion of Probationary Status	18
Section 4 – Rejection After Promotion	18
<b>RULE XI – TRANSFERS, LAY-OFFS AND REDUCTIONS</b>	<b>18</b>
Section 1 – Transfers	18
Section 2 – Lay-off	18
Section 3 – Reductions	19

<b>RULE XII – SUSPENSIONS, DEMOTIONS, DISCHARGES</b>	<b>19</b>
Section 1 – Suspensions	19
Section 2 – Demotion and Discharge	19
Section 3 – Cause for Discharge	20
<b>RULE XIII – LEAVES AND RESIGNATIONS</b>	<b>20</b>
Section 1 – Leaves of Absence Without Pay	20
Section 2 – Resignation	20
Section 3 – Reinstatement	21
Section 4 – Duty Assignment to Exempt Position	21
<b>RULE XIV – RECORDS AND REPORTS</b>	<b>21</b>
Section 1 – Examination Records	21
Section 2 – Access to Public Records	21
Section 3 – Records Open to the Public	21
Section 4 – Destruction of Records	22
Section 5 – Reports	22
<b>RULE XV – COMPLAINTS</b>	<b>22</b>
Section 1 – Procedure	22
<b>RULE XVI – AMENDMENTS</b>	<b>22</b>
Section 1 – Procedure	22
<b>RULE XVII – MEDICAL STANDARD FOR EMPLOYMENT</b>	<b>22</b>
Section 1 – Meeting the Medical Requirements	22
<b>RULE XVIII – POLICE DEPARTMENT POSITIONS</b>	<b>23</b>

# **RULES OF THE CENTRALIA CIVIL SERVICE COMMISSION**

## **RULE I - DEFINITION OF TERMS**

### **Section 1 – Advancement**

"Advancement" means a salary increase within a scheduled rate of pay for a class or position, made without examination.

### **Section 2 - Appointing Authority**

"Appointing authority" means the Chief of Police. The words "appointing authority," "appointing officer," or "appointing power" shall be construed to be synonymous terms.

### **Section 3 – Class**

"Class" means a group of positions sufficiently similar in their functions, duties, and responsibilities so that the same title may reasonably be used for each, the same qualifications may be required, and the same salary range may be applied.

### **Section 4 - Classified Service**

"Classified service" means all positions covered by these rules and as defined by state law, including all full-time paid members of the Police Department (other than the Police Chief) and the Secretary/Chief Examiner of the Civil Service Commission.

### **Section 5 – Commission**

"Commission" means the Civil Service Commission appointed for the City of Centralia.

### **Section 6 – Compensation**

"Compensation" means any allowance, fee, salary, or wage paid to an employee or officer in the classified service for performing the duties and responsibilities of his/her position or office.

### **Section 7 – Demotion**

"Demotion" means a reduction in employment position to a class having a lower maximum rate of pay.

### **Section 8 – Discharge**

"Discharge" means the separation, for cause, of a permanent employee from the classified service.

### Section 9 – Eligible

"Eligible" means the condition of being qualified for employment and placement on the Eligible List by means of examination or prior service.

### Section 10 - Emergency Appointment

"Emergency Appointment" means an appointment to serve in a classified position under emergency conditions for not more than ten (10) days.

### Section 11 – Employee

"Employee" means a person who is legally employed in the classified service of the City, or who is on an authorized leave of absence and whose position is held for him/her upon his/her return.

### Section 12 - Eligible or Employee List

"Eligible list" or "employment list" means a list of eligibles arranged in order of preference who are qualified for appointment to a position in the classified service.

### Section 13 - Full-paid

"Full-paid" officer or employee means that those persons receiving compensation from the City in return for services devoted to police duties which occupy the employee's undivided attention and activity, other than ordinary off-duty time allowance

### Section 14 - Lay-off

"Lay-off" means the termination of employment because of lack of funds or work, or because of material change in organization.

### Section 15 - Permanent Employee

"Permanent employee" means an employee who has attained permanent status.

### Section 16 - Permanent Status

An employee achieves "permanent status" when he/she has satisfactorily completed his/her probationary period of employment and has been so certified by the Commission and the appointing authority.

### Section 17 – Position

"Position" means any employment or office in the classified service.

### Section 18 – Probation

"Probation" means the term of employment which an employee works prior to attaining permanent appointment, during which time the employee is subject to rejection without hearing or cause.

### Section 19 – Promotion

"Promotion" means a change in employment in accordance with these rules from a position in the classified service with a lower rate of pay to another position with a higher maximum rate of pay.

### Section 20 - Provisional Appointment

"Provisional appointment" means a noncompetitive appointment to a position in the classified service pending the establishment of an eligible list for the class. *(Revised on February 15, 2012)*

### Section 21 - Public Notice

"Public notice" means giving notice by posting in at least three (3) conspicuous places in a public office or building or by publication in a newspaper or by both.

### Section 22 – Rejection

"Rejection" means the separation of a probationary employee from the service.

### Section 23 – Suspension

"Suspension" means temporary separation of an employee from the service without pay for disciplinary purposes.

### Section 24 - Temporary Appointment

"Temporary Appointment" means an appointment for a limited time, not to exceed a total of four (4) months within one (1) calendar year.

### Section 25 - Written Notice

"Written notice", as required under these rules, means the service of a notice in writing to a person directly or by registered mail. If by mail, the service shall be deemed completed at the time of its deposit in the Post Office.

## **RULE II. - THE CIVIL SERVICE COMMISSION**

### Section 1 – Organization

The Civil Service Commission, upon the appointment of a new member, shall reorganize and elect a new chairperson at their next regular meeting. The chairperson shall continue in office until subsequent reorganization becomes necessary, either as aforesaid or by the resignation of the chairman. Meetings of the Commission shall be open to the public. The Civil Service Commission may deliberate in private under the provisions of RCW 42.30.140 (2). *(Revised February 15, 2012)* Regular meetings shall be held on the 3rd Wednesday of each odd numbered month, at City Hall at a time determined annually by the commission and published in November for the following year, and at other times upon call of the chairperson, any two (2) members, or the Secretary/Chief Examiner. *(Revised March 20, 2019)* Members may participate in meetings via electronic means (audio or audio/video with two way communication). *(Revised*

on November 18, 2020) Two (2) members shall constitute a quorum and two (2) affirmative votes shall be required for the transaction of any official business. The Secretary/Chief Examiner shall attend all meetings and shall record the votes taken and how the commissioners voted, and shall cause the minutes to be typewritten and presented to the Commission for approval or correction at the next regular meeting. Upon approval, the minutes shall be signed by the chairperson and countersigned by the Secretary/Chief Examiner and shall become a part of the permanent files of the Commission. Roberts' Rules of Order shall be the final authority on all questions of procedure and parliamentary law not otherwise provided by these rules. (*Motion dated February 9, 1994*)

### Section 2 - Powers and Duties

The Civil Service Commission shall:

1. Adopt rules for the regulation of personnel matters within the classified service.
2. Appoint, whenever necessary, a Secretary/Chief Examiner in conformity with Rule III, Section I.
3. Approve minutes of its own meetings and records of its procedure.
4. Approve the creation, amendment, and discontinuance of the classification plan as prepared by the Secretary/Chief Examiner or by some qualified agency designated by the Commission to perform this service.
5. Provide for the holding of competitive tests to determine the relative qualification of person for employment in the classified service, to be conducted by the Secretary/Chief Examiner or by other qualified entity the Commission may approve.
6. Conduct all civil suits which may be necessary for the proper enforcement of the Civil Service Act and these rules.
7. Hear and determine appeals arising from the administration of the Civil Service laws and these rules.
8. Investigate and report on all matters touching the enforcement and effect of the civil service laws and these rules.

## **RULE III. - THE SECRETARY/CHIEF EXAMINER**

### Section 1 – Selection

Upon the vacancy or anticipated vacancy in the office of the Secretary/Chief Examiner, the Chair of the Commission, or at his or her request an appointed

City Representative, shall propose one (1) or more persons to the Commission for the office of Secretary/Chief Examiner. (*Revised February 15, 2012*) The Commission shall orally examine the candidates as to their experience in office and clerical work, ability to keep accurate records and minutes, familiarity with the Civil Service laws, rules and regulations, and knowledge of parliamentary practice and procedure. After such examination, the Commission, by majority vote, shall appoint a qualified candidate to the office of Secretary/Chief Examiner, who will then serve at the pleasure of the Commission. (Motion dated December 1993)

#### Section 2 – Duties

The Secretary/Chief Examiner shall attend the meetings of the Commission and shall administer personnel functions of the classified service, enforce the provisions of the Civil Service laws and these rules, except those functions and duties reserved to the Civil Service Commission, and shall perform all lawful and necessary duties delegated to him/her by the Commission, and all functions essential to the effective administration of the Civil Service system.

### **RULE IV. - HEARINGS AND INVESTIGATIONS**

#### Section 1

Hearings and investigations which the Commission is authorized to conduct may be made by the Commission as a body or may be delegated to a member or to the Secretary/Chief Examiner, but no official decision of the Commission shall be rendered until at least two (2) members have reviewed the evidence, and concurred in an opinion.

The procedure of any hearing or investigation shall be informal and shall not be restricted so as to deny the introduction of any evidence that the Commission may deem pertinent. Unless incapacitated, a person pressing a claim or defending a privilege before the Commission shall appear personally and shall not be excused from answering questions and supplying information except upon claim of the constitutional privilege in respect to self-incrimination. All decisions, opinions, and recommendations arising from a hearing or investigation by the Commission shall be written and subscribed to by the members concurring, and shall be countersigned and filed as a permanent record by the Secretary/Chief Examiner. Any member may submit a minority or supplemental report which shall be filed as a matter of record. (*Revised on February 15, 2012*)

### **RULE V. - CLASSIFICATION**

#### Section 1 - Procedure and Effect

The Secretary/Chief Examiner, or an agency selected for that purpose by the Commission, shall classify all positions in the classified service, assigning to each class of positions the appropriate title as well as the experience, knowledge, capacity, skills, functions, education, and other qualifications,

including the minimum prerequisites, to be required for appointment. The classification plan shall be developed and maintained so that all positions substantially similar in their duties, responsibilities, authority, and character of work are included within the same class, and that the same schedules of compensation may be applied with equity to all positions within the class. The classification plan so developed shall be transmitted to the Civil Service Commission for adoption. The Secretary/Chief Examiner shall allocate every position in the classified service to one of the classes established which shall be used in all personnel, budget, accounting, and other financial documents and communications of the City. Additional classes may be established and existing classes may be divided, combined, or abolished in the same manner as originally adopted.

### Section 2 - New Positions and the Classification Plan

Appointing authorities intending to establish a new position or positions in the classified service shall notify the Secretary/Chief Examiner, and except as otherwise provided by law or these rules, no person shall be appointed or employed for any such position until it has been properly classified as herein provided and an appropriate eligible list established therefor.

### Section 3 – Reclassification

Positions whose duties have changed materially so as to necessitate reclassification shall be allocated to a more appropriate class, whether new or already created, in the same manner as originally classified. No reclassification to a class having either a greater or a lower maximum salary range shall be effective, however, unless recommended jointly by the appointing authority and the Secretary/Chief Examiner and unanimously approved by the Commission. Nor shall reclassification be used for the purpose of avoiding the restrictions surrounding demotions and promotions.

## **RULE VI - APPLICATIONS**

### Section 1 - Announcement of Vacancy

A. Whenever there is need, the Secretary/Chief Examiner shall issue a public notice inviting qualified persons to apply for employment in the classified service and for admission to the examination scheduled to select the most competent. Public announcement of the examination shall specify the title and salary range of the position, a brief outline of the requirements of the position, the minimum qualifications required, whether the position is entry level, and the final date upon which applications will be received. Persons desiring to compete in the competitive service shall file applications with the Secretary/Chief Examiner on forms supplied by the Civil Service Commission. Applications and posting to the eligibility list for Police Officer, Lateral Entry, shall be accepted by the Secretary/Chief Examiner on a continuous basis, (Motion dated February 9, 1994) provided that once a lateral entry eligibility list has been certified, all

applications on file shall lapse and only new applications shall be considered for subsequent vacancies.

B. In addition to the qualifications set forth elsewhere in these Rules, applicants for lateral entry to the Police Department classified service must meet the following requirements to be eligible to take the entrance examination for placement on the eligibility list for Police Officer, Lateral Entry:

- 1) A minimum of one (1) year of law enforcement experience, and
- 2) Satisfactory completion of the Washington State Criminal Justice Training Academy, or any state's equivalent academy certificate, and
- 3). Employment as a full-time law enforcement officer within twelve (12) months prior to testing for the position of Police Officer, Lateral Entry, and  
*(Revised November 18, 2009)*

As used in this Rule, "law enforcement experience" shall mean employment in the State of Washington, or other State, as a full-time and fully compensated Police Officer, Deputy Sheriff, Marshal, or a State police/patrol officer.

#### Section 2 - Rejection of Application

The Secretary/Chief Examiner may refuse to accept an application or, after acceptance, may reject an application or, after examination, may disqualify a successful candidate or remove the name of a successful candidate from the eligible list or refuse to certify the name of a successful candidate whenever the applicant or eligible candidate is found to lack any of the minimum prerequisites established for the class or position, or is addicted to the use of drugs, or of intoxicating liquors to excess, or has been guilty of any infamous or notoriously disgraceful conduct, or has made false statements or material facts in his/her application, or has practiced deception or fraud in securing eligibility, or has otherwise violated the provisions of law or these rules. The cause for rejection shall be entered upon the application form and filed in conformity with these rules.

### **RULE VII. - EXAMINATIONS**

#### Section 1 - Conduct May be Delegated

The Secretary/Chief Examiner shall arrange for the use of public buildings and equipment for the conducting of examinations. The Commission shall designate the person or agency who shall conduct and score the examination.

#### Section 2 - Qualifying Grade

In all promotional and written entrance examinations, the minimum passing score shall be one which is deemed necessary in order to satisfactorily perform the duties and functions of the position. The passing score which is established by

the Commission will be announced by the Secretary/Chief Examiner prior to the examination.

### Section 3 - Identity of Examinees

The identity of persons taking competitive written tests shall be concealed from the examiners by the use of an identification number which shall be used on all test papers. Any paper having the name of the applicant or any other identifying mark may be rejected and the candidate so notified.

### Section 4 - Rating and Preparation of Lists

The names of persons successful in all parts of an examination shall be arranged in order of their earned ratings. Veterans shall be accorded a credit of up to ten (10%) percent in all original entrance examinations in accordance with RCW 41.04.010. The term "veteran" is as defined in RCW 41.04.005 and 41.04.007. Proof of honorable discharge or certificate of honorable active service or discharge for physical reasons with an honorable record or release from active military service with evidence of service other than that for which an undesirable, bad conduct, or dishonorable discharge was given, shall be submitted at the time of making application. *(Revised February 15, 2012).*

Current Centralia Police Department Reserve Officers who have attained a Class 1 or 2 rating, completed the requirements established by the Centralia Police Department and have two (2) years continuous service, shall be accorded a credit of ten (10%) percent in the police officer entrance exams. *(Revised on February 15, 2012)*

In no event, however, shall the award of percentage points be granted for both veterans preference and reserve police officer service. *(Revised November 18, 2009)*

### Section 5 - Notification of Results

Each competitor shall be notified by mail of the results of the examination and, if successful, of his/her final earned rating and his/her relative position on the eligible list. Any applicant shall have the right of inspecting his/her own test papers within ten (10) days of notification.

### Section 6 - Promotional Examination

As the needs of the service may require, promotional examinations may be conducted from time to time and may consist of evaluations of prior service, accomplishments in special training courses, or other pertinent tests. All potential applicants shall be notified. The time frame for receipt of applications shall be at least seven (7) days and shall be prior to the time of the examination. Requirements for eligibility for promotional examinations will be determined by the Commission and posted with the announcement of the examinations. Additional percentage points shall be added to the passing score of an individual

prior to the preparation of the eligibility list arising from the examination as set forth below:

Five (5%) percent to the final score for a veteran who was called to active military service for one or more years during his/her employment with the police department. This percent is available for the first promotion only.

Two (2%) percent to the final score for an individual who possesses an associate of arts or an associate of technical arts degree from an accredited college; or

Four (4%) percent to the final score for an individual who possesses a bachelor of arts or sciences from an accredited college or university.

An example of the application follows:

Candidate Score: 68	Passing Score: 70	No percentage points added
Candidate Score: 85	Passing Score: 70	Points added as follows:
Associates Degree	85 x .02 = 1.70	85 + 1.70 = 86.70
Bachelors Degree	85 x .04 = 3.40	85 + 3.40 = 88.40

*(Revised on February 15, 2012)*

#### Section 7 – Vacancies

Upon determining that a vacancy in the classified service is to occur, the appointing authority shall notify the Secretary/Chief Examiner immediately.

#### Section 8 – Promotion

If a promotional examination is failed, the person failing the examination will not be eligible to take a similar examination until six (6) months have elapsed.

#### Section 9 - Examinations

Promotional examinations shall be constructed and administered by the Commission in cooperation with the Chief.

#### Section 10 - Oral Board

The oral board for entrance examinations shall consist of Chief of Police or his designee and other qualified examiners selected by the Secretary/Chief Examiner. A quorum shall consist of at least three (3) persons.

*(Revised November 8, 1995, Revised January 18, 2023)*

#### Section 11– Continuous Testing

1. Continuous Testing Eligibility Register. The Secretary/Chief Examiner, following approval by the Commission, may establish any eligibility register for use by applicants tested through and certified for eligibility through a continuous testing process provided by a subscription testing service.

2. Additional Testing. Applicants placed upon this register shall be subject to such other testing processes as the Commission shall direct, including but not limited to oral boards or any other testing process conducted by the Commission or by a subscriber pursuant to this Rule.

3. Removal of Names. The names of candidates to this eligibility register shall remain on the register until either certified to a secondary hiring list following an oral board or other testing as established by the Commission, the expiration of one (1) year from the date of certification or until the candidate has been hired by another public safety organization. Names may be removed upon notification by the candidate, upon the written notification of another public safety employer or an entity providing subscription testing.

#### Section 12 – Subscription Testing Services

1. Subscription Testing Services Authorized. The Secretary/Chief Examiner, following approval by the Commission, may enter into contracts with one (1) or more Subscription Testing Services provided that advertisements for positions shall be also be published locally two (2) times per year.

2. Subscription Testing Service – Defined. “Subscription Testing Service” means a person or organization offering a service that tests and maintains lists of candidates for employment who have successfully completed the Subscription Testing Service process.

3. Process Verification. The Secretary/Chief Examiner shall verify that the Subscription Testing Service provides qualified testing resources that are content valid and job-related.

4. Additional Testing. Candidates qualified pursuant to a Subscription Testing Service shall be subject to such additional testing as may be required by the Commission or the Appointing Authority. Such testing shall include, but not be limited to, oral examination or interview, background, polygraph, psychological and physical agility testing. (*Sections 9-12 revised on February 15, 2012*)

### **RULE VIII. - ELIGIBLE LISTS**

#### Section 1 - Order of Names on Lists

Names on eligible lists for a class shall be in order of preference according to final earned ratings in the examination, including veteran preference credits, except that employees laid off from a position in that class shall be given prior

preference over original applicants in inverse order of lay-off. Whenever two (2) or more persons have equal claim to a position on a list, their names shall be arranged according to the date of application, and, if the same, alphabetically.

### Section 2 - Effective Life of Lists

Eligible lists shall become effective upon certification by the Commission and upon the approval thereof by the Secretary/Chief Examiner's signature to the effect that the list was legally prepared and represents the relative rating of the names appearing thereon. Promotional eligibility lists shall be certified for a period of six (6) months. The life of the Promotional eligibility list may be extended by a majority vote of the Commission; provided that the list may not be extended for more than eighteen (18) additional months. Entry Police Officer, Lateral Entry Police Officer, Police Records Technician, Community Services Officer, Police Records Specialist, Emergency Management Assistant and Evidence/Property Specialist eligibility lists shall be certified for a period of sixty (60) days. The life of the Entry, Lateral, Police Records Technician, Community Services Officer, Public Records Specialist, Emergency Management Assistant and Evidence/Property Specialist eligibility lists may be extended by a majority vote of the Commission; provided that the list may not be extended for more than six (6) additional months. Any individual not appointed from a certified list within this time period shall be returned to the overall applicant register for future consideration in line with the continuous testing process. The top five (5) candidates from the eligibility list for Entry Police Officer, Lateral Entry Police Officer, Police Records Technician, Community Services Officer, Public Records Specialist, Emergency Management Assistant and Evidence/Property Specialist shall be certified by the Commission when an opening becomes available. The top three (3) candidates from the Promotional eligibility list shall be certified by the commission when an opening becomes available. Names appearing on Contract Registers and lists by reason of lay-off or resignation without prejudice shall be effective for one (1) year. *(Revised November, 2008, and November 16, 2016, March 15, 2023)*

### Section 3 - Removal of Name From Lists

The appointing authority may request in writing that the Civil Service Commission remove the name of a person appearing on an eligible list for failure to pass a background check conducted by the appointing authority. The Secretary/Chief Examiner shall notify the candidate in writing at his/her last known address of the request and detail the reasons as provided by the appointing authority. The candidate shall be advised that he/she shall have a right to a hearing before the Commission concerning the request for removal. The candidate shall also be advised that if he/she does not request a hearing, by letter, facsimile or email, within ten (10) days from the date of the letter (the final date for notification having been specified in the letter) the Commission may make a determination without further notice. If a hearing is requested, the appointing authority shall have the burden of proving the basis for removal and that said basis amounts to just cause for removal. The Commission shall determine whether a basis exists

and constitutes just cause. Should the Commission so find, the candidate's name shall be removed from the eligible list. *(Revised on February 15, 2012 and October 17, 2012)*

In addition, any applicant shall be removed from the eligibility list who has been passed over for employment three (3) times in favor of an applicant with a lower standing on the eligibility list. *(Revised November 13, 1996)*

#### Section 4 - Notice of Address Change

Each person on an eligible list shall file with the Commission written notice of any change of name or address, and failure to do so may cause removal of his/her name from the list.

#### Section 5 - Revocation of List

An employment or promotional list that has not expired may be revoked and another examination ordered only when, upon recommendation of the Secretary/Chief Examiner and approval by the Commission, such action is deemed advisable on account of fraud, errors, or of obviously inappropriate standards prescribed in connection with the examination and of plainly inadequate results obtained therefrom. No lists shall be altered or revoked except upon written notice to all persons whose standing may be affected and upon entry of the reasons in the minutes of the Commission.

### **RULE IX. - APPOINTMENT**

#### Section 1 - Procedure

All vacancies in the classified service shall be filled either by original appointment, temporary appointment, reemployment, promotion, transfer or demotion. The Secretary/Chief Examiner will recommend to the appointing authority which of these methods should be employed in each instance, but the final decision will be left to the appointing authority. Upon being advised by the appointing authority as to the type of appointment to be made the Secretary/Chief Examiner shall immediately certify the top five (5) eligible candidates in accordance with these rules for the position from which the appointing authority shall make the appointment, provided, however, in all promotion appointments the Secretary/Chief Examiner shall immediately certify the top three (3) eligible candidates in accordance with these rules.

#### Section 2—Removal From Appointment or Eligibility List

Any person who declines certification or appointment or who fails to report shall be permanently dropped from the list on which his/her name appears unless he/she shows satisfactory cause to the Commission for his/her action.

#### Section 3— Emergency Appointment

To meet the immediate requirements of an emergency condition which threatens life or property, the appointing authority may employ any person or persons

whom they may be legally empowered to appoint without restriction of civil service law and rules. Such employment shall be limited to the duration of the emergency period and shall in no event exceed ten (10) days.

#### Section 4 - Provisional Appointment

A provisional appointment may be made for the position to be filled or if a temporary vacancy (less than four (4) months) occurs wherein the vacancy has not been created by discharge, resignation, or retirement. Such temporary vacancies may include injury, extended vacation, or extended training. In such cases, notwithstanding the provisions of a Temporary Appointment, a qualified Centralia Police Reserve Officer may be used to fill the position subject to the approval and certification of the Secretary/Chief Examiner. In other cases, where a provisional appointment may be appropriate, the appointing authority may select a person meeting the minimum prerequisites for the class to which the position is allocated for nomination to the Secretary/Chief Examiner. The Secretary/Chief Examiner shall interview, or may use any other method to determine whether or not the nominee possesses the necessary experience, training, and other prerequisites for the position. If satisfactory, his/her name shall be certified to the appointing authority for appointment. As soon as possible the Secretary/Chief Examiner shall announce and conduct an examination and shall certify a name for regular appointment in the usual manner. No provisional appointment shall be continued longer than four (4) months and no person appointed provisionally shall be again appointed in the same year unless he/she qualified by competitive examination and is appointed in the regular manner. No time spent as a provisional appointee shall be credited to the employee under Civil Service law or these rules.

#### Section 5 - Certification

In order to be certified for employment, persons on the eligibility list must first pass a prescribed physical examination, which is to be paid for by the employer. *(Entire Rule IX Revised on February 15, 2012)*

### **RULE X. - PROBATIONARY PERIOD**

#### Section 1 - Length of Period

No person shall receive regular status in a position until he/she has satisfactorily served a probationary period of one (1) year; provided that for non-lateral entry level police officer positions, the probationary period shall be for eighteen (18) months. Persons re-employed, or demoted who had formerly achieved regular status in a particular class shall be subject to a probationary period of six (6) months. *(Revised January 16, 2019) (Resolution 1745; April 13, 1982)*

For promotion to sergeant or lieutenant positions, the probationary period shall be twelve (12) months. *(Revised May 19, 2010).*

### Section 2 - Rejection of Probationer

During the probationary period of a new hire or lateral, the appointing authority, at his/her discretion may terminate without appeal a probationary employee. Notice of termination with the reason therefor shall be given the probationer and a copy forwarded to the Secretary/Chief Examiner. *(Revised on February 15, 2012)*

### Section 3 - Completion of Probationary Status

At the end of the probation period the appointing authority shall report to the Commission on the probationer's service and efficiency. The Secretary/Chief Examiner shall notify the appointing authority two (2) weeks prior to the termination of any probationary period. *(Revised on February 15, 2012)*

### Section 4 - Rejection After Promotion

A promotional appointee who is rejected during the probationary period from the position to which he/she was promoted shall be restored to the position from which he/she was promoted.

## **RULE XI. - TRANSFERS, LAY-OFFS, AND REDUCTIONS**

### Section 1 - Transfers

Transfers consist of the change of an employee from one position to another position in the same or comparable class. The change of an employee from a position in a class with a lower, to a position in a class with a higher maximum rate of pay should be deemed a promotion and may be accomplished only in the manner provided in these rules for making promotional appointments. A transfer of an employee from a position in a class with a higher, to a position in a class with a lower maximum rate of pay shall be deemed a demotion and may be accomplished only in the manner provided in these rules for making demotional appointments. No increase or advance in salary shall be made upon transfer unless the rules governing salary advances are complied with and no decrease in salary shall be made unless the rules regarding reductions in salaries are complied with. Transfers of employees from one department or organizational unit may be made with the approval of the appointing authority and the Secretary/Chief Examiner. The appointing authority may at any time transfer an employee from one position to another within the same class under his/her jurisdiction.

### Section 2 - Lay-off

Whenever the appointing authority contemplates a reduction of staff because of shortage of funds, lack of work, or material reorganization of the department, notice shall be sent to the Secretary/Chief Examiner who shall cooperate with the appointing authority in determining the most advisable procedure and readjustment as to personnel and reassignment of duties. When it is decided which positions are to be abandoned, employees holding positions within a class shall be laid off in inverse order to their length of service and value to the City.

Any complaint by a permanent employee that lay-off was in bad faith shall be investigated by the Secretary/Chief Examiner who shall submit his/her report and recommendations to the Civil Service Commission. If the Commission finds that the lay-off was irregular, it may order the reinstatement of the permanent employee or employees.

Notice of lay-off shall be given the employee concerned and the Secretary/Chief Examiner at least one (1) week before the effective date thereof. Employees laid off shall have their names placed on the eligible list of the class to which their position was allocated in accordance with these rules.

### Section 3 - Reductions

When the quality of work of an employee is of low service value and does not conform to required standards, the appointing authority may reduce the salary of the employee within the salary range established for the class. The appointing authority shall give the employee and the Secretary/Chief Examiner written notice of his intention at least five (5) days before the effective date thereof, whereupon the Secretary/Chief Examiner shall investigate all pertinent facts and make his/her recommendations to the Civil Service Commission and to the appointing authority.

## **RULE XII. - SUSPENSIONS, DEMOTIONS, DISCHARGES**

### Section 1 - Suspensions

If an employee is suspended and the suspension is not rescinded and the employee requests, the Secretary/Chief Examiner shall make investigation and shall report the pertinent facts and his/her recommendations to the Civil Service Commission and the appointing authority. If the suspension is not rescinded and the employee insists, the Commission shall grant a hearing to determine whether or not the suspension was made in good faith for cause.

*(Revised on February 15, 2012)*

### Section 2 - Demotion and Discharge

The appointing authority may demote or discharge a permanent employee for inefficiency or other just cause. In all such cases written reason therefor shall be furnished the employee and the Secretary/Chief Examiner at least five (5) days prior to the effective date of the demotion or dismissal. Within ten (10) days after the effective date of the dismissal or demotion the employee may file a written request for an investigation by the Civil Service Commission or their designee. The Secretary/Chief Examiner shall promptly make investigation of the circumstances surrounding the action and shall report his/her findings to the Civil Service Commission, the employee, and the appointing authority. *(Revised on May 16, 2012)* The Commission, within fifteen (15) days after receipt of the request, shall hold a hearing at which time the employee and the appointing authority shall have the privilege to be heard either personally or through counsel. All hearings shall be informal and shall be conducted with the objective

of obtaining the facts in the matter and arriving at a just and equitable conclusion as to whether or not the demotion or discharge was made for religious or political reasons or for cause in good faith. Within ten (10) days of the conclusion of the hearing the Commission shall make its decision. If the decision orders a modification of the demotion or discharge, it shall be accompanied by a supporting statement showing wherein the Commission believes religious or political prejudice was practiced, poor faith exemplified, or cause was lacking.

### Section 3 - Cause for Discharge

In addition to those listed in the Civil Service laws, RCW 41.08.090 and RCW 41.12.080, the following are declared to be cause for discharge from the classified service although charges may be based on causes other than those enumerated:

- (1) Incompetency, incapacity, or inefficiency in performance of duties.
- (2) Violation of law, of official rules or regulations, or orders, or failure to obey any lawful or reasonable direction when such failure or violation amounts to insubordination or serious breach of discipline.
- (3) Acceptance for personal use of a fee, gift, or other valuable thing in the course of work when given in the hope or expectation of receiving a favor or better treatment than that accorded the public generally.
- (4) Conviction of a felony or of any infamous or disgraceful offense.
- (5) Willful or repeated negligence in performing duties, and conduct unbecoming an officer or employee of the City.
- (6) Conduct subversive of public order and discipline, and sustained conduct detrimental to the efficiency or morale of the service.
- (7) Misuse of public funds.
- (8) Falsifying reports or records.
- (9) Intoxication or drinking intoxicating liquor while on duty.

## **RULE XIII. - LEAVES AND RESIGNATIONS**

### Section 1 - Leaves of Absence Without Pay

All leave of absences will be granted and administered in conformity with all existing federal laws. *(Revised on February 15, 2012)*

### Section 2 - Resignation

An employee wishing to leave the classified service of the city in good standing shall file with the appointing authority at least two (2) weeks before leaving a

written resignation stating the effective date and reasons for leaving. The resignation shall be forwarded to the Commission with a statement by the appointing authority as to the resigned employee's service tenure. Failure to comply with this rule shall be entered on the service record of the employee and may be cause for denying future employment by the City. The resignation of an employee who fails to give notice shall be reported by the appointing authority immediately. *(Revised on February 15, 2012)*

### Section 3 - Reinstatement

Within two (2) years of separation, a resigned employee, with the approval of the appointing authority and consent of the Secretary/Chief Examiner, may be reinstated in the position from which he/she resigned, if vacant, or in a vacant position the same or comparable class, or with the approval of the Civil Service Commission, may be placed on the eligible lists for the class to which his/her former position was allocated. No person resigning during the probationary period shall be reinstated, but with the approval of the Secretary/Chief Examiner may be placed on the list from which he/she was certified and appointed.

### Section 4 - Duty Assignment to Exempt Position

The appointing authority may appoint a classified employee to a duty assignment exempt from the umbrella of Civil Service Rules. The Secretary/Chief Examiner shall be notified immediately of this appointment on a form indicating the Civil Service job title, the duty assignment job title, the effective date of the duty assignment, and signed by both the appointing authority and the employee. Upon termination of this duty assignment, the employee shall be reinstated to the position held at the time the duty assignment was originally made with NO LOSS OF BENEFITS OR SENORITY and the Secretary/Chief Examiner shall be notified in writing of such reinstatement. *(Adopted December 11, 1996)*

## **RULE XIV. - RECORDS AND REPORTS**

### Section 1 - Examination Records

The Secretary/Chief Examiner shall maintain a record for every applicant giving the name, address, age, sex, the date and title of the examination, complete ratings earned, and the grade obtained if successful, or if unsuccessful, mention of the fact.

### Section 2 - Access to Public Records

The Secretary/Chief Examiner shall have access to all departmental and institutional public documents and records, the examination of which will aid him/her in the discharge of his/her duties.

### Section 3 - Records Open to the Public

All Civil Service records shall be open to the public during office hours and may be inspected upon application to the Secretary/Chief Examiner.

#### Section 4 - Destruction of Records

All records and minutes held by the Civil Service Commission will be maintained and destroyed as per the Washington State Local Government Common Records Retention Schedules.

#### Section 5 - Reports

The appointing authority shall report in writing all employments and all changes in the status of classified personnel. *(Entire Rule XIV Revised on February 15, 2012)*

### **RULE XV. - COMPLAINTS**

#### Section I - Procedure

Any person wishing to protest a personnel decision shall file with the Secretary/Chief Examiner, Commission and appointing authority, a verified complaint against any decision, action, or thing, or a petition in support of any privilege or right, involving personnel matters. The Secretary/Chief Examiner, if he/she is not directly a party, shall investigate and attempt to adjust the matter and shall report the complaint with any explanation of the facts and his/her recommendations to the Civil Service Commission. The Commission may investigate further or hold a hearing and may issue recommendations or, if authorized, a directing order, or may allow appeal from any party to the complaint. If a complaint to which the Secretary/Chief Examiner is a party is made, he/she shall file a statement of the facts and an explanation of his/her action with the Civil Service Commission which may investigate, grant hearing and issue recommendations, or if authorized, a directing order.

*(Revised July 12, 1995) (Previous sections XV – Certification of Payrolls and XVI – Training deleted during February 15, 2012 revision)*

### **RULE XVI. – AMENDMENTS**

#### Section 1 - Procedure

After adoption these rules may be amended by submission and reading of the proposed amendment at any regular meeting. Public notice of the proposal shall be given and a vote thereon shall be taken at the next regular meeting. If approved by at least two (2) members of the Commission, the amendment shall be adopted and shall be in immediate effect.

### **RULE XVII. - MEDICAL STANDARD FOR EMPLOYMENT**

#### Section 1. - Meeting the Medical Requirements

All medical standards for employment shall be in compliance with RCW 41.26.040, RCW 41.26.045, and RCW 41.26.046, all as designated by the laws of the State of Washington.

**RULE XVIII. - POLICE DEPARTMENT POSITIONS**

Lieutenant	Lieutenant/Probation
Sergeant	Sergeant/Probation
Officer	Officer/Probation
Office Manager	Office Manager/Probation
Police Records Technician	Police Records Technician/Probation
Special Services Officer	Special Services Officer/Probation
Community Services Officer	Community Services Officer/Probation
Evidence/Property Specialist	Evidence Property Specialist/Probation
Public Records Specialist	Public Records Specialist/Probation
Emergency Management Assistant	Emergency Management Assistant

*(Amendment July 15, 2009, Revised October 16, 2013, Revised May 16, 2018, Revised March 15, 2023)*