

**PUBLIC NOTICE**  
**Civil Service Commission**

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Adoption of the Rule(s) Amendment will be heard at the Public Meeting on June 12, 2026.

**15.10 Authorized:**

The Commission shall have power to change, amend, revoke or modify these rules, or any rule herein or any part thereof, by a majority vote of the Commission provided one week of notice of such proposed change, together with the text of the proposal shall be given by publication in the City Record and by posting on the bulletin board in the office of the Commission.

Submissions for Public Comment can be sent via email to Leeanne Guzman at [Lguzman@clevelandohio.gov](mailto:Lguzman@clevelandohio.gov)

Submissions may be given in writing to be read and addressed at the meeting or to request an invitation to the Public Web-Ex Meeting on June 12, 2026 at 8:30am.

***Submissions must be submitted by Monday June 08, 2026 at 3pm.***

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**RULE 1.00: ORGANIZATION AND STAFF**

**1.50 Records**

There shall be maintained in the office of the Commission the following records **held in paper or electronic form, as appropriate:**

1. **Original Entrance** A cumulative record for each person making application for entrance to a competitive or non-competitive examination. Among other things this record shall contain the applicant's name, address, birthdate, title of examinations applied for, and the results of each examination.
2. **Applications** All applications of those persons passing an examination shall be kept on file during the life of the eligible list. The most recent application of those currently employed is to be kept on file.
3. **Labor Class Registration** Forms used by applicants in registering for positions in the labor class. Among other things, this form shall contain the registrant's name, date of birth, and place of birth, address, registration number, and titles of all positions for which registration was accepted.
4. **Registration Books** a continuous record of all labor class registration numbers issued. Among other things, this record shall show the name of all

registrants together with the titles of position for which registration was accepted.

5. **Eligible List Books Competitive Class** an alphabetical listing of all eligible lists established by the Commission. Among other things, this record shall show the name, rank and grade of applicants who obtain passing grades in competitive or non-competitive examinations and the disposition of all eligible certified for appointment.
6. **Eligible List Books Labor Class** A continuous record of all registrants notified to report for examination for positions in the labor class. Among other things, this record shall show the registration number, name, address, and disposition of each registrant for a position in the labor class.
7. **On-Roster/Off-Roster** A record for each employee holding a regular appointment in the classified service. Among other things, this record shall show the name and address of the employee holding a regular appointment title of position held, date of appointment and all subsequent personnel transactions and/or type of termination of employment.
8. **On-Payroll/ Off-Payroll** A record of each employee in the service regardless of type of appointment held. Among other things, this record shall show the employee's name, address, title of position, type of appointment and all subsequent personnel transaction and/or type of termination of employment.
9. **Letter File** A record of all official correspondence relative to currently employed individuals.

### *1.60 Preservation of Records*

#### **ADD:**

#### *1.80 Notification via Electronic Means*

Any of these Rules that require notification or service via ordinary, registered, or certified U.S. Mail to any person or entity, including but not limited to applicants, eligibles, employees or others, such notice may be provided via electronic means, including email sent to the last email address provided to the Commission and/or staff.

**RULE 4.00: COMPETITIVE AND NON-COMPETITIVE EXAMINATIONS**

**4.10 Examination Announcements Information**

**4.20 Contents Types of Examinations**

~~Assembled upon competitive and promotional examinations shall consist of one or more of the types set forth in Rules 4.20-A through 4.20-F as deemed proper by the Commission for the evaluation of the fitness of applicants for appointment.~~

Competitive and promotional examinations shall consist of one or more of the types set forth in Rules 4.20-A through 4.20-G for the purpose of evaluating the fitness of applicants for appointment. The type of examination for each position shall be determined by the Director and/or Assistant Director of the Commission as approved by the Commission.

4.20-A Written Examinations (traditional pencil-paper)

~~A written examination may be either computerized or traditional pencil paper and may include all or part of the following: An objective type examination designed to test the applicant's familiarity with information and material which could reasonably be expected of applicants for the position; standard intelligence tests; standard aptitude tests; and an essay on one or more subjects dealing with problems encountered within the classification.~~

A written examination may be either computerized or traditional pencil-paper and may include all or part of the following: An objective type examination designed to test the applicant's familiarity with information and material which could reasonably be expected of applicants for the position; standard knowledge or aptitude tests; and written responses on one or more subjects dealing with problems encountered within the classification.

4.20-B Performance Examination

A performance examination may include such test of performance as will determine the ability and manual skill of applicants to perform the work involved within the classification.

4.20-C Physical Examination

~~A physical examination may consist of tests of muscular strength, agility, endurance, and coordination of applicant. This type of examination may be given a weight in an examination or may be used in excluding from further examination applicants who do not meet the minimum required standards.~~

A physical examination may consist of tests of muscular strength, agility, endurance, and coordination of the applicant. This type of examination may be weighted as part of the overall examination or administered as a pre-employment assessment to determine whether applicants meet the required minimum standards for continued consideration.

#### 4.20-D Medical Examination

A medical examination shall consist of an examination administered by a licensed physician designated by the Commission to determine the physical condition of the applicant. The physical qualities to be examined shall be relevant to the duties of the position.

A psychological and/or psychiatric examination shall consist of an examination administered by a licensed psychologist and/or psychiatrist designated by the Commission to determine the condition of the applicant.

#### 4.20-E Experience Evaluation

~~An experience evaluation shall consist of a quantitative evaluation of an applicant's academic training and experience which is pertinent to the classification for which an examination is taken. The evaluation shall be based wholly on the statement of experience as recorded on the candidate's application form and on academic training based on required credentials, subject to verification by the Commission.~~

An experience evaluation shall assess an applicant's education, training, and relevant work experience for the classification. The evaluation shall be based on information provided in the application and required credentials, subject to Commission verification

#### 4.20-F Oral Examination

An oral examination shall consist of an evaluation by subject matter expert(s) who shall determine applicant's merit and fitness for employment in the classification. This type of examination may be used in either open competitive or promotional examinations.

### *4.30 Conducting of Examinations*

~~All examinations shall be conducted under the direction of the Commission which may designate special examiners as required. All applicants shall be required to submit proof of identity by signature or other means as determined by the Commission prior to being admitted to any examination. Where the means of identification requires the production of any document, notice of that requirement shall be given in the examination announcement and posted at the place(s) where applications for that examination are received. Refusal to submit the required proof of identity shall be cause for~~

~~exclusion from the examination. Whenever definite time limits have been set for the completion of an examination or parts thereof announcements of the prescribed time limits shall be made at the beginning of the examination or parts thereof.~~

~~No applicant shall be admitted to a written examination after the announced commencement of the examination. Applicants who are scheduled to take a performance examination or an oral examination must be present at the appointed time in order to participate in the examination.~~

~~Any applicant who during an examination attempts to aid himself/ herself or another applicant in answering questions by conference with other applicants or by reference to notes or other material not approved for use by all applicants shall be dismissed from such examination and shall receive no grade. Any applicant failing to appear for any part of an examination shall be excluded from further consideration in the establishment of the eligible list. The individual types of examinations shall be conducted in accordance with the provisions of Rules 4.30-A through 4.30-F inclusive.~~

Examinations shall be conducted by Commission staff examiners and, when appropriate, the Commission may designate special examiners as their designee. Applicants shall be required to provide proof of identity prior to admission to any written, performance, physical, medical, psychological, or oral examination.

Where identification requires the production of documentation, notice of such requirement shall be included in the examination announcement. Refusal to provide the required proof of identity shall be cause for exclusion from the examination.

Whenever time limits are established for the completion of an examination or any part thereof, notice of such limits shall be provided at the beginning of the examination or applicable portion.

No applicant shall be admitted to a written examination after the scheduled commencement time. Applicants scheduled for performance or oral examinations must be present at the appointed time in order to participate.

Any applicant who attempts to gain an unfair advantage during an examination, including assisting themselves or others through communication with other applicants or use of unauthorized materials, shall be dismissed from the examination and disqualified. Any applicant who fails to appear for any part of an examination shall be excluded from further consideration.

Individual examination types shall be conducted in accordance with Rules 4.30-A through 4.30-F.

#### 4.30 –A Written Examination

~~Written examinations must be administered to all applicants on the date advertised and shall be commenced by requiring each applicant to fill out and sign an identification sheet containing his/her examination number as shown on the examination form and answer sheets and such other information as the Commission may require. This identity of the person taking the test shall be concealed from the examiners by the use of the identification number on his/her examination form and answer sheet. Each paper submitted by the applicant shall bear the same identification number from the beginning of the examination until the papers have been graded. The blank envelopes of the examinees containing the identification numbers shall remain unopened until all of the examination papers have been graded. The Commission may require for any examination a thumb print and/or signature on either or both the examination form and the answer sheet; such thumb print and/or signature shall be the same thumb print and/or signature as may be required and contained on the application form.~~

Written examinations may be administered in either electronic or traditional paper format and may be scheduled on one or more dates and times within an established testing period, as specified in the examination announcement.

At the start of the examination, each applicant shall be required to complete and sign an identification form containing their assigned examination number and any additional information required by the Commission. Applicants shall be required to provide proof of identity prior to admission.

The identity of applicants shall remain confidential during the grading process through the use of assigned examination numbers on all examination materials. Any materials linking applicant identities to examination numbers shall remain secured and shall not be accessed until all examination materials have been graded.

Examinations may be administered and managed by Commission staff, consultants, or designated examiners, and shall be subject to all requirements established by the Commission, including, but not limited to, applicant identity verification and examination security.

The Commission may require a thumbprint and/or signature on examination materials and/or the application for purposes of identity verification.

#### 4.301-A ~~Written Examination (computerized)~~

~~Computerized examinations may be available to applicants on one or more dates and times within the testing period which shall be stated in the testing announcement. Tests may be conducted and managed by consultants or special examiners designated by the Commission and subject to any requirements by the Commission including, but not limited to, requirements relating to verification of the identity of applicants and tests security.~~

#### 4.30-B Performance Examination

~~Performance examinations shall be administered to applicants at the times and places designated by the Commission. Similar tasks shall be assigned to all applicants competing in the same examination. The test shall be conducted by a member of the examining staff, who, when necessary may be assisted by special examiners designated by the Commission.~~

Performance examinations shall be administered at the times and locations designated by the Commission. Comparable tasks shall be assigned to all applicants competing in the same examination. Such examinations shall be conducted by Commission staff and, when necessary, assisted by examiners designated by the Commission.

#### 4.30-C Physical Examination

~~Physical examinations shall be administered to applicants at the times and places designated by the Commission. Similar tasks shall be assigned to all applicants competing in the same examination. The test shall be conducted by a member of the examining staff, who, when necessary may be assisted by special examiners designated by the Commission.~~

Physical examinations shall be administered at the times and locations designated by the Commission. Comparable tasks shall be assigned to all applicants competing in the same examination. Such examinations shall be conducted by Commission staff and, when necessary, assisted by examiners designated by the Commission.

#### 4.30-D Medical Examination

~~Where included, medical examinations shall be administered by medical examiners designated by the Commission. Only those applicants receiving passing grades on the composite of the other parts of their examinations shall have a medical examination. Applicants rejected by the medical examiner due to the failure to qualify on one or more of the medical standards may, within ten (10) working days following the placement of notification of rejection in the United States Mail, request a hearing before the Commission. Only those applicants who meet the prescribed standards in the medical examination shall be considered in the establishment of the eligible list.~~

Where required, medical examinations shall be administered by medical examiners designated by the Commission. Only applicants who achieve a passing score on the composite of all other examination components shall be required to undergo a medical examination.

Medical examinations may be conducted as a pre-employment requirement. Only applicants who meet the prescribed medical standards shall be eligible for appointment.

Applicants who do not meet the required medical standards may, within five (5) working days of notification, request a hearing before the Commission. Notification may be provided by email, U.S. Mail, or any other method deemed appropriate by the Commission.

#### 4.30-E Oral Examination

~~Oral examinations shall be administered by a board of examiners composed of persons selected by the Commission because of their familiarity with the requirements for success in the classification under examination. The examination shall be conducted at a time and place designated by the Commission.~~

Oral examinations shall be administered by a panel of examiners selected by the Commission based on their knowledge of the requirements for success in the classification. Examinations shall be conducted at times and locations designated by the Commission.

#### 4.30-F Psychological and/or Psychiatric Examination

~~Where included, psychological and/or psychiatric examinations shall be administered by the psychologist and/or psychiatrist examiner designated by the Commission. Only those applicants receiving passing grades on the composite of the other required parts of the examination.~~

~~Applicants rejected by the psychologist or psychiatrist examiner may, within five (5) days following the email of notification of rejection, may request in writing a hearing before the Commission. Failure to pass this examination shall disqualify the applicant for inclusion on the current eligible list. The applicant will not be able to reapply, re-take the Civil Service examination or be eligible to be placed back on the eligible list for the same classification for a period of one year. The one year shall run from the date of notification or the date of any Commission Decision~~

Where required, psychological and/or psychiatric examinations shall be administered by licensed examiners designated by the Commission. Only applicants who achieve a passing score on the composite of all other required examination components shall be required to undergo such examination.

Psychological and/or psychiatric examinations may be conducted as a pre-employment requirement. Only applicants who meet the prescribed psychological and/or psychiatric standards shall be eligible for appointment.

Applicants who do not meet the required standards may, within five (5) working days of notification, submit a written request for a hearing before the Commission. Notification may be provided by email or other methods deemed appropriate by the Commission.

Failure to meet the established standards shall result in disqualification from further consideration. Applicants who are disqualified shall not be eligible to reapply, retake the examination, or be placed on an eligible list for the same classification for a period of one (1) year. The one-year period shall begin on the date of notification or the date of the Commission's decision, whichever is later.

#### 4.40 *Rating Examinations*

Examinations shall be rated in accordance with the provisions of Rules 4.40A, through 4.40-E.

##### 4.40-A Weights

The weights of the various parts of each examination shall be determined by the Commission in accordance with these rules and shall be applied uniformly in determining each applicant's final grade.

##### 4.40-B Passing Grade

~~Examinations shall be rated on a scale of 100% for possible maximum attainment with 70%, or other score as determined by the Commission, as the required passing grade.~~

Examinations are scored on a 100-point scale. A minimum score of 70 is required to pass, unless otherwise determined by the Commission.

##### 4.40-C Seniority Credit

~~If applicable, applicants obtaining passing grades in promotional examinations shall have added to their passing grades credit for seniority. Such credit shall be for all service rendered pursuant to regular appointment in all classifications which are lower in rank and which are considered in the direct line of promotion. The amount of such~~

~~credit shall be obtained by allowing an amount for each month of an applicant's prior regular service in accordance with the following schedule; (1%) one percent of the total grade obtainable for each of the first (4) four years of prior service and six tenths percent of such total grade for each year of the next (10) ten years of prior service. When such prior service has been interrupted by service in the Armed Forces of the United States, seniority credit shall be granted for the time so served. No additional credit for military service shall be allowed in promotional examinations; time lost for leaves of absence, other than military, time lost as a result of disciplinary action; any other time during which an employee is off the city payroll, i.e., AWOL, layoff, shall not be credited toward seniority.~~

Where applicable, applicants who achieve passing scores on promotional examinations shall receive additional credit for seniority.

Seniority credit shall be based on all regular service in classifications that are lower in rank and within the direct line of promotion.

Seniority credit shall be calculated as follows: one percent (1%) of the total possible examination score for each of the first four (4) years of qualifying service, and six-tenths percent (0.6%) of the total possible score for each of the next ten (10) years of qualifying service.

Service in the Armed Forces of the United States shall be credited toward seniority where such service interrupts regular City employment. No additional credit beyond this provision shall be granted for military service.

Time not credited toward seniority shall include, but is not limited to, leaves of absence other than military leave, time lost due to disciplinary action, and any period during which the employee is not on the City payroll, including absence without leave (AWOL) or layoff.

#### 4.40-D Training and Experience

~~An applicant's academic training and/or practical experience which qualifies him/her for entrance to an examination shall be equal to seventy (70%) percent, or other score as determined by the Commission, of the total weight assigned to this part of the examination. When evaluating an applicant's training and/or practical experience which is above the minimum required for entrance to an examination each year of such training and/or experience shall be so valued that the maximum number of years to be credited in a particular examination will equal the remaining portion of the total weight assigned to this part of the examination. Credit shall be awarded for training and experience gained within or outside of the governmental service. The credit awarded for training and/or experience must be supported by statements recorded in candidate's application form recorded thereon either when originally filed in the office of the Commission or supplemented at a later date with the approval of the Commission.~~

An applicant's education, training, and/or practical experience that qualifies them for admission to an examination shall be assigned a value equal to seventy percent (70%), or such other percentage as determined by the Commission, of the total weight allocated to this examination component.

When an applicant has education, training, or experience beyond the minimum requirements, additional credit may be awarded. This extra credit will be based on the amount of additional qualifying education, training, or experience, up to a maximum limit established for the examination.

Credit may be awarded for education, training, and experience obtained within or outside of governmental service. All credit for education, training, and experience must be supported by information provided in

the candidate's application, either at the time of filing or through subsequent supplementation approved by the Commission.

#### 4.40-E Veteran's Preference Credit **Combine E & F**

~~An applicant in an open competitive examination, who has served on active duty in the Armed Forces of the United States for 180 consecutive days or more, may file with the Commission a Proof of Active Service Form DD 214. Form DD 214 shall include the length of such service and the type of discharge from such service. If the applicant has received an honorable discharge or separation or a general discharge under honorable conditions, that applicant shall receive an additional five (5) points provided, however, that an applicant taking the examination while in the Armed Forces shall receive the same amount of credit as a veteran who has been separated or discharged honorably from the service provided further, that the applicant taking the examination while still in the Armed Forces be required to submit written proof of his/her active service status from his/her commanding officer. Should it later develop that the same examinee received a dishonorable discharge or separation from the Armed Forces the Commission shall withdraw his/her veterans' preference points and may, pursuant to Civil Service Rule 5.30-7, remove his/her name from the eligible list.~~

~~An honorably separated veteran who served on active duty in the Armed Forces of the United States for any length of time, and who is receiving more than fifteen percent (15%) service connected disability is entitled to ten (10) credit points~~

~~Veterans' Preference Points shall be added to the raw score of those persons who have established Veterans' Preference (Amended Minutes 1-3-83). The Proof of Active Service Form DD 214 must be filed with the Commission at the time of filing for the examination in which credit is sought, in order to qualify for the additional credit.~~

#### 4.40 F ~~Veterans' Preference Credit Limitations~~

~~Veterans' preference credit as specified in Rule 4.40E shall apply to any open competitive examination.~~

**Veterans' preference credit shall apply to any open competitive examination.**

**An applicant who has served on active duty in the Armed Forces of the United States for a minimum of one hundred eighty (180) consecutive days may be eligible for veterans' preference credit upon submission of a DD Form 214 (Certificate of Release or Discharge from Active Duty) verifying length and character of service.**

Applicants who received an honorable discharge or a general discharge under honorable conditions shall receive five (5) additional points. Applicants who are currently serving on active duty may receive the same credit upon submission of official documentation verifying active service status.

Applicants who are honorably discharged and have a service-connected disability rating of fifteen percent (15%) or greater shall receive ten (10) additional points.

Veterans' preference points shall be added to the applicant's examination score. Required documentation must be submitted at the time of application in order to qualify for such credit.

If it is later determined that an applicant does not meet the required discharge or eligibility criteria, the Commission may revoke veterans' preference credit and take appropriate action, including removal from the eligible list, in accordance with applicable rules.

#### **4.40 F – Cleveland Municipal School District (CMSD) Preference Credit**

An applicant who is a graduate of the Cleveland Metropolitan School District (CMSD) and is participating in an open competitive entrance-level examination, as determined by the Commission, shall receive an additional five (5) points upon achieving a passing score, as established in the examination announcement.

Applicants must provide acceptable proof of graduation from a CMSD school at the time of application in order to qualify for this credit.

#### **4.40-G Residency Credit**

~~A person who is a bona fide resident of the City of Cleveland, and who desires to take an entrance level Civil Service examination, as determined by the Civil Service Commission, at the time of filing his or her application for examination, shall, if a passing grade of seventy (70%) is attained as determined by the Civil Service bulletin for such examination, have added to his or her score ten (10) points.~~

An applicant who is a bona fide resident of the City of Cleveland at the time of application for an entrance-level civil service examination shall receive an additional ten (10) points upon achieving a passing score, as established in the examination announcement.

Applicants must provide proof of residency at the time of application in a form acceptable to the Commission. Failure to provide such documentation shall result in ineligibility for this credit.

#### 4.50 *Appeal of Examination Questions and Answers*

~~Following any written examination, questions and answers used for grading will be available to applicants upon written request for three (3) working days. Applicants may make written challenge to answers believed to be incorrect with supporting evidence within this period, after which no further modification or amendments will be accepted. Requests for modification will be reviewed by the Commission while keeping the applicant's identity anonymous. If the Commission determines a change to the answer key is appropriate, valid changes will be incorporated into the final answer key.~~

~~Only the final answer key will be used for scoring. Applicants can request to review their graded examinations and request corrections of clerical errors within three (3) working days of grade notification, starting from the day following the day that notifications are issued. Grade notification may be made by email, US Mail, or any other method deemed appropriate by the Commission. Clerical errors shall be corrected by Commission staff upon the Commission's approval. After this period, further review or grade change requests require unanimous Commission approval. Examination materials are not subject to public inspection without a unanimous Commission vote.~~

Following a written examination, the questions and answer key used for scoring will be available to applicants upon written request for three (3) working days.

During this period, applicants may submit a written challenge to any answer they believe is incorrect, along with supporting evidence. After this period, no changes or amendments will be accepted. All challenges will be anonymous and will be reviewed by the Commission anonymously. If the Commission determines that a revision is warranted, the final answer key will be updated accordingly.

Only the final answer key will be used for scoring.

Applicants may request to review their graded examination and submit a written request to correct any clerical errors within three (3) working days of grade notification. This period begins on the day following the issuance of the notification. All requests must be submitted in writing and in accordance with the established guidelines.

Grade notifications may be issued by email, U.S. Mail, or any other method deemed appropriate by the Commission. Clerical errors may be corrected by Commission staff with Commission approval.

After the review period has ended, any additional requests for review or grade changes must be approved unanimously by the Commission. Examination materials are not subject to public inspection without a unanimous vote of the Commission.

#### 4.60 *Non-Competitive Examinations*

Non-competitive examinations shall be regarded as exceptional and may be held only for positions requiring peculiar and exceptional qualifications of a scientific, managerial, professional, or educational character. Non-competitive examinations shall be of such character as will determine whether or not the applicant possesses the requisite knowledge, ability, and physical qualifications to enable him/her to perform the duties of the position; and he/she shall be required to attain a qualifying rating, to be fixed by the Commission, in order to become eligible for the position for which he/she is taking a noncompetitive examination. Whenever the Commission deems it advisable, non-competitive examinations may be ordered for any position previously filled by competitive tests.

#### **4.70            *Promotional Examinations***

Examinations for promotion shall be of the same character, conducted in the same manner and the examination papers shall be scored in accordance with the same standards as are prescribed for assembled open competitive examinations.

#### **4.80            *Postponements and Cancellations***

The Civil Service Commission may postpone or cancel any examination because of an inadequate number of applicants, or for other sufficient cause. All such postponements or cancellations with the reason therefore shall be recorded in the Commission's office.

#### **4.90            *Preservation of Papers***

~~All examination answer sheets shall be preserved in the Office of the Commission for at least the life of the eligible list.~~

Examination materials, including answer sheets, shall be retained by the Commission in accordance with the applicable record retention schedule and for at least the duration of the eligible list.

For examinations administered by a third-party testing service, an/or designee, the retention, ownership, and release of examination materials shall be governed by the terms of the testing agreement and applicable law. Certain materials, including answer keys and test content, may be restricted or not subject to release.

## **RULE 6.00: CERTIFICATIONS AND APPOINTMENTS**

### **(COMPETITIVE CLASS)**

#### **6.10 Notice of Vacancy**

Before any position in the classified service shall be filled, the appointing authority shall make a written request of the Commission for the certification of the names of eligibles for such position and shall state whether the employment is to be permanent or temporary, and if temporary, the duration and conditions of employment. Upon receipt of such request, the Commission shall certify to the appointing authority the names, **emails and/or** addresses of the ten (10) persons standing highest on the eligible list.

This section does not supersede any collective bargaining agreements.

~~If there is more than one position to be filled, the number of names to be certified shall be determined by taking the next higher multiple of four above the number of vacancies, dividing it by two and adding the quotient to the number of vacancies except where the number of vacancies is itself a multiple of four (4) in which case the number of vacancies is divided by two (2) and the quotient added to the number of vacancies.~~

**When more than one vacancy exists, the number of names certified shall equal ten (10) for the first vacancy, plus (2) additional names for each vacancy up to and including twenty (20) vacancies. For each vacancy in excess of twenty (20), three (3) additional names shall be certified.**

~~Nothing herein contained shall be so construed to prevent the Commission from certifying a larger number of eligibles if, in the opinion of the Commission, such action would be in the best interest of the service. However, when there is no eligible list for the exact position to be filled the Commission may certify eligibles from the eligible list most nearly appropriate to the position to be filled.~~

**The Commission may authorize additional certification of eligibles when warranted. When there is no eligible list for the exact position to be filled the Commission may certify eligibles from the eligible list most nearly appropriate to the position to be filled.**

## **RULE 7.00 PROMOTIONS**

#### **7.10 Determined by Commission**

Vacancies above the lowest grade in the classified service shall be filled as far as practicable by the promotion of classified employees. The Commission shall in each

case determine whether or not it is practicable to fill a position by promotion and from what classification such promotions shall be made.

When more than one promotional vacancy exists, the number of names certified shall be three (3) for the first vacancy, plus two (2) additional names for each vacancy up to and including twenty (20) vacancies, and three (3) additional names for each vacancy in excess of twenty (20).

If fewer than three (3) names remain on the eligible list, the remaining names shall constitute the eligible list, and the appointing authority shall make an appointment from that list. The Commission may authorize additional certification of eligibles when warranted.

This section does not supersede any collective bargaining agreements.

When there is no eligible list for the exact position to be filled the Commission may certify eligibles from the eligible list most nearly appropriate to the position to be filled.

## 7.20 Temporary Promotions

In the event a vacancy occurs in a higher position and in the absence of an eligible list therefore, a temporary promotion may be made from among the employees in the next lower classification upon the request by the appointing authority and approval by the Commission, provided, however no such temporary promotion shall continue beyond the

## RULE 10.00 ~~THE~~ GENERAL LABOR CLASS

### 10.10 Applications and Eligible Lists may be used as Registration List

The general labor class vacancies shall be filled through a registration list. After public notice, that the Commission is accepting applications for vacancies, the applications shall constitute the registration list, all of which shall be forwarded to the appointing authority. Eligible lists may be used as registration lists for applicable vacancies so long as public notice is provided.

### 10.20 Filling General Labor Class Vacancies

General class vacancies shall be filled in accordance with applicable collective bargaining agreements, Civil Service rules and procedures, and/or public posting or announcement requirements.

Where a collective bargaining agreement governs the filling of a vacancy, the appointing authority shall request certification from an appropriate Eligible List and/or Promotional List.

In the absence of an existing Eligible List or Promotional List, the vacancy shall be filled through a public posting and/or Civil Service announcement, as applicable.

#### **10.10 Registration Announcement**

The Commission shall, by an official bulletin published in the City Record and posted on the bulletin board in the office of the Commission, announce that registration for classifications in the labor class will be accepted. The official announcement shall contain, among other things, the minimum qualifications for entrance to the examination, the dates when and the place where registration will be accepted, the method of random selection, and the duties and typical tasks of the classification. After such announcements, applicants shall register on forms prescribed by the Commission and shall receive a registration number in accordance with the order of registration.

#### **10.20 Placement on Registration List**

Each registrant shall be assigned a registration number based on a random selection procedure. Such random selection procedure will be determined by the Civil Service Commission, and made a part of the examination announcement. Each applicant shall then be placed on the registration list in accordance with his/her randomly selected registration number. Notice to appear for further processing, including a physical examination, shall be sent to registrants in the order of their rank on the registration list.

Eligibility of a registrant to be called for examination shall expire one (1) year following the date of his/her registration. The names of all registrants not called within one (1) year following the dates of their registration shall be removed from the registration lists.

#### **10.30 Notice to Report to the Civil Service Commission**

Notice to appear for further processing, including a physical examination, shall be sent to registrants in the order of their rank on the registration list.

#### **10.40 Waiver of Labor Registration**

Registrants, who by reason of illness or absence from the City are unable to report to the Civil Service Commission for processing at the time designated in the notice, may with the approval of the Commission waive appearance until a later date. Such waiver must be requested within ten (10) working days from the date on which the notice to appear was sent by the Commission. Persons filing a waiver shall not be called for further processing as long as the waiver remains on file and not withdrawn. No waiver shall be permitted for a period longer than six months, after which time if the waiver is not withdrawn, the registrant shall be removed from the registration list. Not more than one waiver of appearance shall be permitted. Further, when a waiver of appearance is withdrawn, the registrant's name shall be placed on the current registration list in accordance with the registrant's original registration number.

#### **10.50 Failure to Report for Processing**

The names of registrants who fail to respond to a notice to appear for processing shall be removed from the registration list for the position for which they were notified to appear.

A registrant's name which has been removed from a registration list for failure to respond to notice of processing may, with the approval of the Civil Service Commission, be reinstated to the registration list from which the registrant's name was removed upon presentation to the Commission of a satisfactory explanation of the failure to appear. Such explanation must be presented within thirty (30) calendar days from the date of such removal by the Commission; provided, however, that where the name of a registrant has been removed from a registration list because of failure to respond to notice to appear and it can be shown that at the time of such removal the registrant was serving as a member of the Armed Forces, such registrant may make a request for reinstatement within thirty (30) calendar days following honorable discharge from the Armed Forces and upon presentation of proof of such honorable discharge shall be reinstated to the registration list.

#### **10.60 Reinstatement to Registration List**

Upon reinstatement to a registration list the registrant shall be placed at the head of the list of registrants who have not yet been called for processing on the list from which his/her name was removed in accordance with his/her original registration number. If following reinstatement to a registration list, a registrant shall again fail to respond to notice for processing, said registrant shall be finally removed from the registration list.

#### **10.70 Labor Class Examinations**

Registrants called for examination shall be required, with the aid of an examiner, to make formal application for the classification for which he/she is to be examined. The examiner, at the time of such interview, shall have the power to reject an applicant if the applicant lacks any of the published minimum entrance qualifications for the classification for which the registrant is making application.

#### **10.80 Minimum Qualifications**

The ability to comprehend and perform the duties related to job performance shall be regarded as minimum entrance qualifications for all classifications in the general labor class. Citizenship per Rule 3.44 shall be maintained for all classifications in the general labor class.

#### **10.90 Assignment for Medical Examination**

After interview, the registrant shall be assigned a time for medical examination.

### **~~10.91 Medical Examination for Labor Class~~**

~~Registrants shall be examined by medical examiners designated by the Civil Service Commission. The medical examiner shall certify the results of such medical examination to the Commission together with recommendation that the registrant be approved or rejected. Further, if registrant is rejected, the medical examiner shall certify the reason or reasons for such rejection. If, in the opinion of the medical examiner, the registrant should be rejected, said registrant may submit a medical report from his/her doctor to the Commission contesting his/her rejection within ten (10) working days from the date of the rejection letter. The Commission shall forward this information to the Commission's medical examiner who will present a report and recommendation to the Commission for its approval or rejection.~~

### **~~10.92 Reports of Labor Class Examination to the Commission~~**

~~The results of each examination for positions in the labor class shall be reported to the Commission as soon as practicable. The examination report shall contain, among other things, the following:~~

- ~~1. The names of registrants who failed to respond to notice for processing or who waived examination.~~
- ~~2. The names of registrants declared to be ineligible by staff examiners because of failure to meet one or more of the established minimum qualifications.~~
- ~~3. The names of registrants rejected by the medical examiners and the reasons therefore.~~
- ~~4. The names of registrants whose records show them to have been dismissed for cause from a position in the classified service or whose application for reinstatement following resignation has been disapproved by the Commission because of adverse service records.~~

### **~~10.93 Labor Class Eligible List~~**

~~Evaluation by the Commission of the records of the registrants named in the examination report shall be considered to be one of the practical tests in Section 126 of the Charter of the City of Cleveland. The Commission may reject or approve such registrants in accordance with the best interest of the service. Upon approval by the Commission the names of successful registrants shall be added to the appropriate eligible lists in accordance with his /her original registration number. Registrants so added to eligible lists shall be eligible for certification therefrom for not more than two years from the date of placement thereon.~~

## **10.94 Certification and Appointment**

~~Certification of eligibles and appointment from such certification shall be accomplished in accordance with the provisions of Section 1-31 of the Charter of the City of Cleveland applicable to the labor class of the classified service.~~

## **10.95 Reinstatement of Labor Class Eligible Following Removal**

~~Any eligible whose name has been removed from an eligible list for a position in the labor class because of failure to respond to notice of certification or declination of appointment may, with the approval of the Commission, be reinstated to such eligible list. Request for reinstatement, together with satisfactory explanation of the failure to respond to notice of certification or declination of appointment, must be made within thirty (30) calendar days following removal from the eligible list. Upon approval by the Commission, the eligible name shall be restored to the eligible list in the same relative position occupied before removal. Eligibility for certification, following reinstatement, shall not extend beyond the eligible original period of eligibility for certification.~~

## **10.96 Reinstatement to the Labor Class Eligible List Following Resignation**

~~Any employee who held regular appointment in a labor class position and resigned there from without fault may, with the approval of the Commission, be reinstated to the eligible list for the position in which regular appointment was held. Request for reinstatement must be made within one (1) year following the date of resignation. Upon approval by the Commission, the eligible's name shall be placed at the head of the existing eligible list provided that where there is more than one such reinstatement the names shall be arranged in the order of their dates of original regular appointments. A resignation accepted while disciplinary charges were pending shall be a bar to the approval of request for reinstatement.~~

## **RULE 11.00 — PAYROLL PROCEDURE REMOVE**

### **11.10 Payrolls**

~~The original and a copy of all payrolls of every department, division, bureau or commission, containing the names of every officer or employee in such department, division, bureau or commission shall be sent to the Commission for checking the civil service status of the employee. Each name on such payroll which is in violation of the Charter of the City of Cleveland and the Civil Service Rules shall be underlined in red and marked: "disapproved by Civil Service Commission" and a memorandum of the same shall be sent to the department, division, bureau, or commission which submitted the payroll. The appropriate officer charged with paying the salaries and wages of persons on the payroll shall be immediately notified that such names are illegally on the payroll and that the payment of the items should be withheld until approved by the Commission at its next meeting.~~

**Rule 6.10 - Original Appointment  
1 and 10 Notice of Vacancy**

<b># of Vacancies</b>	<b># of Names Provided</b>	<b># of Vacancies</b>	<b># of Names Provided</b>	<b># of Vacancies</b>	<b># of Names Provided</b>	<b># of Vacancies</b>	<b># of Names Provided</b>
1	10	41	111	81	231	121	351
2	12	42	114	82	234	122	354
3	14	43	117	83	237	123	357
4	16	44	120	84	240	124	360
5	18	45	123	85	243	125	363
6	20	46	126	86	246	126	366
7	22	47	129	87	249	127	369
8	24	48	132	88	252	128	372
9	26	49	135	89	255	129	375
10	28	50	138	90	258	130	378
11	30	51	141	91	261	131	381
12	32	52	144	92	264	132	384
13	34	53	147	93	267	133	387
14	36	54	150	94	270	134	390
15	38	55	153	95	273	135	393
16	40	56	156	96	276	136	396
17	42	57	159	97	279	137	399
18	44	58	162	98	282	138	402
19	46	59	165	99	285	139	405
20	48	60	168	100	288	140	408
21	51	61	171	101	291	141	411
22	54	62	174	102	294	142	414
23	57	63	177	103	297	143	417
24	60	64	180	104	300	144	420
25	63	65	183	105	303	145	423
26	66	66	186	106	306	146	426
27	69	67	189	107	309	147	429
28	72	68	192	108	312	148	432
29	75	69	195	109	315	149	435
30	78	70	198	110	318	150	438
31	81	71	201	111	321	151	441
32	84	72	204	112	324	152	444
33	87	73	207	113	327	153	447
34	90	74	210	114	330	154	450
35	93	75	213	115	333	155	453
36	96	76	216	116	336	156	456
37	99	77	219	117	339	157	459
38	102	78	222	118	342	158	462
39	105	79	225	119	345	159	465
40	108	80	228	120	348	160	468

**Rule 7.10 - Promotional Only  
1 and 3 Notice of Promotional Vacancy**

<b># of Vacancies</b>	<b># of Names Provided</b>	<b># of Vacancies</b>	<b># of Names Provided</b>	<b># of Vacancies</b>	<b># of Names Provided</b>	<b># of Vacancies</b>	<b># of Names Provided</b>
1	3	41	104	81	224	121	344
2	5	42	107	82	227	122	347
3	7	43	110	83	230	123	350
4	9	44	113	84	233	124	353
5	11	45	116	85	236	125	356
6	13	46	119	86	239	126	359
7	15	47	122	87	242	127	362
8	17	48	125	88	245	128	365
9	19	49	128	89	248	129	368
10	21	50	131	90	251	130	371
11	23	51	134	91	254	131	374
12	25	52	137	92	257	132	377
13	27	53	140	93	260	133	380
14	29	54	143	94	263	134	383
15	31	55	146	95	266	135	386
16	33	56	149	96	269	136	389
17	35	57	152	97	272	137	392
18	37	58	155	98	275	138	395
19	39	59	158	99	278	139	398
20	41	60	161	100	281	140	401
21	44	61	164	101	284	141	404
22	47	62	167	102	287	142	407
23	50	63	170	103	290	143	410
24	53	64	173	104	293	144	413
25	56	65	176	105	296	145	416
26	59	66	179	106	299	146	419
27	62	67	182	107	302	147	422
28	65	68	185	108	305	148	425
29	68	69	188	109	308	149	428
30	71	70	191	110	311	150	431
31	74	71	194	111	314	151	434
32	77	72	197	112	317	152	437
33	80	73	200	113	320	153	440
34	83	74	203	114	323	154	443
35	86	75	206	115	326	155	446
36	89	76	209	116	329	156	449
37	92	77	212	117	332	157	452
38	95	78	215	118	335	158	455
39	98	79	218	119	338	159	458
40	101	80	221	120	341	160	461