

# **RULES OF THE CIVIL SERVICE COMMISSION**

## **CREST HILL, ILLINOIS**

Last updated May 7, 2018

### **Rule I: Appointment of Officers**

Upon the appointment of Commissioners to the Civil Service Commission and thereafter regularly as the Commission deems necessary, the Commission shall elect from among

themselves a Chairperson and Secretary.

The Commission shall also appoint a Chief Examiner/Ex-Officio Secretary as authorized by the Civil Service Act.

### **Rule II: Classification**

Pursuant to the Civil Service Act, the Civil Service Commission of Crest Hill shall classify all offices and places of employment except as modified and abrogated by the Illinois Civil Service Commission Act, 65 ILCS 5/10-1-17.

Employees certified and hired to work in any such office may be required to perform duties in two or more departments as may be necessary or proper for the efficient and economical conduct of City business.

### **Rule III: Divisions of Classified Services**

- A) Administration
- B) Police Department
- C) Public Works Department
- D) Treasurer's Office/Finance Department
- E) Building Department
- F) City Clerk's Office

### **Rule IV: Applications**

Persons wishing to apply and test for placement on the List of Eligibles Register shall make application to the City in the manner and form deemed appropriate by the City of Crest Hill.

All other required criteria as set forth in the Civil Service Act shall apply.

## **Rule V: Examinations**

### **Section 1: General Scope**

The general scope of all examinations may include the subjects upon which the applicants are to be examined, with the weight given to each subject to represent its value in determining general average. The subjects may include duties of positions, educational tests, practical tests, personality tests, courtesy and discipline tests, statements of experience, tests of knowledge of civil government, tests of knowledge of the City of Crest Hill, tests of knowledge of laws and ordinances, ascertained merit or efficiency, physical agility tests, or any combination of such subjects given in the form of a physical, written, oral test, subjective evaluation or practical demonstration, or any combination of such tests.

### **Section 2: Ratings and Averages**

Each subject of examination shall be rated independently on the scale of 100. The rating of each subject shall be multiplied by the weight assigned to each subject. For example, a written exam may be worth 60 percent and an oral exam worth 40 percent. Both exams are rated on a 100-point scale but the written exam may be worth more than the oral in totaling the combined score. Failing to achieve a passing score on any portion of the examination as required shall be sufficient cause to reject the applicant from the whole examination. Meaning, if an applicant passes one portion of the exam, but fails another portion of the exam, regardless of the weight assigned to that exam, he fails the entire examination. The Commission shall determine the relative weight of each subject of the examination prior to conducting any examination process.

### **Section 3: Eligibles Register**

The list of eligibles register shall be compiled from the averages computed according to the preceding section and the name of no person shall be entered on an eligible register resulting from an examination whose general average shall be less than 70 percent proficiency in the subjects of examination taken as a whole. The names of eligibles shall be entered upon registers in the order of their average percentage. Whenever two or more eligibles shall have the same average percentage, priority in time of filing of application shall determine their respective standing. For promotional examinations, Rule VIII shall govern.

### **Section 4: Military Preference**

In examinations, the names of all persons who were engaged in the active naval or military service of the United States, for a period of at least one year and who have attained a standing sufficient to entitle them to be placed on the eligibles register, shall have five (5) preference points added to their final grade average. The term "active military service" shall have the meaning as defined in Section 16 of the Civil Service Commission Act, 65 ILCS 5/10-1-16, Proof of military or naval service by virtue of which an eligible is entitled to claim preference shall be

furnished by the applicant or eligible. In the absence of such proof, no preference shall be awarded. Such preference shall be awarded pursuant to the Civil Service Act.

#### Section 6: Fraud in Examination

Any person who shall in any examination or in any document signed or furnished for or in connection with any examination, by the person or in cooperation with one or more persons, make any false representation regarding the person or any of the applicants, or by impersonating someone else or by allowing someone else to impersonate him, or who uses or aids someone in using any information surreptitiously obtained, or who uses or aids someone else in using any memoranda, printed or written, whereby an advantage is obtained over other competitors at such examination, shall be excluded from examination and the person's name stricken from any eligible list upon which it may appear.

#### Section 7: Notice of Results in Examination

Each applicant will be notified in due course of the result the person has obtained on examination. If the person failed to obtain the average of 70 percent, notice shall read to that effect. If the person's average exceeds 70 percent, the person shall receive notice that he has been placed on the list of eligibles register for the position sought.

### **Rule VI: Requisition & Certification**

#### Section 1: Filling of Vacancies

When a vacancy is to be filled in the classified service, the respective City Department Head shall make a requisition to the Commission for the certification of the first available name on the list of eligibles register. The City Department Head shall notify the Commission of each position to be filled. The Commission shall, unless the place is to be filled by promotion or reinstatement, certify the name and address of the candidate ranked highest on the list of eligibles register for the class, division, or grade to which said position belongs and such person shall be appointed by the City Department Head.

#### Section 2: Waiver of Certification or Reinstatement

An eligible who has been certified or tendered reinstatement may waive certification or reinstatement, upon giving reason satisfactory to the Commission without losing one's place upon the register. If the reasons assigned are not satisfactory to the Commission, or the eligible refuses to accept an appointment tendered, then his name shall be removed from the eligibles register. All waivers must be filed with the Commission. In the absence of such waiver the eligible shall be removed from the register and the next person certified. Upon the next requisition for certification the highest ranked candidate should be certified, including those who have previously waived certification. An eligible candidate may waive certification a total of one (1) time on any list of eligibles register.

## **Rule VII: Appointments**

### **Section 1: Emergency Appointments**

To prevent the stoppage of public business, or to meet extraordinary exigencies, any City Department Head may, with the approval of the Commission, make a temporary appointment to remain in force not exceeding 120 days and only until a regular appointment can be made under these rules. Any person whose name is on the list of eligibles register for a position in the classified service may accept a temporary appointment to a position in the classified service other than that for which the person was examined and is eligible without losing his place upon such register.

### **Section 2: Restoration to Register**

Should the work for which an eligible who has been certified prove temporary and the person laid off without fault or delinquency on his part, he shall be restored to his proper place on the eligibles register.

### **Section 3: Assignment to Duty**

All persons appointed to, or promoted in the classified service, shall be assigned to and perform the duties of the position to which appointed or promoted. In case of exigency an employee may be temporarily assigned additional duties without extra pay.

### **Section 4: Probationary Period**

The first six (6) months of an employee's service with the City, be it by original appointment, transfer, or promotion is considered probationary. During this time period the employee's aptitude for the position is evaluated. A newly-hired employee may be dismissed at any time with or without cause during the probationary period. A promoted employee who does not successfully complete the period of probation for that promotion shall return to the rank from which they were promoted. The probationary period may be altered by the terms of a collective bargaining agreement.

### **Section 5: Change of Address**

It is incumbent upon applicants and persons whose names are placed upon an eligibles register to notify the Commission in writing of any change of address while they are applicants or their names remain on such register.

### **Section 6: Expiration of Registers**

No name shall remain upon a list of eligibles register for more than two (2) years.

## Section 7: Recall

Employees laid off with good employment records may be recalled for employment by the Commission without re-examination.

## **RULE VIII: Promotions**

### Section 1: Eligibility

No person shall be examined for promotion in the classified service until the individual has served at least two years in the rank from which promotion is sought over and above that of one's period of probationary employment.

### Section 2: Method of Promotion

Promotions in the classified service shall be made on the basis of ascertained merit, seniority in service, examination, and military preference as hereinafter provided. All examinations for promotions shall be competitive among such members of the next lower rank as desire to submit themselves to such examination. In all cases where it is practicable vacancies in the rank higher than the lowest shall be filled by promotion.

### Section 3: Military/Naval Preference

Persons entitled to military/naval preference in promotion examinations shall submit proof of service and the duration of the same. Candidates are permitted to use military preference points both during initial entry to the organization via eligibility list testing, and once during his career for promotional appointment. The credit shall be added to the general average standing of the person. Preference for active military service shall be awarded as provided in Section 16 of the Civil Service Commission Act, 65 ILCS 5/10-1-16. Proof of active military service shall be furnished by the applicant in such form as the Civil Service Commission may require.

### Section 4: Seniority

Credit for seniority shall be given only for full-time, actual service as an employee of the respective department from which promotion is sought regardless of the position held. Seniority points shall be awarded one (1) point for each five (5) years of service up to a maximum of twenty-five (25) years of service or a maximum of five (5) total preference points.

### Section 5: Merit

The Department Head shall award up to a maximum of five (5) merit points for the position held by each candidate of the department who submits to testing for promotion.

### Section 6: Certification

In certifying from the list of eligibles register for promotion, when two or more eligible have the same general average, preference shall be given in the order of seniority of service.

### Section 7: Selection for Promotion

In selecting a candidate for promotion from the list of eligibles register the Department Head shall have the ability to utilize the 'Rule of 3' for selection among the three highest ranked candidates. The Civil

Service Act grants the Department Head, for purposes of promotion, the authority to select any candidate for promotion from among the three highest ranked candidates. In making a selection the Department Head shall not pass over the person having the highest rating in the original register more than once and shall not pass over the person having the second highest rating in the original register more than twice.

**Rule X: General Provisions**

**Section 1**

All employees in the classified civil service shall adhere to the rules and regulations as set forth by the Commission, the City of Crest Hill, and the respective department.

The City of Crest Hill and respective Department Heads have sole and absolute authority over personnel administration as it relates to employee performance review and discipline. Should an employee who is appointed under these rules and the Civil Service Commission Act be subject to termination or suspension of more than 30 days, procedures for such discipline shall be as provided in Section 18 of the Civil Service Commission Act, 65 ILCS 5/10-1-1. Applicable collective bargaining agreements may provide exception to these rules and employees subject to such agreements should consult them for further guidance.

**Section 2**

All procedures not covered by these Rules shall be governed by the Civil Service Act. In the event one or more of these Rules should be in conflict with the Civil Service Act, the Civil Service act's provisions may prevail.

Amendments to these Rules may be proposed and adopted by the Commission at any time. A record of these rules and amendments made shall be published and maintained by the Commission and made available for public inspection.

Approved and adopted this \_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(65 ILCS 5/10-1-22) (from Ch. 24, par. 10-1-22)

Sec. 10-1-22. The commission shall employ a chief examiner, who shall, under the direction of the commission, superintend any examination held in such municipality under this Division 1. The chief examiner also shall perform such other duties as the commission shall prescribe. The chief examiner shall be ex-officio secretary of the commission, under the direction of such commission. The chief examiner, as such secretary, shall keep the minutes of its proceedings, preserve all reports made to it, keep a record of all examinations held under its direction, and perform such other duties as the commission shall prescribe.

(Source: Laws 1961, p. 3252.)