

MEMORANDUM**CITY OF PHILADELPHIA
Office of Human Resources****Date:** April 24, 2015**To:** Joan Decker, Records Commissioner**From:** Albert L. D'Attilio, Human Resources Director *ALD***Subject:** Amendments of Civil Service Regulations

In accordance with Sections 7-400 and 8-407(a) of the Home Rule Charter, listed below are amendments of the Civil Service Regulations approved by the Administrative Board on April 24, 2015.

Regulation Number	Regulation	Approved By Civil Service Commission On:
5.158	Classes Eligible for In-Position Promotion	3/25/2015
6.1214	Stand-By Time For Non-Represented Employees In Classes Exempted From The Overtime Payment Provisions Of The Fair Labor Standards Act	3/25/2015
6.1215	Departments, Units, Assignments and Classes Eligible for Stand-By Time	3/25/2015
6.1426	Emergency Duty Pay	3/25/2015
6.31-I	Credential Based Pay - Employees in the Human Resources Classes Listed Below Who Secure and Maintain a Professional Certification or Complete an Advanced Degree in a Specified Curriculum Determined to Be Related to the Performance of Job Duties	3/25/2015
5.081	Allocation Appeals	4/22/2015
5.082	Reallocation Review	4/22/2015
9.018-1	Examination Accommodations for Documented Medical Reasons	4/22/2015
10.09	Removal of Names from Lists	4/22/2015
12.052	Temporary Promotions Following Out-of-class Assignment	4/22/2015
31.57	Effect On Pay Rates For Employees Of The Warrant Unit Of The First Judicial District Upon Appointment To The City Civil Service	4/22/2015
6.1433	Riverview Employees Assigned To Supervise Inmates - To be abolished	4/22/2015

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DEPARTMENT OF PERSONNEL

Regulation Number	Regulation	Approved By Civil Service Commission On:
6.1441	Employees Working On Emergency Response Program Team With Responsibility For Preventing And Minimizing The Consequences Of Chemicals That Pose A Significant Hazard To The Community In The Event Of An Accidental Release - To be abolished	4/22/2015

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DEPARTMENT OF ENERGY

MEMORANDUM

CITY OF PHILADELPHIA Office of Human Resources

Date: March 9, 2015

To: Nicole Morris, Chief Deputy City Solicitor, Labor and Employment Group

From: Albert L. D'Attilio, Human Resources Director

Subject: Amendments of Civil Service Regulations

In accordance with Section 8-407(a) of the Home Rule Charter, I am forwarding for your review the attached amendment of the Civil Service Regulations.

Civil Service Regulation 5 – Classification Plan

5.158 - Classes Eligible For In-Position Promotion

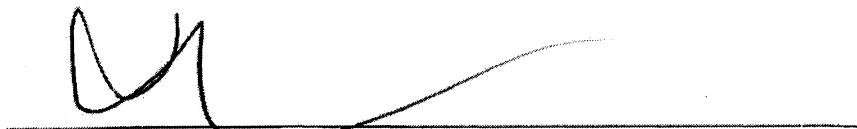
Civil Service Regulation 6 – Pay Plan

6.1214 - Stand-By Time For Non-Represented Employees In Classes Exempted From The Overtime Payment Provisions Of The Fair Labor Standards Act

6.1215 - Departments, Units, Assignments and Classes Eligible for Stand-By Time

6.1426 - Emergency Duty Pay

6.31-I - Credential Based Pay - Employees in the Human Resources Classes Listed Below Who Secure and Maintain a Professional Certification or Complete an Advanced Degree in a Specified Curriculum Determined to Be Related to the Performance of Job Duties


APPROVED

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DEPARTMENT OF HUMAN RESOURCES
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Civil Service Regulation 5 – Classification Plan

To be revised as follows:

5.158 - CLASSES ELIGIBLE FOR IN-POSITION PROMOTION.

Non-Represented Classes

Level 1	Level 2	Level 3
Budget Analyst 1 – 2C11	Budget Analyst 2 – 2C12	None
Management Trainee (All Specialties) – 2L03	Human Resources Professional – 2H90	Human Resources Professional – 2H90 or Personnel Analyst 2 – 2H02
Management Trainee (All Specialties) – 2L03	Administrative Specialist 1 (Confidential) – 2L16	Administrative Specialist 2 (Confidential) – 2L17

F.O.P. Classes

Level 1	Level 2
Deputy Sheriff Officer Recruit (5H40)	Deputy Sheriff Officer (5H41)
Police Officer Recruit – 6A01	Police Officer 1 – 6A02

District Council 47.

In-Position Promotions through a Career Advancement Series of Classes for the District Council 47 classes below will be in accordance with Civil Service Regulation 5.15 and 31.08.

Level 1	Level 2	Level 3	Level 4
Systems Programmer – 1E62	Systems Program Project Specialist – 1E63	None	None
Information Technology Trainee – 1E70	Programmer Analyst 1 – 1E75	Programmer Analyst 2 – 1E76	Programmer Analyst 3 – 1E77
Accountant/Revenue Examiner/Contracts Auditor Trainee – 2A05	Accountant 1 – 2A06	Financial Accountant – 2A09 (Finance Dept. Only)	None

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DEPARTMENT OF
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<u>Accountant/Revenue Examiner/Contracts Auditor Trainee – 2A05</u>	Accountant 1 – 2A06	<u>Departmental Accounting Systems Specialist – 2A19 (DHS Only)</u>	None
Auditor Trainee – 2A40	Auditor 1 – 2A41	Auditor 2 – 2A42	None
<u>Accountant/Revenue Examiner/Contracts Auditor Trainee – 2A05</u>	Contracts Auditor 1 – 2A65	Contracts Auditor 2 – 2A66	None
<u>Accountant/Revenue Examiner/ Contracts Auditor Trainee – 2A05</u>	Revenue Examiner 1 – 2B31	Revenue Examiner 2 – 2B32	None
Tax Analyst Trainee – 2B49	Tax Analyst 1 – 2B50	Tax Analyst 2 – 2B51	None
Administrative Technical Trainee – 2L04	Real Property Evaluator 1 – 2D16	Real Property Evaluator 2 – 2D17	None
Research and Information Analyst 1 – 2F21	Research and Information Analyst 2 – 2F22	None	None
Archivist 1 – 2G02	Archivist 2 – 2G03	None	None
Public Relations Specialist Trainee – 2J01	Public Relations Specialist 1 – 2J02	Public Relations Specialist 2 – 2J03	None
Administrative Technical Trainee – 2L04	Procurement Technician 1 – 2E02	Procurement Technician 2 – 2E03	None
Administrative Technical Trainee – 2L04	Minority Business Enterprise Specialist 1 – 2E32	Minority Business Enterprise Specialist 2 – 2E33	None 885444
Administrative Technical Trainee – 2L04	Administrative Specialist 1 – Non-Confidential – 2L31	Administrative Specialist 2 – Non-Confidential – 2L32	None
Prosecution Assistant 1 – 2M88	Prosecution Assistant 2 – 2M89	None	None
Airport Operations Trainee – 2P01	Airport Properties Specialist 1– 2P02	Airport Properties Specialist 2-- 2P03	None
Airport Operations Trainee – 2P01	Airport Assistant Operations Officer– 2P10	Airport Operations Officer – 2P11	None
Graduate Civil Engineer – 3B04	Civil Engineer 1 – 3B05	Civil Engineer 2 – 3B06	None
Graduate Electrical	Electrical Engineer 1	Electrical Engineer 2	None

DEPARTMENT OF DEFENSE

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Engineer – 3B10	– 3B11	– 3B12	
Graduate Mechanical Engineer – 3B20	Mechanical Engineer 1 – 3B21	Mechanical Engineer 2 – 3B22	None
Graduate Environmental Engineer – 3B60	Environmental Engineer 1 – 3B61	Environmental Engineer 2 – 3B62	None
Architectural Projects Trainee – 3D01	Architectural Projects Coordinator 1 – 3D04	Architectural Projects Coordinator 2 – 3D05	None
City Planner Trainee – 3E01	City Planner 1 – 3E02	City Planner 2 – 3E03	None
Geographic Information Systems Specialist Trainee – 3E19	Geographic Information Systems Specialist 1 – 3E20	Geographic Information Systems Specialist 2 – 3E21	None
Graduate Environmental Scientist – 3H11	Environmental Scientist 1 – 3H12	Environmental Scientist 2 – 3H13	None
Graduate Chemist – 3H25	Analytical Chemist 1 – 3H26	Analytical Chemist 2 – 3H27	None
Forensic Scientist 1 – 3H48	Forensic Scientist 2 – 3H49	None	None
Medical Technologist 1 – 3H67	Medical Technologist 2 – 3H66	None	None
Public Health Sanitarian – 4J41	Sanitarian Specialist – 4J45	None	8885445
Social Services Trainee – 5A03	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Intern – 5A04	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Services Trainee – 5A05	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Services Trainee – 5A05	Health Services Social Worker 1 – 5A61	Health Services Social Worker 2 – 5A62	None
Human Relations Representative 1 – 5C31	Human Relations Representative 2 – 5C32	None	None

DEPARTMENT OF REVENUE
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Mental Health Emergency Services Coordinator 1 – 5E06	Mental Health Emergency Services Coordinator 2 – 5E07	None	None
Health Education & Training Specialist 1 – 5G11	Health Education & Training Specialist 2 – 5G12	None	None
Criminal Investigative Research Analyst Trainee – 6C20	Criminal Investigative Research Analyst – 6C21	None	None
Park Management Trainee – 7N50	Park Manager 1 – 7N51	Park Manager 2 – 7N52	None
Librarian 1 – 9B02	Librarian 2 – 9B03	None	None
Recreation Leader Trainee – 9D10	Recreation Leader 1 – 9D11	None	None

District Council 33.

In-Position Promotions through a Career Advancement Series of Classes for the District Council 33 classes below will be in accordance with Civil Service Regulation 5.15 and 31.08.

Level 1	Level 2	Level 3
Clerk 1 – 1A02	Clerk 2 – 1A03	None
Clerk Typist 1 – 1A11	Clerk Typist 2 – 1A12	None
Word Processing Specialist 1 – 1A41	Word Processing Specialist 2 – 1A42	None
Payroll Examiner 1 – 1B21	Payroll Examiner 2 – 1B22	None
Payment Processing Clerk 1 – 1B80	Payment Processing Clerk 2 – 1B81	None
Assessment Clerk – 2D50	Assessment Aide – 2D51	None
Title Registration Aide 1 – 2D55	Title Registration Aide 2 – 2D56	None
Pension Counselor Trainee – 2H39	Pension Counselor 1 – 2H40	Pension Counselor 2 – 2H41
Construction Projects Technician 1 (S) – 3A17	Construction Projects Technician 2 (S) – 3A18	None
Industrial Waste Control	Industrial Waste Control	None

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<u>Technician 1 (3A71)</u>	<u>Technician 2 (3A72)</u>	
Forensic Technician 1 – 4A41	Forensic Technician 2 – 4A42	None
Forensic Investigator 1 – 4A44	Forensic Investigator 2 – 4A45	None
Youth Detention Counselor Trainee (B)- 5B21	Youth Detention Counselor 1 (B)- 5B22	None
Traffic Investigator 1 – 6E15	Traffic Investigator 2 – 6E16	None
Airport Communications Center Operator 1 – 6J06	Airport Communications Center Operator 2 – 6J07	None
Police Communications Dispatcher Trainee – 6J31	Police Communications Dispatcher – 6J32	None
Fire Equipment Dispatcher Trainee – 6J41	Fire Equipment Dispatcher 1 – 6J42	None
3-1-1 Contact Center Trainee – 6J55	3-1-1 Contact Center Agent – 6J56	None

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DEPARTMENT OF POLICE
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Civil Service Regulation 6 – pay plan

To be amended as follows:

6.12 - STAND-BY, ON-CALL, CALL-IN AND CALL-BACK TIME

6.1214 - STAND-BY TIME FOR NON-REPRESENTED EMPLOYEES IN CLASSES EXEMPTED FROM THE OVERTIME PAYMENT PROVISIONS OF THE FAIR LABOR STANDARDS ACT.

Employees in Non-Represented classes in the departments and organizational units specified in Regulation 6.1215 who are exempted from the overtime payment provisions of the Fair Labor Standards Act and who, in accordance with a pre-arranged or emergency authorized schedule, are required to be available to report to work following regular working hours or on days when such employees are not normally expected to work and who are required to wear a beeper or pager, carry a cellular phone, or leave word with the appointing authority specifying where they may be reached, may be compensated for such stand-by time at the discretion of the appointing authority.

Employees paid below the maximum rate of Pay Range N21 may be compensated either at one-half of their regular straight-time rate of pay for each hour of such duty or in compensatory time off in lieu of cash compensation at the rate of one-half hour of compensatory time for each hour of such stand-by time, with the determination as to whether such employees will be compensated in cash or compensatory time at the discretion of the appointing authority.

Employees paid above the maximum rate of Pay Range N21, with the exception of those listed in 6.12141, shall not be eligible for cash compensation for stand-by duty but may be compensated for each such hour of stand-by duty in compensatory time at the rate of one-half hour compensatory time for each hour of stand-by duty. Hours compensated for as stand-by shall not be counted in determining the total hours worked in a given week for overtime purposes.

6.12141 - Employees whose positions are allocated to the following departments, classes and assignments may be compensated either at one-half of their regular straight-time rate of pay for each hour of stand-by duty or in compensatory time off in lieu of cash compensation at the rate of one-half hour of compensatory time for each hour of such stand-by time, with the determinations as to whether such employees will be compensated in cash or compensatory time at the discretion of the appointing authority.

Water Department

- Water Operations Administration Manager (2M79)
- Water Transport Engineer 2 (3B48)
- Water Plant Assistant Manager (3B59)
- Environmental Engineer 3 - Bureau of Laboratory Services and Assistant Plant Managers (3B63)

- Sanitary Environmental Engineer 4 - Bureau of Laboratory Services and Plant Managers (3B64)
- Water Engineering Assistant Manager (3C08)
- Chief Water Transport Operations Engineer (3C27)
- Water Plant Manager (3C28)
- Laboratory Director (Water) - Bureau of Laboratory Services (3H38)
- Administrative Scientist – Bureau of Laboratory Services (3H79)
- Water Conveyance System Superintendent (7B07)

6.1215 - Departments, Units, Assignments and Classes Eligible for Stand-By Time.

Sections 6.1212, 6.1213, and 6.1214 shall apply only to employees in the following units and assignments of City Departments:

Department of Commerce Department:	<ul style="list-style-type: none"> • Aviation Division.
Department of Public Health:	<ul style="list-style-type: none"> • Forensic Investigation Unit; • Compliance and Enforcement Unit; • Hazardous Air Pollutants Unit; • Ambulatory Health Services Division Hotline - employees in the following 4C (Nursing) series of classes: <ul style="list-style-type: none"> ○ 4C02 - Community Health Registered Nurse ○ 4C03 - Community Health Nursing Supervisor ○ 4C19 - Health Care Coordinator.
Department of Water Department:	<ul style="list-style-type: none"> • <u>Engineering Division - employees in the Construction Engineer 1 class (3B71)</u> • Operations Division; • Planning and Environmental Services.
Commission on Human Relations:	<ul style="list-style-type: none"> • Community Relations Division.
Department of Human Services:	<ul style="list-style-type: none"> • Child Abuse Hotline; • Emergency Intake Services; • Youth Study Center - Resident Services.
District Attorney's Office:	<ul style="list-style-type: none"> • Charging Unit.
Office of Fleet Management:	<ul style="list-style-type: none"> • Public Health and Safety Facility - Emergency Repair of Fire Department Apparatus.
Police Department:	<ul style="list-style-type: none"> • Chemistry Unit, Criminalistics Unit - all employees in the 3H (Sciences) series of classes.

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Employees in departments or organizational units other than those listed above shall not be eligible for stand-by duty compensation.

6.14 - PAY DIFFERENTIAL CATEGORIES

6.1426 - Emergency Duty Pay. Employees in the following classes, and assignments, working in the departments listed below, who, in accordance with a pre-arranged emergency schedule, established by the appointing authority, are required to respond to emergency situations during periods other than normal working hours, may be compensated for such duty by adding one pay step to their current rate of pay. Employees shall not be eligible to earn stand-by pay, compensatory time, shift differential or any other cash or non-cash compensation, for hours compensated for under the terms of this Regulation.

OIT

- Data Center Manager
- Computing Systems Operations Manager
- Information Systems Group Manager

Water Department

- Administrative Scientist – Bureau of Laboratory Services
- Environmental Engineer 3 – Bureau of Laboratory Services and Assistant Plant Managers
- Environmental Engineer 4 – Bureau of Laboratory Services and Plant Managers
- Water Transport Engineer 2
- Water Conveyance System Superintendent

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Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.31-I - Credential Based Pay - Employees in the Human Resources Classes Listed Below Who Secure and Maintain a Professional Certification or Complete an Advanced Degree in a Specified Curriculum Determined to Be Related to the Performance of Job Duties.

Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who secure and maintain certification as a Certified Compensation Professional (CCP) or a Certified Benefits Professional (CBP) issued by World At Work, or Certified Employee Benefits Specialist (CEBS) issued by the International Foundation of Employee Benefit Plans, or Project Management Professional issued by the Project Management Institute shall be eligible for an annual lump sum salary differential of \$1,000. Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who secure certification as a Certified Associate in Project Management issued by the Project Management Institute shall be eligible for a one-time lump sum salary differential of \$1,000.

Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who have or obtain a Masters Degree in Human Resources, Business Administration, Public Administration, Labor Relations, Industrial or Organizational Psychology, Tests and Measurement, Quantitative Psychology or a closely related area or a J.D Degree shall be eligible for an annual lump sum salary differential of \$1,000.

Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who secure and maintain certification as a Senior Professional in Human Resources (SPHR) by the Human Resources Certification Institute (HRCI) or as a Senior Certified Professional (SHRM-SCP) by the Society for Human Resources Management shall be eligible for an annual lump sum salary differential of \$1,000. Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who secure and maintain certification as a Professional in Human Resources (PHR) by the Human Resources Certification Institute (HRCI) or as a Certified Professional (SHRM-CP) by the Society for Human Resources Management shall be eligible for a one-time lump sum salary differential of \$1,000.

Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who have or obtain a Masters Degree in Human Resources, Business Administration, Public Administration, Management, Labor Relations, Organizational Development, Occupational Safety, Industrial Hygiene, or a closely related area or a J.D. Degree shall be eligible for an annual lump sum salary differential of \$1,000.

The initial differential shall be paid in a lump sum in the first pay period of December 2014 for those employees who have completed the degree program or secured the required certification prior to, or during 2014.

Employees will be eligible to receive only one differential based on a certification and one differential based on an advanced degree during any year.

Classes	Department(s)	Credentials	Bonus Amount
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Classes	Department(s)	Credentials	Bonus Amount
2H-Personnel series of classes	Office of Human Resources	Certified Compensation Professional (CCP) or a Certified Benefits Professional (CBP) issued by World At Work, or Certified Employee Benefits Specialist (CEBS) issued by the International Foundation of Employee Benefit Plans or Project Management Professional issued by the Project Management Institute	\$1,000 annual lump sum
		Certified Associate in Project Management issued by the Project Management Institute	\$1,000 one-time lump sum
		Masters Degree in Human Resources, Business Administration, Public Administration, Labor Relations, Industrial or Organizational Psychology, Tests and Measurement, Quantitative Psychology or a closely related area or a J.D. Degree	\$1,000 annual lump sum
2H-Personnel series of classes	Airport, Behavioral Health, Controller's Office, District Attorney's Office, Health, Human Services, Finance, Fire, Free Library, Licenses & Inspections, Police, Prisons, Office of Human Resources – Shared Services and Strategic Services Divisions, Office of Property Assessment, Revenue, Office of Supportive Housing, Streets, Water All Other City Departments, Commissions and Agencies	Senior Professional in Human Resources (SPHR) by the Human Resources Certification Institute (HRCI) <u>OR</u> <u>Senior Certified Professional (SHRM-SCP)</u> by the Society for Human Resources Management <u>Professional in Human Resources (PHR)</u> by the Human Resources Certification Institute (HRCI) <u>OR</u> <u>Certified Professional (SHRM-CP)</u> by the Society for Human Resources Management Masters Degree in Human Resources, Business Administration, Public Administration, Management, Labor Relations, Organizational Development, Occupational Safety, Industrial Hygiene or closely related area or a J.D. Degree	\$1,000 annual lump sum \$1,000 one-time lump sum \$1,000 annual lump sum

DEPARTMENT OF PERSONNEL
2015 APR 24 AM 11:46

MEMORANDUM

CITY OF PHILADELPHIA Office of Human Resources

Date: April 8, 2015

To: Nicole Morris, Chief Deputy City Solicitor, Labor and Employment Group

From: Albert L. D'Attilio, Human Resources Director 

Subject: Amendments of Civil Service Regulations

In accordance with Section 8-407(a) of the Home Rule Charter, I am forwarding for your review the attached amendment of the Civil Service Regulations.

Civil Service Regulation 5 – Classification Plan

5.081 - Allocation Appeals

5.082 - Reallocation Review

Civil Service Regulation 9 – Examinations

9.018-1 Examination Accommodations for Documented Medical Reasons

Civil Service Regulation 10 - Eligible Lists

10.09 - Removal Of Names From Lists

Civil Service Regulation 12 - Limited-Term Appointments And Promotions

12.052 - Temporary Promotions Following Out-Of-Class Assignment

Civil Service Regulation 31 – Interim Regulations

31.57 - Effect On Pay Rates For Employees Of The Warrant Unit Of The First Judicial District Upon Appointment To The City Civil Service

Civil Service Regulation 6 – Pay Plan

6.1433 - Riverview Employees Assigned To Supervise Inmates – To be abolished

6.1441 - Employees Working On Emergency Response Program Team – To be abolished

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DEPARTMENT OF HUMAN RESOURCES
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APPROVED



4/8/15

DATE

5.08 - REALLOCATION OF POSITIONS. Whenever a position appears to be improperly allocated because of changes in departmental organization, in the duties or responsibilities, or for some other reason, the Director shall, upon his own initiative, or upon the written request of any interested party, investigate the duties and responsibilities of the affected position.

Following that investigation he/she may reallocate it to an appropriate class.

5.081 - ALLOCATION APPEALS.

5.0811 - Employee and Appointing Authority Appeal Procedure. If an employee believes his/her position has been improperly allocated or if an appointing authority believes a position to which he or she is authorized to appoint has been improperly allocated or reallocated, he/she may appeal to the Director to have the position reallocated. The procedure for such appeals shall be as follows:

5.08111 - A written appeal shall be prepared in duplicate on forms provided by the Director.

5.08112 - The appeal shall set forth the reasons therefor.

5.08113 - The appellant employee shall file the original of the appeal with the Director and the copy with the head of department, office, board, or commission with which he/she is employed. The appointing authority shall file the original of the appeal with the Director and also send a copy of the appeal to each employee affected.

5.08114 - The Director shall consider all such appeals and shall provide reasonable opportunity for each appellant and the appointing authority to be heard. 854641

5.08115 - The Director shall notify, in writing, the appellant, his or her representative and the appointing authority of his/her decision, which shall be final. 41

5.0812 - Retroactive or Effective Date. Any decision of the Director which allocates a position of an employee to a different class in the Classification Plan, shall be retroactive to the date of the adoption of the Classification Plan, provided that the appeal was filed with the Director within thirty (30) days of the adoption of such plan. Where the appeal was filed subsequent to thirty (30) days after the adoption of such plan, the decision of the Director shall be effective not earlier than the date the appeal was filed no later than the date of the decision, as he shall determine.

5.0813 - Appointing Authority Appeal Procedure. The appointing authority may request the reallocation of a position to which he is authorized to appoint by following the same procedure as provided for employee appeals. The appointing authority shall

~~send a copy of the appeal to each employee affected. Reasonable opportunity to be heard by the Director shall be provided to the employee and the appointing authority.~~

5.082 - REALLOCATION REVIEW. An employee, his/her representative or appointing authority, affected by a reallocation or denial of a request for reallocation, shall have the same right to make an application for reconsideration within thirty (30) days of notification by the Director of his/her decision.~~as is granted the appointing authority in the case of an original allocation by Section 5.04 of this Regulation, and~~ The procedure set forth in Section 5.081 of this Regulation shall apply to such application. The Director shall notify, in writing, the appellant, his/her representative and the appointing authority of his or her decision, which shall be final.

Any reallocation granted by the Director upon reconsideration shall become effective retroactive to the date that the Director shall determine but not earlier than the date of the reallocation request.

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DEPARTMENT OF LABOR
2015 APR 24 AM 11:47

Civil Service Regulation 9 – Examinations

To be amended as follows:

9.018-1 Examination Accommodations for Documented Medical Reasons

Reasonable accommodations for an examination may be provided for documented medical reasons. Candidates may request an accommodation for an examination by contacting the Office of Human Resources. Requests for accommodation must be submitted in writing and must be received by the Office of Human Resources no later than five calendar days before the scheduled examination date. The accommodation process is interactive and requires cooperation and communication between the candidate requesting an examination accommodation and the Office of Human Resources. Decisions will be made on a case-by-case basis using the requested and submitted documentation. The decision to grant, or to deny a request for an accommodation will be made by the Director. This decision shall be final and is not subject to appeal. Requests for accommodations received on or after the test date will not be accepted.

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DEPARTMENT OF STATE

2015 APR 24 AM 11:47

Civil Service Regulation 10 - Eligible Lists
To be amended as follows:

10.09 - REMOVAL OF NAMES FROM LISTS.

10.092 - The Director shall, with notice specified in Regulation 10.0942, remove the name of an eligible from an eligible list for any of the following reasons:

10.0921 - Failure to respond or report, within the time specified in the notice, to any inquiry of the Director concerning availability of employment.

10.0922 - Lack of any of the published requisite qualifications established by the Director for the examination for the position for which he or she applied.

10.0923 - Practice or attempt to practice any deception or fraud in his or her application, in his or her declarations in securing eligibility to compete in a civil service examination process.

10.0924 - For all classes except Police Officer Recruit and Deputy Sheriff Officer, three times waiving or declining an interview for or an appointment to permanent positions in the class for which the list was established to which he or she has been certified.

10.09241 - Two times waiving or declining an interview for or an appointment to permanent positions in the class of Police Officer Recruit or Deputy Sheriff Officer.

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Civil Service Regulation 12 - Limited-Term Appointments And Promotions

To be amended as follows:

12.052 - TEMPORARY PROMOTIONS FOLLOWING OUT-OF-CLASS ASSIGNMENT.

In the absence of an appropriate departmental eligible list, a temporary promotion as defined above may be authorized when an employee working in an out-of-class assignment continues to be so employed beyond sixty (60) working days. Credit for service in such out-of-class assignment will be granted as experience in examinations, unless prohibited by Regulation 9.0262.

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DEPARTMENT OF PERSONNEL

2015 APR 24 AM 11:47

Civil Service Regulation 31 – Interim Regulations

To be amended as follows

31.57 - EFFECT ON PAY RATES FOR EMPLOYEES OF THE WARRANT UNIT OF THE FIRST JUDICIAL DISTRICT UPON APPOINTMENT TO THE CITY CIVIL SERVICE.

Upon appointment to a civil service class, following employment in a regular full-time Warrant Unit position, each employee who is paid:

- a. at or above the pay rate equivalent to the first step in the pay range for the class to which his or her position has been allocated shall be paid at the same base pay rate as the employee was paid in the Warrant Unit position. The employee shall continue to receive that same pay rate until the employee is eligible for an earned pay step increase as defined by Regulation 6.0991. When the employee is eligible for the earned pay step increase, the employee's salary will be increased to the pay step in the pay range for his or her class that is closest to, but higher than the employee's salary at the time of appointment to the Civil Service class.
- b. lower than the first step in the pay range for the class to which his or her position has been allocated shall be paid at the first step of the pay range for the Civil Service class.
- c. in excess of the range prescribed for the class to which his or her position has been allocated shall not have that salary reduced. Such employees, however, shall not be eligible to receive any salary increases except in the event that general increases in salaries shall raise the maximum of the pay range above their present salary.

Civil Service Regulation 6 – Pay Plan

To be abolished:

6.1433 RIVERVIEW EMPLOYEES ASSIGNED TO SUPERVISE INMATES. Employees in the following classes located at the Riverview facility in the Department of Human Services who have been assigned the supervision of prison inmates shall for the duration of such assignment be compensated at the rate of pay of the corresponding pay step of the pay range one range higher than that of the class to which their position is allocated.

Food Service Manager
Custodial Work Crew Chief
Custodial Worker I
Custodial Worker II
General Departmental Worker
Laundry Worker
Stores Worker

6.1441 Employees Working On Emergency Response Program Team With Responsibility For Preventing And Minimizing The Consequences Of Chemicals That Pose A Significant Hazard To The Community In The Event Of An Accidental Release.

Employees working in departments that are subject to the Risk Management Program Rule of the Clean Air Act section 112, and that regularly utilize, as part of their work process, regulated substances listed by the Environmental Protection Agency that are known to cause or may reasonably be anticipated to cause death, injury, or serious adverse effects to human health or the environment if accidentally released, and who are assigned to an emergency response program team with responsibility for preventing and minimizing the consequences of chemicals that pose a significant hazard to the community in the event of an accidental release shall receive 3% additional compensation added to their base salary. The salary differential authorized by this regulation should be considered full compensation for the duties and responsibilities and employees will be eligible for no additional compensation for the performance of any duties that have served as the basis for the salary differential authorized by this regulation. The salary differential will be paid only as long as an employee serves as a member of an emergency response team mandated by the Clean Air Act. Only employees working in the departments, work units, classes and assignments specified by this regulation and responsible for handling the types and quantities of hazardous chemicals defined by the Clean Air Act are eligible to receive this additional compensation.

Departments:	Water Department	11:45 AM 12/14/2017
Units:	Baxter Water Treatment Plant, Belmont Water Treatment Plant, Northeast Water Pollution Control Plant, Southeast Water Pollution	11:45 AM 12/14/2017

	Control Plant, Queen Lane Treatment Plant (upon introduction to the treatment process of the type and quantity of sulfuric acid regulated by the Clean Air Act's Risk Management Plan Rule).
Classes:	Water Treatment Plant Operator (7E45), Water Treatment Plant Crew Chief (7E46), Machinery and Equipment Mechanic (7J15), Industrial Process Machinery Mechanic (7J34), Industrial Process Mechanic Group Leader (7J35), Water Pollution Control Plant Operations Supervisor (7E49), Water Pollution Control Plant Maintenance Supervisor (7J33), Water Maintenance Superintendent (7J32)
Assignment Chemicals:	Emergency Response Team—Chlorine, and all Clean Air Act Risk Management Plan regulated substances.

The provisions of this regulation shall be effective retroactive to January 1, 2002.

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