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# **RULES OF THE CIVIL SERVICE COMMISSION**

## **RULE I. DEFINITIONS**

The several terms hereinafter mentioned shall be construed as follows: “position” shall mean any office or employment, either occupied or vacant, calling for the performance of certain duties and the exercise of certain responsibilities by one individual either on a full-time or part-time basis; “class” shall mean a group of positions established under these rules sufficiently similar in respect to their duties and responsibilities, (a) that the same title may be used with clarity to designate each position allocated to the class, (b) that the same requirements as to experience, education, capacity, knowledge, ability and other qualifications should be required of the incumbents, (c) that the same tests of fitness may be used to choose qualified employees, and (d) that the same salary range can be applied with equity under the same or substantially the same employment conditions – a single position essentially different from all other positions in characteristics enumerated above may be considered as a class; “allocation” shall mean the designation of a position to a class of positions; “reallocation” shall mean the redesignation of a position from one class to another; “appointment” shall mean the designation by a legally constituted authority of a person to occupy a position, pursuant to the provisions of the charter; “employee” shall mean a person who is legally an incumbent of a position; “temporary appointment” shall mean the appointment for a limited period of time of a person whose name appears on an appropriate re-employment or employment list to a position in the classified service; “provisional appointment” shall mean the appointment for a limited period of time or until an appropriate re-employment or employment list is established of a person to a position in the classified service for which no appropriate re-employment or employment list exists; “advancement” shall mean a salary increase from one salary rate in a salary range to the next higher salary rate in the range for the class; “adjustment” shall mean a salary increase granted in order to bring the rate of pay of an employee into conformance with the salary range for the class to which his position is allocated; “assignment” shall mean the change of an employee from one position to another position in the same class and in the same department; “transfer” shall mean the change of any employee with permanent status from a position in one department to a position in the same class in another department; “promotion” shall mean a change of an employee with permanent status from a position in one class to a position in another class having a more remunerative salary range; “demotion” shall mean a change of an employee with permanent status from a position in one class to a position in another class having a less remunerative salary range; “termination” shall mean the separation from a position in the classified service of an employee who has been employed under either a provisional appointment, a temporary appointment or an emergency appointment; “lay-off” shall mean the separation from the service of an employee having probationary or permanent status where the position has been discontinued because of either lack of work or lack of funds.

## **RULE II. APPLICATIONS**

1. No person shall be admitted to an examination for any class of positions in the classified service, until he shall have filed an application under oath upon a form prescribed by the commission and accompanied by such certificates or other materials as may be prescribed.

The time within which applications to take the examination for any class of positions will be received shall be fixed by the personnel director and stated on the public announcement of each examination. In no case shall such a period be less than ten days.

The Personnel Director will seek information about an applicant's criminal history. Questions about an applicant's criminal history will be asked on a document that is to be completed after the applicant is determined to have met the minimum requirements for the examination and has been declared by the Personnel Director to be otherwise eligible to take the examination. The disclosure of criminal history must be done on a form separate from the initial application form and must be signed by the applicant. The initial application form will contain a disclosure that criminal history information will be sought later in the application or examination process and that criminal history information will be evaluated at the time.

2. The laws of the United States and the State of Connecticut will be followed as they address citizenship requirements for employment.

3. No application for examination shall be accepted, unless the applicant is within the age limitations fixed by the commission for entrance to the class or position to which he seeks to be appointed, or promoted, provided, however, that age limitations for examinations for teachers shall be determined by the superintendent of schools with the approval of the board of education.

4. The personnel director shall notify in writing any person whose application is rejected specifying the cause for the rejection. Upon receiving a written request from any person whose application is rejected the commission may give him an opportunity to show cause why such application should not be rejected, but announced examinations shall not be postponed or delayed for this reason.

### **RULE III. EXAMINATIONS**

1. All examinations shall be public and shall be practical in character and relate to such matters as will fairly test and determine the relative fitness and ability of persons actually to perform the duties of the class or position to which they seek appointment or promotion. Experience and education of applicants may be investigated and/or evaluated. Any tests or combination of tests may be employed which serve to establish the ends described in this paragraph.

2. The Commission shall determine what prerequisite qualifications of experience, education, training or otherwise must be possessed by any applicant before he will be eligible to compete in the examination for any class of positions, except that of teacher. Prerequisite qualifications for examinations for teachers shall be determined by the superintendent of schools, with the approval of the board of education.

3. Pursuant to the civil service provisions of the charter, the personnel director, as he may consider necessary to meet the needs of the service, shall plan and hold examinations for establishing employment lists for the various positions in the classified service. He shall determine the kind of tests to be used, the relative weight to be assigned to each test and fix the time and place of holding such tests. He shall see that proper public notice is given, that the necessary test material is prepared, that the applicants whose applications are accepted are notified of the time and place of the test, that rooms and other facilities are secured, that the work of the competitors is rated and that the resulting employment list is prepared and submitted to the commission. In planning and holding such tests the personnel director may obtain the assistance of persons not on the regular staff of the commission either within or without the classified service. When such persons are in the classified service it shall be deemed a part of their official duty to act as examiners without extra compensation.

3. (a) The functions of personnel director enumerated in section 3 shall pertain to examinations for teachers, subject, however, to the following exceptions: The superintendent of schools shall, with the approval of the board of education, determine and prepare the tests to be used and determine the relative weight to be assigned to each test and rate the work of the competitors.

4. After applicants have completed the initial application for examination, the Personnel Director will require candidates who are determined to be eligible for the examination to provide a complete criminal history on forms to be provided by the Bridgeport Civil Service. The Personnel Director will determine at what point in the examination process that the criminal history information will be gathered for each examination process. The Personnel Director will weigh the following factors in determining whether to remove an applicant with a criminal conviction from the examination process or from the employment list or from employment: the nature and seriousness of the offense; time elapsed since the conviction; age when convicted; the degree to which the conviction is related to the duties and responsibilities of the job and the bearing the conviction has on the applicants' fitness and ability to perform such duties

and responsibilities; evidence of rehabilitation and the interest of the City in protecting property and the welfare and safety of the public and employees.

Failure to fully disclose a criminal history, except as allowed by Connecticut or federal law, may result in disqualification from the exam process or termination of employment.

The Personnel Director shall have authority to administer these provisions and to make decisions concerning whether to disqualify a candidate or employee. Candidates may appeal the Personnel Director's decisions to the Civil Service Commission. In order to file such an appeal the candidate must notify the Personnel Director in writing within ten (10) days of notification of disqualification by the Personnel Director. The Commission shall have the authority to grant the appellant such relief as the Commission deems appropriate or to deny the appeal.

5. Where written examinations are required, they shall be so managed that no examination papers will disclose the name or identity of any applicant until the examination papers shall have been marked. The personnel director shall make the necessary provisions in connection with the conduct of examinations for such concealment.

Any competitor in any written examination who places any mark on his examination papers that will disclose his identity may be deprived of all benefits under such examination.

6. Each examination shall be rated on a scale of 100 and the relative weights of the different subjects shall be determined by the personnel director and set forth in the public announcement of the examination, provided, however, that the relative weights of the different subjects in examinations for teacher shall be determined by the superintendent of schools, with the approval of the board of education.

In order to pass any examination, a competitor is required to attain a percentage of 75 or over in each of the subjects which, pursuant to the public announcement, comprise the entire examination. The word "subjects" as used in this section shall mean the publicly announced component parts or divisions of any examination.

#### **RULE IV. FEES**

The Civil Service Commission shall have the authority to charge a reasonable administrative fee for application to compete in open competitive examinations. The administrative fee shall be ten dollars (\$10.00) for residents of the City of Bridgeport and forty dollars (\$40.00) for non-residents.

There shall be an exemption for waiver of the administrative fee for those applicants who are receiving Public Assistance or who can demonstrate hardship and inability to pay, to the Civil Service Commission.

## **RULE V. PROBATIONARY PERIOD**

1. To enable appointing officers to exercise sound discretion in the filling of positions, no appointment, employment or promotion in the classified service shall be deemed permanent, or final, until after the expiration of a period of probationary service of not less than three months and not more than six months.

2. During this probationary period the executive head of a department shall submit a fair and impartial report to the commission, on a form supplied by the commission, on the performance of each probationary appointee. Such performance reports shall be submitted at each of the following intervals: (a) two weeks after appointment, (b) one month after appointment and (c) each month thereafter until the end of the probationary period.

3. No person serving as a probationary appointee shall be laid off, suspended, given leave of absence from duty, transferred or reduced in pay or grade except for reasons which will promote the good of the service, specified in writing, and after an opportunity to be heard by the commission, and then only with its consent and approval.

4. At the end of the probationary period the permanent or final appointment of any appointee who shall have been deemed fit for appointment, employment or promotion, and who shall have satisfactorily performed the duties of the position during the probationary period, shall be determined by the executive head of the department, the personnel director and the majority of the commission.

## **RULE VI. SERVICE RATINGS**

1. As soon as practicable the personnel director, in cooperation with the departmental authorities, shall prepare standards of performance and output and a plan of service ratings for each class of positions in the classified service. The service rating plan shall provide a method for obtaining the required information and data from rating officers for the checking, analyzing and verifying of information and data dealing with the standards of performance and relative ability of the employees working under the supervision of such rating officers and the factors on which employees are to be rated. These factors may include the quantity and quality of the work performed, the manner in which the work has been performed, observance by the employee of departmental regulations and procedure and any other factors which the personnel director may deem significant. The performance standards and the rating plan shall become effective upon their adoption by the commission.

2. In accordance with the standards and plan therein provided and from such investigations as may be considered necessary there shall be established and maintained records showing the service ratings of employees to be used in determining, along with seniority of service, the order of lay-off, in discovering whether an employee is increasing or decreasing in usefulness, in aiding supervising employees to discover and correct deficiencies of employees under their supervision, in promotion examinations, in determining the order of names on re-employments lists, in making salary adjustments upward and downward, and in such other manner as may be found desirable and in the interests of the service.

3. Reports of service ratings or of information to be used as a basis for service ratings shall not be required for any employee or group of employees from any appointing authority without his consent more often than once in three months.

4. Any employee, upon application to the personnel director at any time during working hours, may inspect his own service ratings. With the consent of the personnel director he may also inspect any reports regarding him or his services by his supervisory officers. The service records of employees shall be open to inspection by appointing authorities at any time during office hours and to such other persons as the commission may direct.

## **RULE VII. SEASONAL POSITIONS**

1. Any position in the classified service which requires, or is likely to require, the services of an incumbent during certain parts of each year only, at recurring periods, shall be designated as a seasonal position. Any person lawfully appointed to or employed in a seasonal position, who has been separated therefrom by the discontinuance thereof, shall be entitled to re-employment in the same position at the next recurring period unless such an employee is at that time ineligible for further employment under the charter or these rules. From among those eligible for re-employment in seasonal positions the person with the highest service rating during the period of his last employment, shall be first employed.

## **RULE VIII. SEPARATIONS**

1. Whenever any employee holding a permanent position in the classified service has performed his duties satisfactorily and has been on authorized leave of absence and is ready to return to duty when a position in the class is open, or has resigned in good standing and has withdrawn his resignation with the approval of the commission and the department authorities under whose jurisdiction he was employed within six months from the date of its acceptance without being restored to his position, the personnel director shall, on the written request of the employee cause his name to be placed on the re-employment list for the appropriate class for a maximum period of two years from the date of his request. The names shall be arranged on the re-employment list for each class in the order of the date of the requests for re-employment; they shall not take precedence over any names on the list by reason of layoff at the time that a position is vacant.

## **RULE IX. CLASSIFICATION**

1. The classes of positions as named and described in “The Specifications for the Classified Service” dated December 12, 1936 shall constitute the classification plan for positions in the classified service, except positions of teacher. After a study of the duties and responsibilities of any position or group of positions by the personnel director and report thereon, the commission may hereafter establish new classes, abolish any existing class, or combine two or more classes, as the exigencies of the public interest may require, without however modifying the classification plan as a whole. But no power shall vest in the commission to abolish any position except as provided in section 6, subdivision (c) of this rule. Nothing in this rule shall apply to the positions of teacher.

2. The personnel director shall establish and maintain in the office of the commission in a form convenient for reference an accurate, complete and up-to-date copy of the classification specifications for every class of positions in the classified service. This copy of the classification specifications shall be open to inspection by the public under reasonable conditions during business hours. These specifications shall include: (a) the title of the class; (b) a statement of the duties performed and the responsibilities exercised in each class of positions; (c) example of tasks performed by employees holding positions within the class; and (d) the minimum qualifications required of an incumbent for the satisfactory performance of such duties and tasks and the exercise of such responsibilities.

3. With the approval of the commission the personnel director may revise and amend the specification for any class in the classified service for purposes of precision or to conform to changed conditions making it desirable to alter the scope of such specification. But no such revision or amendment may be made affecting the minimum qualifications as to experience and education without the approval of the common council; if the common council fails to act on such proposed revision or amendment within thirty days of receipt thereof, then such failure to act shall be legally equivalent to approval.

4. The specifications for the various classes are hereby declared to have the following force and effect:

(a) The specifications are descriptive only and are not restrictive. They are intended to indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities and qualification requirements and are not intended to prescribe what these details in respect to any position shall be. The use of a particular expression or illustration as to duties, qualification requirements or other attributes is to be construed only in the sense of being typical of the class and shall not be held to exclude others not mentioned if such others are similar as to kind and quality.

(b) In determining the class to which any position shall be allocated the specifications for each class shall be considered as a whole. Consideration is to be given

to the general duties, the specific tasks, the responsibilities, the required and desirable qualifications and the relationship to other classes, as affording a picture of the positions that the class is intended to include.

(c) The class title as far as possible is intended to be suggestive of the kind of work performed by the incumbent of the position that properly falls within the class and indicative of rank. The remainder of the specification indicates the official meaning of the class title.

(d) The statement of duties and responsibilities shall be construed as a general description of the kind of work involved in a position that properly falls within the class, and not in any sense as prescribing what the duties of any position shall be, nor as limiting the expressed or implied power of the authority now or hereafter vested with the right to prescribe or alter the duties or responsibilities is made, except for a temporary period or by the addition of duties that are incidental to the main employment, such change shall, in accordance with section 6, subdivision (a) of this rule, be reported to the personnel director for consideration with a view to a possible reclassification or reallocation of the position.

(e) The typical tasks shall be construed as examples only, illustrative of the duties as outlined by the general statement. These examples are not intended to be complete or exclusive and the fact that the actual tasks performed by the incumbent of a position do not appear therein shall not be taken to mean that the position is necessarily excluded from the class provided that the tasks constituting the main work or employment are duly covered by the general statement of the duties. Any one example of a typical task taken without relation to the general statement of duties and all other parts of the specifications shall not be construed as determining whether a position should be allocated to the class.

(f) The statement of qualification requirements constitutes an integral part of the description of the kind of employment by expressing the minimum qualifications expected of any new appointee if he is to perform the work properly, and is to be so construed and not as imposing in itself any new or additional requirement for the filling of positions. Qualifications such as are properly required in common of all or many offices or positions, such as good physical condition, freedom from disabling defects, citizenship, suitable age, honesty, sobriety, and industry, although they are not specifically mentioned in the specifications, are to be considered as a part of the qualification requirements.

5. As soon as practicable after this rule becomes effective the personnel director with the approval of the commission shall allocate each position now in the classified service to its proper class in the classification plan. The incumbent of any position on October 3, 1935, if he legally acquired tenure of office under the civil service provisions of the charter, shall thereafter be deemed to have in such position under its new title the status and all rights and obligations he would have had if he had been appointed originally to the position under its new classification title. The tenure of persons in such

positions shall not be affected in any manner by the question of whether or not they meet the minimum qualification requirements established in the specifications of the classes to which their positions are respectively allocated.

6. (a) No substantial change in the duties and/or responsibilities of an existing position which will involve a reallocation of the position to a higher or a different class shall be made, except for a temporary period of less than four months, unless and until the head of the department in which the position is located shall report such fact to the personnel director and transmit a full statement of the circumstances and a full description of the duties, responsibilities, and qualification requirements of the position, on a form supplied by the commission.

(b) In order that the correct classification or allocation of each new permanent position can be determined before the position is established, whenever the appointing authority of any department desires to establish such a position he shall present to the personnel director a full statement of the proposed duties and responsibilities of the new position, the conditions which make its establishment necessary, the qualifications which should be required of an incumbent, and his recommendations respecting the title and rates of compensation.

(c) Whenever the appointing authority of any department desires to fill an existing vacant position in the classified service or to establish a new permanent position in the classified service, the personnel director shall make or cause to be made an investigation of the need for such position and report his findings to the commission. If upon consideration of the facts the commission determines that the work of the department cannot be properly and effectively carried on without the position, it shall approve the filling of the existing vacant position or it shall classify and allocate the new position to the proper class after the position has been established by the lawful authority. If the commission determines that the position is not necessary and that the work of the department can be properly and effectively carried on without the position, it shall promptly transmit such determination to the common council. Such determination by the commission shall be final until and unless the common council within two months of the date of such disapproving action by the commission shall by its duly enacted resolution approve the filling or establishment of such position. In such event the final action of the common council shall be promptly transmitted to the commission and the position or positions therein approved shall be filled pursuant to law.

7. The personnel director shall from time to time make investigations of any or all positions in the classified service and on the presentation of the results of such investigation, the commission may, in accordance with these rules, make changes in the allocation of positions whenever, in its opinion, the facts are such as to warrant such action.

8. Whenever a position is allocated or reallocated to any class, the title of such class shall forthwith become the title of such position and shall henceforth be used in all

records, communications, documents, reports, and processes having reference to such position.

9. (a) If a position at any time is reallocated to a different class to correct an error in the existing allocation of the position, the incumbent shall continue in the position without test or other proof of his fitness.

(b) If by reason of changed duties and responsibilities a position at any time is reallocated to another class for which the minimum rate of compensation is no higher, the incumbent may, upon the recommendation of the personnel director, approved by the commission, continue in the position without test or other proof his fitness. Otherwise a position reallocated by reason of changed duties and responsibilities shall be filled by certification from the appropriate re-employment or employment list.

10. (a) Within one month after a position has been allocated or reallocated the employee occupying the position shall be entitled to the right of appeal to the commission for reconsideration of the allocation of the position upon one of the following grounds, which must be alleged and shown as a prima facie probability, namely, that the position was erroneously allocated either because of an error on the part of the personnel director and the commission or because the personnel director and the commission had not been placed in full possession of the facts. Such an appeal must be in writing on a form supplied by the commission. Before final action is taken on an appeal the appellant's department head shall be given an opportunity to present information pertinent to the case.

(b) If the commission finds that the position was erroneously allocated, because of one or both of the causes mentioned in subdivision (a) of this section, it shall direct the personnel director to allocate the position to its appropriate class, report such new allocation to the department concerned, and notify the employee of its action.

## **RULE X. COMPENSATION**

1. The compensation schedules showing the rates of compensation for the various classes of positions in the classified service as set forth in "The Compensation Plan for the Classified Service" dated February 26, 1937, and with such amendments as may be made from time to time, shall constitute the compensation plan for the classified service, except for classes of positions of teacher. These rates of compensation are gross rates and are subject to any salary waiver that may become effective. Nothing in this rule shall apply to the compensation of teachers.

2. (a) All schedules represent the standard rates of pay for full time employment, annual rates being for the regular established working hours for each particular class of positions in the office or other establishment wherein the employment is had, unless exceptions to the contrary are specifically stated.

(b) Where employment in a position for which annual rates are prescribed is on a part time basis, i.e. less than the regular established number of hours a day, or days a week, the proportionate part of the annual rate for time actually employed shall be held to be the established rate unless a specific rate of compensation or fee is approved by the commission.

(c) The rates of pay are stated in terms of dollars per year, except where specifically indicated in terms of dollars per day or cents per hour; but it shall be permissible to pay such compensation on any other time basis when, in the opinion of the commission, it is in the best interests of the service.

(d) The rates of pay represent the total remuneration to be paid to employees, including compensation in every form, but not including reimbursement of actual and necessary expenses authorized and incurred as incident to employment, and not including any authorized payment for any authorized extra or additional service rendered by any employee beyond the regular established hours, whether related to the regular duties of the employee or of a distinct and unrelated character. After investigation by the personnel director and report thereon, the commission shall designate what positions shall be allowed compensation for overtime and for positions so designated, compensation for overtime shall be computed so that the rate of pay for such overtime shall not exceed the rate of pay received by the employee for work done during the regular established hours.

(e) Where allowances to employees are provided, such as meals, lodging, or other allowances, including maintenance provided for others on the employee's behalf, such items of compensation in kind shall be treated as part payment of the salary prescribed, to be deducted from the money salary actually payable, to the extent of their cash value as appraised by the comptroller and approved by the commission.

(f) Where part of the compensation of the incumbent of a position, exclusive of overtime, is paid by a source other than the city, such payments shall be deducted from the compensation due at the prescribed rate of payment of the employee concerned.

3. In case the rate of pay for any employee holding a position in the classified service is not at the time of adoption or amendment of any compensation schedule in accordance with one of the rates prescribed in the compensation schedule for the class to which the position is allocated, but is less than the maximum of such schedule, the rate shall, as soon as practicable, be made to accord with the next higher rate in the compensation schedule for the class, such adjustment to be made upon the recommendation of the appointing authority and approval of the commission. The compensation of any employee having tenure under the civil service provisions of the charter even though he may be receiving compensation in excess of the maximum rate for his class shall not be reduced except as provided in section 4 subdivision (e) of this rule.

4. The rates of pay in the compensation plan are hereby declared to have the following force and effect for positions in the classified service:

(a) The fact that an employee has served after permanent appointment for the minimum required period before advance in compensation may be had, shall not in itself be interpreted as requiring an advance in compensation or as entitling an employee as a matter of right to any advance in compensation.

(b) The lowest or minimum rate of pay for any class is the entrance rate, payable to any person on the first appointment to a position allocated to the class. If, however, a person occupying a position in the classified service and having tenure under the civil service provisions of the charter is transferred, demoted or promoted or a former employee is appointed from a re-employment list to a position in the class he may, with the approval of the commission, enter the position at the same rate of pay he has been receiving, if there is such a rate in the compensation schedule and if not at the rate next higher than his former rate. In no case shall such an employee receive in excess of the maximum rate for the class to which he is transferred, demoted or promoted or in which he is re-employed.

(c) The compensation paid to the incumbent of any position allocated to any class shall not exceed the highest or maximum rate of pay in the schedule for such class, but any employee having tenure under the civil service provisions of the charter whose rate of pay at the time of the adoption or amendment of any compensation schedule applying to his class exceeds the maximum thus prescribed may continue at the same rate of compensation during his incumbency unless such compensation is reduced in accordance with subdivision (e) of this section.

(d) Advancement in compensation for the classified service, unless specifically approved by the commission as of some other date, shall be effective either as of April first or October first of each year. In no case shall advancement in compensation be retroactive. Advancement from the minimum to the maximum rate shall be by successive steps and after completion of at least twelve months of meritorious service at the next lower rate, except that a person receiving probationary appointment on or after April 1, 1961, to a position in a class where the minimum step in the salary range

is \$4,000 a year or less, may be advanced one salary step within his salary range upon satisfactory completion of the six months probationary period. Thereafter, for those classes where the minimum step in the salary range is \$4,000 a year or less, advancement shall be effective either as of April first or October first, after completion of a least six months of meritorious service at the next lower step.

No advancement in the compensation of any employee from rate to rate shall become effective unless it is specifically recommended by the appointing authority and approved by the commission and the necessary funds therefore have been appropriated; no such advancement shall be approved by the commission unless such advancement is recommended by the appointing authority and unless the service ratings of such employee show that he has maintained a standard of attendance and efficiency satisfactory to the commission while employed in his present position and at his present rate of pay. When no service ratings are available, the commission may accept certification of the appointing authority as to the employee's attendance and standard of performance of duty. Appointments at a rate other than the specified entrance rate or advances in compensation more frequent than as herein provided or in amounts greater than are indicated in the schedules may be authorized by the commission when a shortage of qualified eligibles for specific classes or when emergency conditions exist. In no case, however, shall such appointments or advances in compensation be approved until the personnel director has made or has caused to be made a study of the proposed appointment or advancement and has reported in writing his findings and recommendations to the commission. Each such action of the commission shall be entered in its minutes, together with the reasons therefor.

(e) Decreases in the rate of compensation for any employee receiving more than the minimum rate for the class may be made at any time upon the recommendation of the appointing authority supported by such evidence showing the reasons for the proposed decrease as the commission may require. No such decrease in compensation, however, shall become effective until the personnel director has made or has caused to be made an investigation of the facts surrounding the case and has reported the results thereof to the commission and such proposed decrease has been approved by it. Before any such decrease becomes effective the employee concerned shall be entitled to a hearing before the commission. Such decrease as is approved may be made to any lower rate in the schedule for the class.

5. Where a position of a given class is reallocated to a different class in order to correct an error made by the personnel director and the commission in allocating the position or where a position of a given class is reallocated to a different existing class on account of a change in the duties and/or responsibilities of the position since it was last allocated and there is no change of incumbency, the initial pay of the employee under such reallocation shall be determined as in the case of a transfer, demotion, or promotion as set forth in section 4 subdivision (b) of this rule.

6. Where the title of a class specification is changed in accordance with section 3 of Rule IX, the salary schedule adopted for the class under its former title shall remain the salary schedule for the class under its new title.

7. Whenever a new class is established or the scope of an existing class is materially changed in accordance with section 1 of Rule IX, the personnel director shall make appropriate investigation and recommend to the commission a salary schedule for the class. After a public hearing the commission shall adopt, modify, or reject the schedule recommended. Such salary schedule when unanimously approved by the commission, by the common council by a majority vote and by the mayor, shall constitute a part of the compensation plan then in effect. In the interim pending the official establishment of a salary schedule for any class or position the salary to be paid shall be that determined by the Civil Service Commission.

## **RULE XI. TEACHER CLASSIFICATION**

1. The classes of positions as named and described in “The Classification Plan for the Teaching Service” dated February 14, 1940, approved and adopted at a meeting of the board of education held on March 9, 1940, shall constitute the classification plan for positions of teacher in the classified service. After a study of the duties and responsibilities of any position or group of positions, the board of education may hereafter establish new classes, abolish any existing class, or combine two or more classes, as the exigencies of the public interest may require.

2. The board of education shall transmit immediately to the civil service commission a certified copy of the classification plan and of any subsequent amendments to the classification plan, so that there may be maintained in the office of the civil service commission in a form convenient for reference an accurate, complete and up-to-date copy of the classification specifications for every class of positions of teacher. This copy of the classification specifications shall be open to inspection by the public under reasonable conditions during business hours. These specifications shall include: (a) the title of the class; (b) a statement of the duties performed and the responsibilities exercised in each class of positions; and (c) the minimum qualifications required of an incumbent for the satisfactory performance of such duties and tasks and the exercise of such responsibilities.

3. The board of education may review and amend the specifications for any class of teacher for purposes of precision or to conform to changed conditions making it desirable to alter the scope of such specification. A certified copy of any such revisions or amendments shall be transmitted immediately to the civil service commission.

4. The specifications for the various classes are hereby declared to have the following force and effect:

(a) The specifications are descriptive only and are not restrictive. They are intended to indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities and qualification requirements and are not intended to prescribe what these details in respect to any position shall be. The use of a particular expression or illustration as to duties, qualifications, requirements or other attributes is to be construed only in the sense of being typical of the class and shall not be held to exclude others not mentioned if such others are similar as to kind and quality.

(b) In determining the class to which any position shall be allocated the specifications for each class shall be considered as a whole. Consideration is to be given to the general duties, the specific tasks, the responsibilities, the required and desirable qualifications and the relationships to other classes, as affording a picture of the positions that the class is intended to include.

(c) The class title as far as possible is intended to be suggestive of the kind of work performed by the incumbent of the position that properly falls within the class and indicative of the rank. The remainder of the specification indicates the official meaning of the class title.

(d) The statement of duties and responsibilities shall be construed as a general description of the kind of work involved in a position that properly falls within the class, and not in any sense as prescribing what the duties of any position shall be, nor as limiting the expressed or implied power of the authority now or hereafter vested with the right to prescribe or alter the duties of any positions, provided, however, that where a substantial change of duties or responsibilities is made, except for a temporary period or by the addition of duties that are incidental to the main employment, such change shall be reported by the superintendent of schools to the board of education for consideration with a view to possible reclassification or reallocation of the positions.

(e) The statement of qualification requirements constitutes an integral part of the description of the kind of employment by expressing the minimum qualifications expected of any new appointee if he is to perform the work properly, and is to be so construed and not as imposing in itself any new or additional requirements for the filling of positions. Qualifications such as are properly required in common of all or many offices or positions, such as good physical condition, freedom from disabling defects, citizenship, suitable age, honesty, sobriety and industry, although they are not specifically mentioned in the qualifications, are to be considered as part of the qualification requirements.

5. As soon as practicable after the classification plan for positions in the teaching service has been adopted, the board of education, after considering the recommendations of the superintendent of schools, shall allocate each position of teacher to its proper class in the classification plan. The incumbent of any position on October 3, 1935, if he legally acquired tenure of office under the civil service provisions of the charter, shall thereafter be deemed to have in such position under its new title the status and all rights and obligations he would have had if he had been appointed originally to the position under its new classification title. The tenure of persons in such positions shall not be affected in any manner by the question of whether or not they meet the minimum qualification requirements established in the specifications of the classes to which their positions are respectively allocated.

6. No substantial change in the duties and/or responsibilities of an existing position of teacher which will involve a reallocation of the position to a higher or different class shall be made, except for a temporary period of less than four months, unless and until the superintendent of schools shall report such fact to the board of education and transmit a full statement of the circumstances and a full description of the duties, responsibilities and qualification requirements of the positions.

7. The superintendent of schools shall from time to time make investigations of any or all positions of teacher in the classified service and on the presentation of the

results of such investigation, the board of education, may in accordance with these rules, make changes in the allocation of positions whenever, in its opinion, the facts are such as to warrant such action.

8. Whenever a position is allocated or reallocated to any class, the title of such class shall forthwith become the title of such position and shall henceforth be used in all records, communications, documents, reports and processes having reference to such position. Immediate report in writing shall be given to the civil service commission by the board of education of all allocations and reallocations of positions of teacher.

9. (a) If a position at any time is reallocated to a different class to correct an error in the existing allocation of the position, the incumbent shall continue in the position without test or other proof of his fitness.

(b) For convenience, the group of classes entitled Teacher of Academic Subjects will be referred to herein as the Academic Group, the group of classes entitled Industrial Arts Teacher will be referred to herein as the Industrial Group, and the group of classes entitled Commercial Teacher will be referred to herein as the Commercial Group. If by reason of changed duties and responsibilities a position at any time is reallocated to a different class, the position shall be filled by certification from the appropriate re-employment or employment list. A re-employment list established for any specific class in the Academic Group shall be considered appropriate by the civil service commission for use in certifying to fill a bona fide vacancy in any other specific class in that group, provided the person so certified has a valid limited or permanent certificate issued by the State Board of Education endorsed for the subject or field indicated by the class title of the existing vacancy. A re-employment list established for any specific class in the Industrial Group shall be considered as appropriate by the civil service commission for use in certifying to fill a bona fide vacancy in any other specific class in that group, provided the person so certified has a valid limited or permanent certificate issued by the State Board of Education endorsed for the subject or field indicated by the class title of the existing vacancy.

(c) The board of education may authorize the superintendent of schools to permit an employee occupying with tenure a position in a class within (i) either the Academic or Commercial Groups or in (ii) the Industrial Group provided that (1) pupil enrollment is clearly such that there is no other feasible way to give the employee a full teaching program, (2) these other duties constitute only a minor part of the employee's teaching program, and (3) the employee has a valid limited or permanent certificate issued by the State Board of Education to teach this subject or field.

10. (a) Within one month after a position has been allocated or reallocated the employee occupying the position shall be entitled to the right of appeal to the civil service commission from the allocation of the position upon one of the following grounds, which must be alleged and shown as a prima facie probability, namely, that the position was erroneously allocated either because of an error on the part of the board of education or because the board of education had not been placed in full possession of the

facts. Such an appeal must be in writing on a form supplied by the civil service commission. Before final action is taken on an appeal the board of education shall be given an opportunity to present information pertinent to the case.

(b) If the civil service commission finds that the position was erroneously allocated, because of one or both of the causes mentioned in subdivision (a) of this section, it shall so notify the board of education which shall thereupon allocate the position to its appropriate class and shall notify the employee of its action.

**RULE XII. OATH OF OFFICE**

1. Each person appointed to an office or position in the classified service pursuant to the civil service provisions of the charter shall make and execute, before a competent authority, an oath for the faithful and impartial discharge of the duties of such office or position and the form of the oath shall be as follows: "I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of the State of Connecticut, that I will not advocate or support any alterations in or amendments to either of them by other than strictly lawful means, that I will faithfully and impartially discharge, according to law, the duties of the office or position of ..... To the best of my ability and judgment and that I take this oath without any mental or other reservations whatever; so help me God." A certificate of such oath under the hand of the authority administering it, and in a form furnished by the commission, shall be lodged and kept on file in the office of the civil service commission.

2. Such oath shall be made not later than seventy-two hours after the person begins work. A person failing to make and execute such oath shall not be employed in the classified service and the civil service commission shall not certify the pay of any appointee failing to make the required oath.

### **RULE XIII. SENIORITY**

1. There shall hereafter be a system of seniority within the framework of the Civil Service for all permanent employees of the City of Bridgeport. For purposes of this section only, a provisional or probationary employee shall be considered as a permanent employee provided he held a permanent appointment in another class at the time he received such provisional or probationary appointment.

2. Seniority shall be deemed to mean length of service to the municipality by job classification. Such seniority shall apply to the employee's rights in cases of layoffs, re-employment, transfer and vacation. If a permanent employee is laid off in a particular job classification, he shall enjoy seniority rights in connection with prior classifications held by him with the City of Bridgeport. The definition of "transfer" shall be that which is contained in Rule I of the Civil Service Commission's rules.

In computing an employee's length of service for a prior classification, the time spent in all classifications in which he worked shall be used.

3. No employee shall be considered to be eligible for any benefits under this rule if the average of his service record rating for the three immediately previous years is below the minimum satisfactory grade of 75%.

4. A permanent employee claiming a violation of his seniority rights in any one of the areas enumerated shall have the right to file a written appeal to the Civil Service Commission within a period of ten days after the claimed violation.

5. Any permanent employee who has been laid off in accordance with the above shall automatically have his name placed on a re-employment list for a maximum period of two years from the effective date of the layoff. In the event an employee is retained in the employ of the City in a lower class because of his rights under paragraph 2 above, his name will still be placed on the re-employment list, for consideration under this section. Any employee who has been laid off shall have his name placed on the appropriate re-employment list in the reverse order of the order in which he was laid off.

6. An employee's seniority shall not be reduced by time lost because of absence due to illness or authorized leave of absence. In the event that an employee is reinstated after a resignation, his time out of the City's employ shall be deducted from his seniority.

7. Any employee whose name is on a re-employment list who shall fail to return to work with the City within a period of 2 weeks from the time he is offered a position shall have his name removed from the list.

#### **RULE XIV. EXAMINATION REVIEW PROCEDURES**

1. Every candidate shall have the opportunity to review his examination papers during the one month period after the date of announced results.
2. The papers will be open to inspection during the period of 9:00 a.m. to 1:00 p.m., Monday thru Friday.
3. Every inspection period will be monitored by the staff of the Civil Service office.
4. No candidate will be allowed to copy questions or take any written material from the review room.
5. Time allowed for review will be equal to the time allowed for taking the test. (example: test time is three hours, then review time not to exceed three hours) No candidate will be allowed more than two visits to review papers.

## **RULE XV. RESIDENT PREFERENCE**

An individual domiciled in the City of Bridgeport who receives a passing mark on an open competitive examination shall have 10% added to their passing grade in determining his or her order or rank in the eligibility list, said points shall be in addition to any applicable veterans preference points. To obtain such credit, an applicant shall have filed proof of domicile on or before the date of examination. To be eligible to obtain said credit such proof must show that the individual was domiciled in the City of Bridgeport at the date of the announcement of the examination and at the date of certification for hire. Domiciled is defined to be that place where an individual has his/her true, fixed and permanent home and to which whenever the individual is absent he/she has the intention of returning.

Any individual who falsely reports their domicile as the City of Bridgeport, CT, who is domiciled outside the City of Bridgeport, CT, will not receive the preference points, will be prohibited from competing in any future Civil Service examinations and will be subject to the penalties set forth in Section 221 of the City Charter.

## **RULE XVI. TIME LIMIT TO BRING APPEAL**

### **Time limit to bring appeal, petition, or complaint to the Civil Service Commission.**

No appeal, petition, or complaint by a citizen, employee or candidate authorized under Civil Service Provisions of the Charter of the City of Bridgeport including but not limited to sections 206, 212 and 213 shall be brought but within 30 days from the date of when the act, incident and/or event is first sustained or discovered or in the exercise of reasonable care should have been discovered, and except in no event shall any appeal or complaint be brought more than 120 days from the date the act, incident or event occurred.

This rule does not preclude the personnel director or the commission from investigating any events, acts or incidents that may be in violation of Civil Service Provisions of the Charter of the City of Bridgeport and/or these Rules.