

ORDINANCE NO. C-47-85

AN ORDINANCE TO PROVIDE FOR CHANGES IN THE POWERS AND PROCEDURES OF THE GROVE CITY CIVIL SERVICE COMMISSION AND TO MAKE THESE CHANGES A PART OF CHAPTER 155 OF THE CODIFIED ORDINANCES OF THE CITY ENTITLED "CIVIL SERVICE COMMISSION"

WHEREAS, Section 4.04 of the Charter of the City of Grove City entitled "Civil Service Commission" provides as follows: "Unless otherwise provided by Council, this Board shall have all the power and authority conferred on such boards by general State Law and shall conduct its affairs in a manner provided by such State Laws".; and

WHEREAS, it has become necessary under the authority of the Charter Section 4.04 for the council to provide deviation from the provisions of General State Law in the following particulars; and

WHEREAS, an emergency exists that it is necessary for the immediate preservation of the safety and welfare of the citizens of Grove City that such changes should be accomplished immediately in that these changes directly affect the efficient operation of the Grove City Police Department.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT

SECTION 1. The following sections are hereby adopted and made a part of Chapter 155 of the Codified Ordinances of the City:

155.01 DEVIATION FROM THE STATE LAW

The following set of Civil Service Rules and Regulations are hereby adopted in accordance with the authority conferred upon the Municipal Civil Service Commission of the City of Grove City by Section 10 of Article XV of the Constitution of the State of Ohio, Section 124.40 of the Revised Code, and, by the City of Grove City, City Charter, Section 4.04 and 4.05, with the following changes to:

Section 124.23 of the Ohio Revised Code
Examinations; preferences' seniority

Section 124.27 of the Ohio Revised Code
Appointments; certified and provisional;
probationary period

Section 124.44 of the Ohio Revised Code
Promotion of patrolman

155.02 Examinations; Preferences: Seniority

All applicants for positions and places in the classified service shall be subject to examination, which shall be public and open to all citizens of the United States and those persons who have legally declared their intentions of becoming United States citizens, within certain limitations to be determined by the Grove City Civil Service Commission, as to citizenship, residence, age, experience, education, health, habit, and moral character.

Such examination may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical or psychological fitness. Examinations shall consist of one or more tests in any combination. Tests may be written, oral, physical, demonstration of skill, or an evaluation of training and experiences and shall be designed to fairly test the relative capacity of the persons examined to discharge the particular duties of the position for which appointment is sought. Where minimum or maximum requirements are established for any examination they shall be specified in the examination announcement.

The Commission shall have control of all examinations, except as otherwise

provided in Sections 124.01 to 124.64 of the Revised Code of Ohio. No questions in any examination shall relate to political or religious opinions or affiliations. No credit for seniority, efficiency, or any other reason shall be added to an applicant's examination grade unless the applicant achieves at least the minimum passing grade on the examination without counting such extra credit. Reasonable notice of the time, place, and general scope of every competitive examination for appointment to a position in the civil service, except as otherwise provided in such sections, shall be given by the Commission. Written or printed notices of every examination of the classified service shall be posted in conspicuous public places in the City Hall of the City and Southwestern City School District's Administrative offices for at least two weeks before any examination.

155.03 Appointments: Certified and Provisional; Probationary Period

The head of a department, office, or institution in which a position in the classified service is to be filled, shall notify the Commission of the fact and the Commission shall, except as otherwise provided in this section and Sections 124.30 and 124.31 of the Revised Code of Ohio, certify to the appointing authority the names and addresses of the twelve candidates standing highest on the eligible list for the class or grade to which the position belongs; provided that the Commission may certify less than twelve names if twelve names are not available. When less than twelve names are certified to an appointing authority, appointment from that list shall not be mandatory.

The appointing authority shall notify the Commission of such position to be filled, and he shall fill such position by appointment of one of the twelve persons certified to him. If more than one position is to be filled, the Commission may certify a group of names from the eligible list and the appointing authority shall appoint in the following manner: Beginning at the top of the list, each time a selection is made it must be from one of the first twelve candidates remaining on the list who is willing to accept consideration for the position. If an eligible list becomes exhausted, and until a new list can be created, or when no eligible list for such position exists, names may be certified from eligible lists most appropriate for the group or class in which the position to be filled is classified.

A person certified from an eligible list more than three times to the same appointing authority for the same or similar positions, may be omitted from future certification to such appointing authority, provided that certification for a temporary appointment shall not be counted as one of such certifications. Appointments to all positions in the classified service, that are not filled by promotion, transfer, or reduction, as provided in Sections 124.01 to 124.64 of the Revised Code, and the rules of the Commission prescribed under such sections, shall be made only from those persons whose names are certified to the appointing authority, and no employment, except as provided in such sections shall be otherwise given in the classified service of this State or any political subdivision thereof.

All original and promotional appointments, including provisional appointments made pursuant to Section 124.30 of the Revised Code, shall be for a probationary period of one year except original appointments to a police department as a policeman or policewoman, or to a fire department as a fire fighter which shall be for a probationary period of one year and no appointment or promotion is final until the appointee has satisfactorily served his probationary period. Service as a provisional employee in the same or similar class shall be included in the probationary period. If the service of the probationary employee is unsatisfactory, he may be removed or reduced at any time during his probationary period after completion of sixty days or one-half of his probationary period, whichever is greater. If the appointing authority's decision is to remove the appointee, his communication to the Commission shall indicate the reasons for such decision. Dismissal or reduction may be made under provisions of Section 124.34 of the Revised Code during the first sixty days or first half of the probationary period, whichever is greater. Any person appointed to a position in the classified service under Section 124.01 to 124.64 of the Revised Code, except temporary and exceptional appointments, shall be or become forthwith a resident of Franklin County, Ohio.

155.04 Promotion of Patrolman

No positions above the rank of patrolman in the police department shall

be filled by original appointment. Vacancies in positions above the rank of patrolman in a police department shall be filled by promotion from among persons holding positions in a rank lower than the position to be filled.

No position above the rank of patrolman in a police department shall be filled by any person unless he has first passed a competitive promotional examination. Promotion shall be by successive ranks so far as practicable, and no person in a police department shall be promoted to a position in a higher rank who has not served at least thirty-six months in the next lower rank. No competitive promotional examination shall be held unless there are at least two persons eligible to compete. Whenever the Commission determines that there are less than two persons, holding positions in the rank next lower than the position to be filled, who are eligible and willing to compete, such Commission shall allow the persons holding positions in the then next lower rank who are eligible to compete with the persons holding positions in the rank lower than the position to be filled. An increase in the salary or other compensation of anyone holding a position in a police department, beyond that fixed for the rank in which such position is classified, shall be deemed a promotion, except as provided in Section 124.491 of the Revised Code. Whenever a vacancy occurs in the position above the rank of Patrolman in a police department and there is no eligible list for such rank, the Commission shall, within sixty days of such vacancy, hold a competitive promotional examination. After such examination has been held and an eligible list established, the Commission shall forthwith certify to the appointing authority the names of the three persons receiving the highest rating. When less than three names are certified to an appointing authority, appointment from that list shall not be mandatory. Upon such certification, the appointing authority shall appoint one of the three persons so certified within thirty days from the date of such certification. If there is a list, the Commission shall, where there is a vacancy, immediately certify the names of the three persons having the highest rating, and the appointing authority shall appoint one of the three persons within thirty days from the date of such certification.

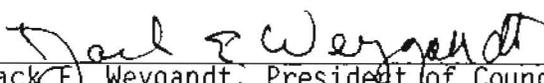
No credit for seniority, efficiency, or any other reasons shall be added to an applicant's examination grade unless the applicant achieves at least the minimum passing grade on the examination without counting such extra credit.

SECTION 2. For reasons stated in the preamble and made a part hereof, this ordinance is declared an emergency measure and shall take effect and be in force from and after its passage, publication and approval of the Mayor.

Submitted: 7/15/85

Passed: 7/15/85

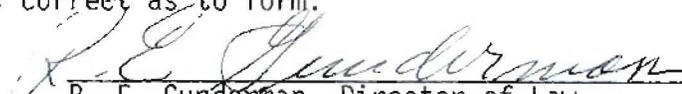
Effective: 7/15/85


Jack E. Weygandt, President of Council


Robert E. Evans, Mayor

Attest: 
June A. Cook, Clerk of Council

I Certify that this ordinance is correct as to form.


R. E. Gunderman, Director of Law