



RULE V:	EXAMINATIONS	45	
	Section 1	Public Announcement, Applications, Deadlines	45
	Section 2	Applicants	45 - 46
	Section 3	Types of Examinations	46 - 47
	Section 4	Weighting and Scoring Examinations	47 - 48
	Section 5	Examiners	48
	Section 6	Employment Lists	48 - 49
	Section 7	Selection of Civil Service Director	49
RULE VI:	VACANCIES, CERTIFICATION AND APPOINTMENT	50	
	Section 1	General Rules for Filling Vacancies	50
	Section 2	Methods of Filling Vacancies	51 - 54
	Section 3	Procedure for Filling Vacant Positions of Regular Employment	55 - 56
RULE VII:	WORKING TEST OR PROBATIONARY PERIOD	57	
	Section 1	Working Test	57
	Section 2	Removal of an Employee During a Working Test	57
	Section 3	Completion of Working Test	57 - 58
	Section 4	Interruption of Working Tests	58
RULE VIII:	ANNUAL, SICK AND OTHER LEAVE	59	
	Section 1	Annual Leave	59 - 60
	Section 2	Sick Leave	60 - 62
	Section 3	Worker's Compensation & Leaves of Absence	62 - 63
	Section 4	Funeral Leave	63
	Section 5	Civil Leave	63 - 64
	Section 6	Military Leave	64
	Section 7	Leave Without Pay	64 - 65
	Section 8	Family and Medical Leave	65 - 66
	Section 9	Holidays	67 - 68
	Section 10	Administrative Leave	68
RULE IX:	DISCIPLINARY ACTION	69	
	Section 1	Maintaining Standards of Service	69 - 70
	Section 2	Appeal Rights of Employees	70
RULE X:	PROHIBITIONS AGAINST POLITICAL ACTIVITIES	71	
	Section 1	Prohibited Activities	71 - 72

	Section 2	Action on Violations	72
RULE XI:	RECORDS		73
	Section 1	Payroll and Attendance Records	73
	Section 2	Employment List Requisition and Report of Appointment	73
	Section 3	Leave Records	74
	Section 4	Examination of Records	74
	Section 5	Records of the Civil Service Office	74
RULE XII:	FURLOUGH AND LAY OFF		75
	Section 1	Furlough	75
	Section 2	Layoff	75
	Section 3	Order of Separation of Incumbents of Positions in the Classified Service Upon Layoff is as Follows:	75 – 76
	Section 4	Exception to Layoff	76
	Section 5	Appeal of Layoff	77