

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Sections 157.02 (c)(1) of 157.02 EXAMINATIONS; PREFERENCES; SENIORITY AND 157.03 (b) of Section 157.03 APPOINTMENTS; CERTIFIED AND PROVISIONAL; PROBATIONARY PERIOD; AND ENACTING SECTION 157.02 (b)(1) OF SECTION 157.02 EXAMINATIONS; PREFERENCES; SENIORITY; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Section 157.02 (c) (1) of Section 157.02 EXAMINATIONS; PREFERENCES; SENIORITY and 157.03 (b) of Section 157.03 of APPOINTMENTS; CERTIFIED AND PROVISIONAL; PROBATIONARY PERIOD of the Code of Ordinances of the City of Reynoldsburg be and is hereby amended to read as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That Section 157.02 (b)(1), of Section 157.02 EXAMINATIONS; PREFERENCES; SENIORITY, of Chapter 157 CIVIL SERVICE COMMISSION is hereby enacted to read as set forth in Exhibit A attached hereto and incorporated herein.

SECTION 3. That existing Section 157.02 (c)(1) and 157.03 (b) be and are hereby amended.

SECTION 4. That upon adoption by Council this ordinance shall be in effect thirty days following signature by the Mayor.

Doug Joseph
Doug Joseph, President of Council

ATTEST: April L. Beggerow
April L. Beggerow Clerk of Council

APPROVED: Bradley L. McCloud DATE 2/13/19
Bradley L. McCloud, Mayor

CERTIFICATE

I, April L. Beggerow, Clerk of Council, City of Reynoldsburg, Ohio do hereby certify the foregoing to be a true and correct copy of Ordinance No. 20-19 as passed by Council of said City on the 11th day of February, 2019 and as recorded in the Record of Proceedings of said Council.

April L. Beggerow
April L. Beggerow, Clerk of Council

Filed with Mayor: 2/12/19

157.02 EXAMINATIONS; PREFERENCES; SENIORITY

(A) All applicants for positions and places in the classified service shall be subject to examination, except as otherwise provided in Sections 124.01 to 124.64 of the Revised Code, when a position in the classified service is to be filled, an examination shall be administered. The Civil Service Commission shall have control of all examinations administered. The Commission shall, by rule adopted under Chapter 119 of the Revised Code, prescribe the notification method that is to be used by the appointing authority to notify the Commission that a position in the classified service is to be filled. In addition to the positions described in section 124.30 of the Revised Code, the director may, with sufficient justification from the appointing authority, allow the appointing authority to fill the position by non-competitive examination. The Commission shall establish, by rule adopted under Chapter 119 of the Revised Code, standards that shall use to determine what serves as sufficient justification from an appointing authority to fill a position by noncompetitive examination.

(B) All examinations shall be public and be open to all citizens of the United States and those persons who have legally declared their intentions of becoming United States citizens, within certain limitation to be determined by the Commission, as to citizenship, residence, age, experience, education, health, habit and moral character.

(B)(1) For the exception of seasonal employees and police officers, all City employees must be 18 years of age at time of appointment. Police officers must be 21 years of age at time of appointment. There is no maximum age limit for City employees.

(C)(1) Any person who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, ~~and who is a resident of Ohio,~~ and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than one hundred (180) days of active duty service pursuant to an executive order of the President of the United States or an act of congress of the United States may file with the Civil Service Commission a certificate of service of honorable discharge, and, upon this filing, the person shall receive additional credit of five percent (5%) of the person's total grade given in the examination in which the person receives a passing grade. A person who receives an additional credit under division (C)(1) of this section shall not receive an additional credit under (C)(2) of this section.

(C)(2) A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training, shall receive a credit of two percent (2%) of the person's total grade given in the examination in which the person receives a passing grade.

(C)(3) As used in this division "service in the uniformed services" and "uniformed services" have the same meanings as in the "Uniformed Services Employment and Reemployment Rights Act of 1994," 108 Stat. 3149 U.S.C.A. 4303.

(D) An examination may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical or psychological fitness. An examination shall consist of one or more tests in any combination. Tests may be written, oral, physical, demonstration of skills 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. Tests may include structured interviews, assessment centers, work simulations, examination of knowledge, skills, and abilities, and any other acceptable testing methods. If minimum or maximum requirements are established for any examination, they shall be specified in the examination announcement.

(E) 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 that extra credit.

(F) The Civil Service Commission shall have control of all examinations, except as otherwise provided in sections 124.01 to 124.64 of the Revised Code and shall give reasonable notice of the time, place, and general scope of every competitive examination for appointment for positions in the classified service. The Civil Service Commission shall post notices via electronic media of every examination to be conducted for positions in the classified civil service and such notices shall be posted in a conspicuous place in city hall and on the City's internet site for a minimum of two weeks preceding any examination involved.

157.03 APPOINTMENTS; CERTIFIED AND PROVISIONAL; PROBATIONARY PERIOD.

(a) The appointing authority of a department in which a position in the classified service is to be filled, shall notify the civil Service Commission of the fact, and the Commission shall, except otherwise provided in this section and Ohio R.C. 124.30 and 124.31, certify to the appointing authority the names and addresses of the top ten candidates or the top twenty-five percent, whichever is greater, of the candidates standing highest on the eligible list for the class or grade in which the position belongs; provided that the Commission may certify less than ten names if ten names are not available. When less than ten names are certified to an appointing authority, appointment from that list shall not be mandatory.

(b) The appointing authority shall notify the director of such position to be filled and appoint in the following manner: each time a selection is made, it shall be from one of the names that ranks in the top ten on the eligible list or the top twenty-five percent of the eligible list, whichever is greater. If more than one position is to be filled, the number of persons certified from the eligible list will increase by one for each additional 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~~ **two** 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 Ohio R.C. 124.01 to 124.64 and the rules of the Civil Service 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 to the classified service of this City.

(c) All original and promotional appointments, including provisional appointments made pursuant to Ohio R.C. 124.30 shall be for a probationary period of one year and no appointment or promotion is final until the appointee has satisfactorily served his/her probationary period. If the service of the probationary employee is unsatisfactory, he/she may be removed or reduced at any time during his/her probationary period. If the appointing authority's decision is to remove the appointee, his/her communication to the Civil Service Commission shall indicate the reason for such decision. 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/she may be removed or reduce at any time during his/her probationary period. If the appointing authority's decision is to remove the appointee, his/her communication to the Civil Service Commission shall indicate the reason for such decision.