



CITY OF NORTH RIDGEVILLE

CIVIL SERVICE COMMISSION

North Ridgeville City Hall
7307 Avon Belden Road
North Ridgeville, Ohio 44039
(440) 353-1503



RULES

AND

REGULATIONS

January 22, 2024

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RULES AND REGULATIONS**

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PREAMBLE

The following set of rules and regulations is hereby adopted in accordance with the authority conferred upon the Municipal Civil Service Commission of the City of North Ridgeville by Section 10 of Article XV of the Constitution of the State of Ohio and by Section 124.40 of the Revised Code.

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**RULE I
ADMINISTRATION**

Section 1. The Municipal Civil Service Commission of the City of North Ridgeville shall be composed of three (3) persons who shall be appointed and serve in the manner provided for in Section 124.40 of the Revised Code and Article X of the City Charter of North Ridgeville.

It shall be the duty of each Member of the Commission to attend all meetings of the Commission and to devote as much time as is necessary to the management of the business and affairs of the Commission.

Section 2. The Commission shall administer and enforce the Civil Service Laws of the State of Ohio and the Rules and Regulations herein prescribed relative to Civil Service in the City of North Ridgeville.

Section 3. The first scheduled meeting in the month of January of each year shall be designated as the Annual Meeting of the Commission. At the Annual Meeting the Commission shall elect one of its Members to act as Chairman, one to act as Co-Chairman and one to act as Secretary for the ensuing year.

It shall be the duty of the Chairman to call such meetings of the Commission as are necessary to transact the business and affairs of the Commission; to certify or designate another Member of the Commission to certify the classified payroll of the City of North Ridgeville for employees who are not removed from jurisdiction of Civil Service Commission by a collective bargaining agreement as stated in the, AFSCME ("American Federation of State, County and Municipal Employees"), AFL-CIO ("American Federation of Labor and Congress of Industrial Organizations") bargaining agreement, to preside at all meetings of the Commission, to sign the minutes of all actions taken by the Commission and to sign all warrants or orders for the payment of money from the accounts and funds of the Commission.

Pursuant to ORC §9.41, the Chairperson or the Chair's designee shall certify the list containing the names of each person to be paid before a warrant for payment or payroll check shall be issued and such signature shall certify that each person has been appointed and is employed pursuant to Chapter 124. Electronic signatures are acceptable for this certification.

The Chairman may, on his own initiative, and shall, upon the request of the other two Members of the Commission, call a special meeting of the Commission to be held not later than ten days from the date of notice of such meeting. In the absence of the Chairman, the Co-Chairman shall act as Chairman. Two Members of the Commission shall constitute a quorum at any meeting of the Commission; and it shall require the affirmative vote of at least two Members to adopt any motion or resolution.

The Commission shall appoint one of its Members as Secretary of the Commission. The Commissioner who acts as Secretary shall be responsible for the proper operation of the clerical function; shall direct Commission correspondence; shall sign for the Chairman in his absence

warrants or orders for payment of monies on behalf of the Commission; and shall perform such other services as may be required by the Commission.

Section 4. Recording Secretary

A suitable person shall be employed by the Commission to act as the Commission's Clerk. The duties of the Recording Secretary shall be to take minutes of all meetings, prepare correspondence and provide such stenographic and clerical work as the Commission may request.

Section 5. All records of the Commission shall be subject to the requirements of the Ohio Public Records Act. The Commission shall keep under its own lock for safe keeping records pertaining to all examinations and other confidential material.
(Amended 09/15/2015)

Section 6. The order of business for meetings of the Commission shall be:

- (a) Roll Call
- (b) Disposition of unapproved minutes
- (c) Reports
- (d) Unfinished business
- (e) New Business

Certified and Eligibility List Update

- (f) Audience Comment
 - (g) Adjournment
- (Amended 04/24/2023)

Section 7. Roberts Rules of Order, Most Current Edition

All matters of parliamentary procedure shall be governed by Roberts Rules of Order, Most Current Edition, unless specifically otherwise provided by these Rules and Regulations.

**RULE II
DEFINITION OF TERMS**

The several terms herein specified whenever used in the Rules and Regulations of the North Ridgeville Municipal Civil Service Commission or in the administration of the Civil Service Laws shall be construed as follows:

Section 1. The term “Commission” refers to the Municipal Civil Service Commission of the city of North Ridgeville.

Section 2. The term “Civil Service” refers to and includes all officers and positions of trust or employment in the service of the city of North Ridgeville.

Section 3. The term “Unclassified Service” shall comprise those positions set forth in section 10.3A of the Charter of North Ridgeville:

- All officers elected by the people
- All directors of departments
- The Members of all boards or commissions appointed by the Mayor
- All officers and employees appointed by the Council
- Unskilled labor

Section 4. The term “Classified Service” shall comprise all persons set forth in Section 10.3B of the Charter of North Ridgeville.

- “The classified service shall include the Police and Fire Chiefs and all other positions not specifically included in the unclassified service.”

Section 5. The term “Position Classification” shall refer to the arrangement of positions into classes including grades. Positions shall be classified in accordance with the duties and responsibilities of the position.

Section 6. The term “Municipal Service” shall include those positions in the classified service of the city of North Ridgeville that do not fall under the jurisdiction of the AFSCME (“American Federation of State, County and Municipal Employees”), AFL-CIO (“American Federation of Labor and Congress of Industrial Organizations”) bargaining agreement.

Section 7. The term “Position” when used by itself shall refer to any specific office, employment or job calling for the performance of certain duties, either full-time or part-time for the exercise of certain responsibilities by one individual.

Section 8. The term “Appointing Authority” signifies the Mayor, or other officers, commissions, boards or bodies having the power of appointment to or removal from positions in any office, department, commission, or board.

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Section 9. The term “Employee” shall signify any person holding a position subject to appointment, removal, promotion, or reduction by an appointing officer that is not under the jurisdiction of the AFSCME, AFL-CIO bargaining agreement.

Section 10. The masculine pronoun “he” and its derivatives, whenever employed, include the feminine pronoun and its derivatives.

**RULE III
POSITION CLASSIFICATION**

Positions in the Civil Service of the City shall be classified in accordance with an established plan which shall provide that any and all positions whose duties, responsibilities and necessary qualifications are sufficiently alike so as to warrant position classifications shall be allocated to the same class with a title which shall be descriptive of the duties performed and with a salary range which will compensate each employee assigned to the class on a like basis. Classified employees who fall under the AFSCME, AFL-CIO bargaining agreement are not under the jurisdiction of the Civil Service Commission of the city of North Ridgeville per the AFSCME, AFL-CIO bargaining agreement.

A CLASS SPECIFICATION shall be prepared for each class, setting forth the class title, salary range, typical duties and responsibilities and the necessary qualifications. It shall set forth the factors and conditions which are essential characteristics of the class and also factors and conditions which separate it from other classes.

**RULE IV
OFFICIAL RECORDS**

Section 1. Under the direction of the Commission Secretary, the Recording Secretary of the Commission shall keep a minute record of such official actions of the Commission as are required under the law or under the rules of the Commission, including the following:

1. All classified employee information of those who do not fall under the AFSCME, AFL-CIO bargaining agreement will specifically contain:

- (a) Application and all information relating to examinations
- (b) Oath of Office, Probationary and Promotional appointments.
- (c) Correspondence of disciplinary actions including appeals from dismissal, demotion, or suspension.
- (d) Retirement, Resignation or Termination Correspondence

2. The list of eligible candidates for Police and Fire classified appointments together with a record of replacements and removal thereto

3. Change in the grade classification of individual employees

4. Examination schedules

5. Annual report

6. Minutes of meetings

Section 2. The examination papers and applications shall be preserved in accordance with the city of North Ridgeville Civil Service Commission's records retention schedule.

Section 3. Job descriptions shall be kept of all Civil Service positions and shall include grade classification, title, minimum qualifications, responsibilities, duties, and references to the official municipal organization chart.

Section 4. Reclassification or creation of new positions as established by Council shall be made a matter of official record by the Commission.

Section 5. Merit and fitness for either classified or unclassified civil service positions shall be determined as far as practicable competitive examinations; however, where the Commission determines that certain unique characteristics of individual positions render it not practicable to test by competitive examination, the application, interview process and job description criteria shall serve as the functional equivalent of a competitive examination in the ascertainment of merit as required by City Charter Section 10.3.

Civil Service shall request from the hiring official, documentation that includes their decision and recommendation of hiring such applicant based on the application and interview process.

**RULE V
EXAMINATIONS FOR POLICE AND FIRE**

Section 1. Examinations may be held at such times and places as the Commission deems advisable and shall be administered under its direction and shall be open to applicants as required under ORC 124.23 (B); for law enforcement all applicants must be citizens of the United States. (Amended 02/21/2017)

Section 2. Notice of Examination

(a) Entrance examination

Notice of competitive entrance examinations shall be given through the local newspapers and by posting notices conspicuously on the City Hall Bulletin Boards and in the office of the Commission and in such other places as may be deemed advisable, not less than two (2) weeks prior to such examinations.

(b) Promotional examination

Notice of competitive promotional examinations to be held shall be given by posting of bulletins in conspicuous places in the departments whose employees may be interested or may be by individual communications to the employees eligible for such promotion. Such notice shall be given not less than two (2) weeks prior to the examination except in the Fire Department where such notice shall be given not less than thirty (30) days prior to the examination. Failure to respond to the notice will be considered a negative reply. (Accepted April 15, 1992)

Section 3. Identity of examinees concealed

The identity of all persons taking competitive assembled examinations shall be concealed by the use of an identification number which shall be used on all examination papers. This number shall be used from the beginning of the examination until the papers have all been rated. Any papers bearing the name of the applicant or any other identification mark shall be rejected and the candidate so notified.

Section 4. Scope: Subjects and weights thereof

(a) Preferred Limitations on testing points attainable

In all competitive examinations, except tests of physical agility, used to assess the relative merit and fitness of applicants each test may only consist of a possible score of 100 points.

If an examination consists of more than one type of test, each separate test outcome may be assigned a weight to express the relative importance or weight of that particular evaluation as compared to the other evaluation.

Each earned grade of each examinee in each part of the examination (except a physical agility examination) shall be multiplied by the weight assigned by a collective bargaining agreement for that part and the sum of the totals shall be the earned grade for that participant.

Should examinations ever consist of a variable number of points, not both or either equal to 100, the methods outlined below in subsequent sections shall be used to determine the score in that eventuality.

(Amended 08/28/2023)

(b) Entrance examination

Entrance examinations shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought and shall when appropriate, include tests of manual skill. The Commission shall prescribe the subjects of each examination and the relative weights to be attached thereto provided that any such determination must have been adopted prior to the date of such examination.

The Civil Service Commission has established that 70% correct is required for a passing grade on the entrance examination. The Civil Service Commission will determine the exact number of points which constitute 70% by multiplying the total number of points possible on the examination by 70% (.70) and then rounding up any fraction of a point to the next whole number in all cases.

(Amended 03/21/2017)

(c) Promotional examination. (Also, see Sections 124.31, 124.44, and 124.45, O.R.C.)

Promotional examinations shall be in writing, shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which promotion is sought.

Depending on test security concerns for each testing company, and depending on testing company recommendations, the Civil Service Commission may elect to distribute more information than simply the test score to applicants either directly or indirectly. If the Civil Service Commission takes official action to distribute additional information, directly or indirectly, it will be available to all applicants and may not serve as the basis for any protest or appeal.

(Amended 09/19/2017)

Promotions to positions above the rank of patrolman in the Police Department shall be in accordance with the provisions of Section 124.44 of the Revised Code, except as otherwise indicated by these Rules and Regulations.

(Amended 1/22/2024)

Promotions to positions above the rank of regular fireman in the Fire Department shall be in accordance with the provisions of Section 124.45 of the Revised Code, except as otherwise indicated by these Rules and Regulations.

(Amended 1/22/2024)

Promotional examination scores shall be calculated as follows:

Where a proportional weight by percentage is called for by the Collective Bargaining Agreement, and where the number of possible points on the testing instruments are unequal by more than five (5) points, the scores earned on the tests will be equalized through the use of a multiplier to make each test result of equal point value before they are assigned a proportional weight by percentage. Then the point scores will be calculated as usual as required by the ORC and by CSC Rules and Regulations.

(Amended 04/16/2019)

The applicant shall receive a score equal to the total number of the applicant's correct responses on the written testing component. If so provided by the terms of an effective Collective Bargaining Agreement, that numerical total score shall be weighted by the applicable percentage to yield the total weighted score of written points.

If there is a non-written component to the promotional examination, the applicant shall receive a score equal to the total number of points awarded for performance in that non-written assessment or test. If so provided by the terms of an effective Collective Bargaining Agreement, that numerical total score shall be weighted by the applicable percentage to yield the total weighted score of non-written points.

The Civil Service Commission has established that 70% correct is required for a passing grade on the promotional examination. The CSC will determine the exact number of points which constitute 70% by multiplying the total number of points possible on the examination by 70% (.70) and then rounding up any fraction of a point to the next whole number in all cases. A 70% passing grade is required on both the written examination and the assessment.

(Amended 03/21/2017; Amended 08/20/2019)

After grading and weighting where applicable, the total written points shall be added to the total non-written points to render the applicants total examination point score.

(Amended 05/17/2016)

(d) Credit for seniority in promotional examinations

Credit for seniority in service as provided for and defined in Section 124.44 and 124.45 of the Ohio Revised Code shall be a credit to be added to the applicant's grade resulting from the competitive examination and seniority credit shall be calculated as stated in ORC 124.45 and will apply for Police promotional and Fire promotional. (Amended 09/15/2015)

Section 5. Physical Examination

Whenever in the judgment of the Commission physical qualifications are of special importance, the candidate shall be required to pass a physical examination, and be certified as qualified in such respect, either before admission to the examination or before being placed on an appropriate eligible list or before certification for appointment, as the Commission may deem advisable.

Section 6. Admitting applicants to examination

No applicant shall be admitted to any assembled examination more than thirty minutes after the advertised time for beginning such examination, or after any applicant competing in any such examination has completed his work and left the examination room, except by special permission of the person in charge, who, in his discretion, may admit the applicant conditionally, subject to the final approval or disapproval of such admission by the Commission.

Section 7. Time limits

No applicant in any examination shall be given a longer time on any subject than prescribed by the Commission when examination questions are approved.

Section 8. Frauds in examinations prohibited

No person or officer shall:

- (a) Willfully or corruptly by himself or in cooperation with one or more persons defect, deceive, or obstruct any person in respect of his or her right of examination, appointment or employment arising under the Civil Service Law or under any rules and regulations prescribed pursuant thereto; or
- (b) Willfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered, or certified pursuant to the provisions of the Civil Service Law, or aid in doing; or
- (c) Willfully or corruptly make any false representations concerning the results of such examinations or concerning any person examined; or
- (d) Willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person

so examined, registered, or certified, or to be appointed, employed, or promoted;
or

- (e) Willfully impersonate any other person, or permit or aid in any manner any other person to impersonate him in connection with any examination, registration or appointment or application or request to be examined, registered or appointed; or
- (f) Furnish any false information about himself, or any other person, in connection with any examination, registration, or appointment, or application or request to be examined, registered or appointed; or
- (g) For any applicant taking an examination to assist any other applicant in any manner whatsoever; or
- (h) Personally solicit a favor from any member of the Commission, appointing officer, or have any person in his behalf solicit a favor; or
- (i) Any applicant in any examination found to be using any means of information other than that provided in the examination itself, such as memoranda, pamphlets, or books of any kind, to assist him in answering the questions shall have his examination papers taken up and filed with a zero making when the circumstances justify such action.

Section 9. Visitors at examinations

No visitor shall be admitted to the examination room during any examination except by special permission of the person in charge.

Section 10. Appeal Process

- (a) After notice of grade has been received

After the grading of written examination papers, any participant in the written examination who considers the participant's written examination papers to have been erroneously graded shall have the right to appeal to the commission and the appeal shall be heard by the commission by filing a protest. Any protest to the written examination must be filed in writing ten (10) days from postal date stamped on the mailed notice of grade. Any participant who intends to appeal by filing a protest may, before the ten (10) day appeal period is over, schedule a time to view the questions scored as incorrect and all the possible answers for such questions before filing an appeal. Because testing companies request and/or require security regarding test questions, no paper, cell phones or other materials may be brought in the office during the viewing. Participants will only be allowed to view these questions once. If the testing company security agreement requires more restrictive rules, the rules of the testing company will prevail. Pursuant to

ORC 124.45, the procedures for both the fire department and the police department shall be the same or substantially similar.

(Amended 09/15/2015; Amended 11/15/2016; Amended 04/18/2017)

Section 10 applies to promotional written examinations. Only the answer sheet may be reviewed for obvious computational, erasure or similar errors for entrance written examination candidates.

Each participant in either the entrance or promotional written examinations shall be notified by mail; not less than three working days after receipt of scores and not before as to the grade achieved. The Civil Service Commission will follow substantially the same procedure, as to release of scores, for the assessment portion and final score tabulations of the testing process. In addition, the Appointing Authority, which includes the Mayor, Safety-Service Director, Police Chief or Fire Chief, may receive the scores of every participant on the date score letters are mailed. Because these scores are preliminary, subject to change after protests or review, and are not yet certified by the Commission, they shall not become public records until formally certified by the Civil Service Commission. (Amended 08/21/2018)

(b) After appeal period is over

At either a special or a regularly scheduled meeting of the Civil Service Commission after the appeal period is over for promotional written examinations, the Commission shall consider each appeal by reviewing each protested question and determining the correct answer, if any, and shall either approve the question and answer, or answers if so determined, or eliminate the question entirely. The Civil Service Commission review shall be after the testing agency reviews protested questions and provides the Civil Service Commission with their input, provided that is a service offered by the agency. For entrance written examination answer sheets, the Commission shall review any error complained of by the candidate. The determination of the Civil Service Commission is final. Final scores shall be re-calculated, if necessary, based on the Commission's determination. Participants shall be notified by mail as to the grade achieved. The list of ranked participants is not considered to be final until all appeals have been reviewed and determined. There is no appeal for the assessment portion of the promotional testing process. The scoring of the testing professionals who administer the assessment is final. (Amended 04/16/2019)

(Section Amended 09/17/2019)

Section 11. Examination postponed

Examinations, unless postponed, must be held upon dates fixed by the Commission. Examinations may be postponed by order of the Commission which shall designate the reason therefor.

Section 12. Credit for military service

- (a) Pursuant to Section 124.23 of the Ohio Revised Code, any person who has completed service in the uniformed services, and 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 this state 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 eighty days (180) of active duty service pursuant to an executive order of the president of the United States or an act of the congress of the United States may file with the Civil Service Commission a certificate of service or honorable discharge, and, upon this filing, the person shall receive additional credit of twenty per cent (20%) 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 section (a) shall not receive an additional credit under section (b).
- (b) 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 fifteen per cent (15%) of the person's total grade given in the examination in which the person receives a passing grade.
- (c) Requests for additional credit for military service, together with an honorable discharge, or if still in the military other proof of honorable service, or proof of completion of initial entry-level training in the Ohio national guard and proof of such membership in good standing in a reserve component of the armed forces of the United States, shall be submitted to the Commission with the application for examination only and at no other later time. Any copy of the DD214 submitted must be the long form which shows the type of discharge obtained.
(Amended 08/18/2015)

Section 13. Rating of competitors

Exclusions and extra credits:

- (a) Physical examination

The results of physical examinations, including physician's certificates, shall be used solely to determine an applicant's eligibility to take an examination or his eligibility for appointment after examination and shall not become a part of the applicant's grade resulting from the examination.

- (b) Credit for military service in entrance examinations

Military service credit as provided for and as defined in Section 124.23 of the Ohio Revised Code, and in Section 12 above, shall be added to the applicant's earned grade

resulting from the competitive examinations, provided that and after the applicant receives a passing grade in the competitive examinations.
(Amended 08/18/2015)

(c) College credit

Total credit of five (5) points will be given for a minimum of ninety (90) quarter hours or sixty (60) semester hours of college credit, provided the cumulative grade point average for such credit is 2.0 or higher. All college credit must be from an accredited college or university and will be provided upon receipt of proper documentation. Credit will only be given upon the applicant receiving a passing grade in the competitive entrance written examinations and agility test. Five (5) points will be the maximum awarded for education. (Amended 07/15/2003)

(d) Credit for Ohio State Certification

Ohio State Certification of Peace Officer or Firefighter will receive an additional credit of two (2) points with proper documentation from the State of Ohio, if certification is current, provided the applicant receives a passing grade in the competitive entrance examination. Two (2) points will be the maximum awarded for Ohio Peace Officer certification. (Amended 07/15/2003)

Section 14. Method of grading examination

The total grade attainable in such examination, except for special credits as outlined above, shall be in accordance with the testing facility. In examinations composed of more than one part, the method of scoring shall be:

- (a) Each part of the examination shall be separately rated. The applicant must score at least 70% on the initial written examination in order to be eligible to take the assessment examination. The applicant must also score 70% or better on the assessment in order to continue as an applicant for a civil service position.
(Amended 08/20/2019)
- (b) Civil Service will determine agility scoring at the time of application.
- (c) Any points for extra credit are added only to the combined totals of the examinations, provided that the written examination, the assessment, and the agility test are all passing grades. (Amended 08/20/2019)

**RULE VI
APPLICATIONS FOR POLICE AND FIRE**

All applicants must be citizens of the United States or have a valid permanent resident card pursuant to ORC 124.22; for law enforcement all applicants must be citizens of the United States.

(Amended 02/21/2017)

Section 1. Police Department Applicants

Applicants for examinations for the original appointment to the Police Department as a policeman or policewoman must have attained the age of twenty-one (21) on or prior to the date of appointment (O.R.C. 124.41)

Section 2. Fire Department Applicants

Applicants for examination for original appointment to the Fire Department as a firefighter must have attained the age of eighteen (18) on or prior to the date of appointment and must be a graduate of a standard four year high school equivalent and must show documentation that they are a State of Ohio Certified Paramedic at the time of hire.

(Amended 11/22/2021 & 12/13/2021)

Section 3. Special Requirements in Police and Fire Departments

(a) Police Department

In addition to any other requirements of eligibility for admission to an examination, or for appointment subsequent to examination, all applicants for original appointment to the Police Department as a policeman or policewoman shall comply with the requirements of North Ridgeville Codified Ordinance Section 246.09; Eligibility for original appointment; Notwithstanding Ohio Revised Code 124.41, a person who has reached the age of twenty-one but who has not yet reached the age of forty-six, and who otherwise meets the normal qualification requirements, shall be eligible to receive an original appointment in the Police Department.

(Amended by ORD. 6039-2023 on 2/6/2023)

(b) Fire Department

In addition to all other requirements of eligibility for admission to an examination, or appointment subsequent to examination, all applicants for original appointment as a firefighter in the Fire Department shall comply with the requirements of North Ridgeville Codified Ordinance Section 248.03; Eligibility for original appointment: Any person who meets the normal qualification requirements and who is also qualified as to age pursuant to Ohio Revised Code Section 124.42.

Section 4. Application blanks furnished

Application blanks for examinations shall be furnished by the Commission. Application blanks for entrance examinations shall provide for the submission of the information as set forth in Section 124.25 of the Ohio Revised Code. The Commission may determine and provide for the submission of any other relevant information either on the application blank or supplemental sheet, or establish application fee.

Section 5. Completion of Application Blanks

Application blanks must be filled out in ink or be typed and shall be completed and signed by the applicant, in his own handwriting, sworn or affirmed to and filed, in the offices of the Commission within the time limit fixed by the Commission for the particular examination. Pursuant to ORC 1306.06 electronic signatures and electronic notarization, as well as electronic submission of any application is equally acceptable as a method of submission and of attestation for Civil Service applicants and for Lateral Hires.
(Amended 04/24/2023)

**RULE VII
ELIGIBLE LISTS FOR POLICE AND FIRE**

Section 1. Posting of lists

The Commission shall prepare and keep open to public inspection, from the returns of each examination, an eligible list of the persons whose average grade in the examination is acceptable to the Commission and who are otherwise eligible for appointment. Such persons shall take rank upon the eligible list in the order of their relative grades. Whenever it becomes necessary to hold a subsequent examination in order to obtain additional eligible candidates, the Commission may consolidate existing lists for the same class by rearranging the names of those eligible therein according to their grade. All those persons whose names appear on an existing list which is to be merged with a new list shall have an opportunity to compete in the second examination.

Section 2. Duration of lists

The term or eligibility of each list and the names appearing thereon shall be fixed by the Commission at not less than one (1) or more than two (2) years.
(Amended 10/17/2017; North Ridgeville Resolution 1411-2017)

Section 3. Priority of rank

In the event two or more applicants receive the same mark in open competitive examination, priority in the time of filing application with the Commission shall determine the order in which their names shall be placed on the eligible list for entry level applicants; provided that applicants eligible for veteran's preference under Section 124.23 of the Revised Code shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veteran. Ties among veterans shall be decided by priority of filing application.

In the event of two or more applicants receiving the same mark on a promotional examination, preference for seniority shall determine the order in which their names shall be placed on the eligible list and seniority in the service of the City of North Ridgeville shall receive preference over other seniority for applicants with the same score.

Seniority for purposes of calculating years of service shall be determined as of the date of examination or if the exam consists of more than one part, as of the date of the first part of the examination.
(Amended 08/28/2023)

Section 4. Transfer to lower class

At the discretion of the Commission, the name of any eligible may, at any time, upon his written request, be transferred to the eligible list for a lower class in the same series requiring

qualifications of the same general character. He shall be ranked thereon according to his original grade.

Section 5. Names not to be certified for appointment

The name of any person appearing on an eligible list who:

- (a) fails to report or arrange within six (6) days (Saturdays, Sundays, and holidays excluded) for an interview with an appointing authority.
- (b) fails to respond to a notice from the Civil Service Commission;
- (c) declines an appointment without reasons satisfactory to the Civil Service Commission; or
- (d) who cannot be located by the postal authorities;

shall not thereafter be certified to any appointing authority as eligible for appointment. The eligible person shall be notified to this effect unless his whereabouts are unknown. His name may again be certified from the eligible list only in case a thoroughly satisfactory explanation of the circumstances is made to the Commission. In case an eligible person's name appears on more than one list, appointment to a position in one class shall be considered a waiver for appointment from other eligible list for classes the salary of which is equal or lower.

Section 6. Disqualification of eligibles

If at any time after the creation of an eligible list, the Commission has reason to believe that any person whose name appears on any list is disqualified for appointment because of false statements made in his application, physical disability, or for other comparable reasons, such person shall be notified and given an opportunity to be heard. If such person shall fail to appear for hearing, or upon being heard, fail to satisfy the Commission, his name shall be removed from such eligible list.

Section 7. Change of address.

Each person on an eligible list shall file with the Commission written notice of any change of address, and failure to do so may be considered sufficient reason for not certifying his name to appointing authorities for future appointments.

Section 8. Revocation of list

An eligible list may be revoked and another examination ordered only when in the judgment of the Commission such action is deemed advisable by reason of errors, fraud, or obviously inappropriate standards prescribed in connection with any examination. All competitors in the

first examination shall be notified and shall be eligible to compete in the rescheduled examination without filing a separate application. No eligible list shall be altered or revoked except upon written notice to all persons whose standing may be affected and upon an entry in the minutes of the Commission of the reasons for such alteration or revocation.

**RULE VIII
APPOINTMENTS OF POLICE AND FIRE PERSONNEL**

Appointments to all positions in the classified service that are not filled by promotion, transfer, or reduction, as provided by the Civil Service Laws and the Rules of the commission, shall be made only from those persons whose names are certified to the appointing authority in accordance with the Civil Service Laws and the Rules of the Commission.

Section 1. Number of names to be certified; appointment from other appropriate lists

Appointments to all positions in the classified civil service, that are not filled by promotion, transfer, or reduction, as provided in sections 124.01 to 124.64 of the Revised Code, shall be made only from those persons whose names take rank order on an eligible list, and no employment, except as provided in those sections, shall be otherwise given in the classified civil service. When the appointing authority notifies the Civil Service Commission that it has a position in the classified civil service to be filled, it shall 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 (10) names certified to the appointing authority by the Civil Service Commission from the eligible list. Each person who qualifies for the veteran's preference under section 124.23 of the Revised Code, who is a resident of this state, and whose name is on the eligible list for a position is entitled to preference in original appointment to any such competitive position in the classified civil service of the state over all other persons who are eligible for those appointments and who are standing on the relevant eligible list with a rating equal to that of the person qualifying for the veteran's preference.

(Amended 04/16/2013)

In the event that an eligible list becomes exhausted, through inadvertence or otherwise, and until a new list can be created, or when no eligible list for such position exists, names may be certified from eligible lists which the Commission determines to be most appropriate for the group or class in which the position to be filled is classified. In the event the list of the top ten (10) candidates which has been certified by the Commission for appointment from the eligible list at any time falls to a number of less than ten (10) candidates due to unavailability, disqualification or appointment of candidates, the Commission may certify in order of rank on the eligible list the number of candidates necessary to replenish the list from which appointment shall be made to ten (10) candidates.

Section 2. One of ten (10) certified to be appointed

Upon receipt from the Commission of such list of eligible candidates for an original appointment position, the appointing authority shall fill such position forthwith, but in no event shall it be more than 60 days, by appointment with one of the ten persons certified to it and shall forthwith report to the Commission the name of such appointee, the title of the position, the duties and

responsibilities of same, the salary or compensation thereof and such other information as the Commission may require in order to keep its roster.
(Amended 11/18/2014) (Amended 08/28/2023)

One of three (3) certified to be appointed

Upon receipt from the Commission of a list of the top three (3) ranked eligible candidates for a promotional level position, the appointing authority shall fill such position forthwith, but in no event shall it be more than 60 days, by appointment from one of the three persons certified to the appointing authority and shall forthwith report to the Commission the name of such appointee, the title of the position, the duties and responsibilities of the same, the salary or compensation thereof and such other information as the Commission may require in order to keep its roster.
(Amended 08/28/2023)

After the examinations are scored and eligibility list(s) created, if there are two names on the certified eligibility list, the Commission shall certify those names to the appointing authority and the appointing authority shall choose one of the two.
(Amended 1/22/2024)

After the examinations are scored and eligibility list(s) created, if there is only one name on the certified eligibility list, the Commission shall certify that name to the appointing authority, in which case the appointing authority may appoint that person or may reject that list. If the appointing authority rejects the list, that list shall terminate.
(Amended 1/22/2024)

Section 3. Probationary period; probationary removal or reduction

All original and promotional appointments including provisional appointments shall be for a probationary period of not less than sixty (60) days nor more than one (1) year except original appointments to a Police Department as a Policeman or Policewoman or to a Fire Department as a Firefighter which shall be for a probationary period of one (1) year and no appointment or promotion is final until the appointee has satisfactorily served his probationary period. The probationary period of various classes of positions in the several services of the City of North Ridgeville is hereby fixed by the Commission as follows:

<u>Position</u>	<u>Original</u>	<u>Promotional</u>
Patrolman	12 months	6 months
Firefighter	12 months	12 months
All others	12 months	6 months

The twelve (12) month probationary period to be served by newly hired police employees shall commence after issuance of certification of successful completion of the Police Department's field training program. The Chief of Police or the designee of the Chief of Police shall forward to the Civil Service Commission a form for each new hire and it shall indicate the date of successful completion of the Police Department's field training program. This date shall mark the beginning of the officer's probationary period and this record shall be placed in the official records of the Civil Service Commission. During such period, police employees shall remain "at will" employees subject to discipline or discharge at the sole discretion of the employer and shall not possess the right to grieve or appeal any such action to the Civil Service Commission. Newly promoted police employees shall serve a probationary period of six (6) months following promotion, during which the employer shall have sole discretion to demote the employee to his/her previous position and any such discretionary action shall not be subject to appeal to the Civil Service Commission.

(Amended 07/16/2019)

The Probationary period for a Firefighter medic commences on the date of original appointment and extends for a period of twelve (12) months (1 year) from the date of graduation and certification as a Firefighter medic from an accredited school of the Ohio Department of Education. At the completion of twelve (12) months (1 year) probationary period, a Firefighter will be designated as a Regular Firefighter. (Effective 07/02/1992)

On the date a Firefighter has submitted proof of certification or has completed all requirements of the Ohio State Revised Code and Rules and Regulations and Ordinances of the City of North Ridgeville and commenced the twelve (12) months (1 year) probationary period, the Safety Director or the Chief of the Fire Department shall notify the Civil Service Commission in writing.

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. Unless the probationary appointee has been removed or reduced earlier, the appointing authority, at any time during the ten day period before the end of the probationary period, shall inform the Commission in writing, of his decision either to make the appointment of the probationary appointee final or to remove such an appointee. If the appointing authority's decision is to remove the appointee, his communication to the Commission shall state the reason for such decision.

(Section Amended 11/18/2014)

Section 4. Restriction as to age, physical or other requirement

Any restriction for appointment from an eligible list as to age, physical or other requirements shall be made prior to and stated in the bulletin announcing the examination and no eligible list shall be so restricted unless it had been announced in the examination bulletin.

Section 5. Temporary appointments

In case of an emergency an appointment may be made without regard to the Civil Service Laws or the Rules of the Commission, but in no case to continue longer than one hundred and twenty (120) days and in no case shall successive temporary appointments be made. Interim or temporary appointments, made necessary by reason of sickness, disability, or other approved leave of absence of the regular employee, shall continue only during such period of sickness, disability, or other approved leave of absence.

(Amended 1/22/2024)

Where the services to be rendered by an appointee are for such a temporary period, not to exceed one hundred and twenty (120) days, and the need of such service is important and urgent, the appointing authority may select for such temporary service any person eligible for permanent appointment. Successive temporary appointments to the same position shall not be made under this provision. The acceptance or refusal of a temporary appointment by an eligible shall not affect his standing on the register for permanent appointment; nor shall the period of temporary service be counted as part of the probationary service in case of subsequent appointment to a permanent position.

(Amended 1/22/2024)

All such temporary appointments shall be promptly reported to the Commission by the appointing authority.

(Amended 02/19/2019; Effective 03/19/2019)

Section 6. Promotions

Vacancies in positions in the classified service shall be filled insofar as practicable by promotions. Promotional appointments shall be made in accordance with the provisions of Sections 124.27 and 124.31 of the Ohio Revised Code.

Promotion of a Patrolman shall be made in accordance with the provisions of Section 124.44 of the Ohio Revised Code, except as otherwise indicated by these Rules and Regulations, with the exception of the term of Patrolman rank which shall be thirty-six (36) months from date of original appointment before being eligible for promotion. All other ranks within the Police Department are eligible for promotion after serving twelve (12) months in the next lower rank.

(Effective 12/16/1989; Amended 1/22/2024)

Promotion of an originally appointed, regular Firefighter shall be made in accordance with the provisions of Section 124.45 of the Ohio Revised Code, except as otherwise indicated by these Rules and Regulations. When a vacancy occurs in the promoted rank immediately above the rank of regular fire fighter, no person shall be eligible to take the examination unless the person has served forty-eight months, not including the person's probationary period, in the rank of regular fire fighter.

(Effective 07/02/1992; Amended 08/20/2019; Amended 1/22/2024)

Time served in rank, for purposes of computing whether either a firefighter or a police officer is eligible to take a promotional examination, shall be the time in rank on the date of the written promotional test.

(Amended 07/16/2019)

If the lists of all available ranks are exhausted and there are not at least two qualified candidates willing to take an examination for promotion, then in that instance, suitably-qualified candidates not currently employed by the North Ridgeville Police Department may be eligible to take the promotional examination.

(Amended 1/22/2024)

Section 7. Requirements for appointment to the position of Part-Time Firefighter

- (a) Applicant must be at least eighteen (18) years of age and a resident of the City of North Ridgeville.
- (b) Applicant must be a citizen of the United States or have legally declared his intention of becoming a citizen.
- (c) Applicant must pass a medical examination satisfactory to the Civil Service Commission prior to appointment.
- (d) Applicant will be certified for appointment only as the need arises with preference given to the applicant whose availability for duty most nearly meets the requirements of the Department. Preference may also be given to an applicant who has passed a Civil Service examination for full-time Firefighter and has been placed on the eligible list for that position.
- (e) No competitive examination will be conducted for the position of part-time Firefighter and selections will be made, insofar as possible, in accordance with Section 124.11-9-2 of the Ohio Revised Code.
- (f) Any individual properly certified to the position of part-time Firefighter shall hold the position until removed in accordance with Section 124.32 and 124.34 of the Ohio Revised Code.
- (g) The position of part-time Firefighter will not be included in the progression ranks of the Fire Department, however, a part-time Firefighter meeting the age requirements for the position of full-time Firefighter may take the examination for the position whenever an examination is conducted.
- (h) The fact that an individual who passed a Civil Service examination for full-time Firefighter accepts, or refuses to accept, a position as a part-time Firefighter will in no way affect his position on the eligible list for full-time Firefighter. It must be accepted, however, that in making a selection for this position from the names

certified to him, the appointing authority may give consideration to the training an individual had received while serving as a part-time Firefighter.

- (i) Any individual appointed to the position of full-time Firefighter after having served as part-time Firefighter shall acquire seniority in the Department as of his appointment date as full-time Firefighter.

**RULE IX
TRANSFERS, REINSTATEMENTS, AND LAYOFFS**

Section 1. Transfers

A person holding a position in the classified service may be transferred, with the consent of the Commission, to a similar position in another office, department, or institution having the same pay and similar duties; but no transfer shall be made to a position in another class nor to a position for which original entrance requires an examination involving essential tests or qualifications different from those required for original entrance to the position held by such person. No transfer shall be made to a position from which the transfer is requested.

Section 2. Layoffs or reductions in the Police and Fire Departments

Whenever it becomes necessary in the Police and Fire Departments, through lack of work or funds, or for causes other than those outlined in Section 124.34 of the Ohio Revised Code, to reduce the force in such Department, such changes shall be made in accordance with the provisions of Section 124.37 of the Ohio Revised Code.

Section 3. Establishment of "Layoff" lists

The names of persons holding permanent positions in the classified service which have been abolished or made unnecessary shall be placed by the Commission on an appropriate "layoff" list in order of their original appointment and for a period of not to exceed one (1) year shall be certified to all appointing authorities as in the case of original appointments. Whenever discontinued positions are re-established by an appointing authority and a request is made for certification of eligibles, former employees of the department in question who have been laid off and whose names appear on the "layoff" list shall be first to receive appointment.

Section 4. Reinstatements

Any permanently appointed employee who has resigned without delinquency may be reinstated without requisition upon the Civil Service Commission by an appointing authority at any time within one (1) year from the date of such separation, provided there are no former employees of the Department who have been laid off and whose names appear on the eligible list for the class. A notice of such reinstatement shall be sent to the Commission for its approval.

Section 5. Leave of absence

With the consent of the Commission, the appointing authority may grant leave of absence to an employee in the classified service for a period of not to exceed one year and upon the expiration of such leave of absence such officer or employee shall be reinstated provided, however, that if the officer or employee is a provisional appointee under Section 124.30 of the Ohio Revised Code, the leave of absence if granted is subject to the establishment of an eligible list and terminates automatically in case an eligible list for said position is established at any time during

the period of leave of absence. All such leaves of absence granted by the appointing authorities shall be referred to the Commission promptly for approval, in order that the Civil Service status of such absentees may be protested.

Section 6. Absence without leave; reinstatement

Absence from duty without leave for any time will be considered neglect of duty and good cause for dismissal. Absence from duty without leave for ten consecutive days shall be deemed a resignation from the service by the absentee upon report of such absence by the appointing authority and the resignation shall be entered upon the records of the Civil Service Commission; provided, however, that if at any time within thirty days the person so absenting himself shall make satisfactory explanation to the Commission of the cause of absence, he may be reinstated to his position. Failure to report after a leave has expired or has been disapproved or revoked and cancelled by the Commission shall be considered neglect of duty and cause for discharge; provided, however, that if an officer or employee so discharged shall show to the satisfaction of the Commission that such failure to report was excusable, the Commission may then order his reinstatement.

**RULE X
REDUCTIONS, SUSPENSIONS, AND REMOVAL**

The tenure of every officer or employee in the classified service of the city shall be during good behavior and efficient service and no such officer or employee shall be reduced in pay or position, suspended, or removed, except for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of Sections 124.01 to 124.99 of the Ohio Revised Code, or the rules of the Commission, or any other failures of good behavior, or any other acts of misfeasance, malfeasance, or nonfeasance in office.

In any case of reduction, suspension for more than three (3) working days (except members who are subject to a collective bargaining agreement), or removal, the appointing authority shall furnish such employee with a copy of the order of reduction, suspension, or removal, which order shall state the reasons therefor. Such order shall be filed with the Commission. (Section 124.34 of the O.R.C.) Included in these provisions regarding suspension without the right to appeal in Rule X and Rule XI are the fire chief and assistant fire chief and the police chief and captain(s).

(Amended 08/28/2023)

Within ten (10) working days following the filing of such order the employee may file an appeal, in writing, with the Commission. In the event such an appeal is filed, the Commission shall forthwith notify the appointing authority, and shall hear, or appoint a trial board to hear, such appeal within thirty (30) days from and after its filing with the Commission and it may affirm, disaffirm, or modify the judgment of the appointing authority.

In cases of removal or reduction in pay for disciplinary reasons, either the appointing authority or the officer or employee may appeal from the decision of the Commission to the Court of Common Pleas in accordance with the procedure provided by Section 119.12 of the Ohio Revised Code.

In the case of suspension, demotion, or removal of the Chief of the Police Department or the Chief of the Fire Department or any Member of the Police or Fire Department, an appeal on questions of law and fact may be had from the decision of the Commission to the Court of Common Pleas. Such appeal shall be taken within thirty (30) days from the date of notice of the finding of the Commission.

Section 1. Disciplinary suspension

An employee (except members who are subject to a collective bargaining agreement) may be suspended for a period of not to exceed three (3) working days for purposes of discipline without the right of appeal. Provided, however, that successive suspensions shall not be allowed.

(Amended 08/28/2023)

Section 2. Absence without leave

Absence from duty without leave for any time, or failure to report if leave has expired shall be considered “neglect of duty” and cause for removal.

**RULE XI
HEARINGS, PROCEDURE**

Section 1. Time of hearing; notification

Upon receipt from an employee or officer in the classified service of the city of a timely appeal from an order of removal, reduction in pay or position, or suspension for more than three (3) working days, the Commission shall set a time and place to hear such appeal and shall notify the appropriate appointing authority, as well as the employee and his attorney, if known thereof.
(Amended 08/28/2023)

Section 2. Amendments to orders

Amendments to the orders of removal, reduction in pay or position, or suspension for more than three (3) working days may be made by the appointing authority at any time provided the employee and his attorney, if any, receive copies of the amended order prior to ten (10) calendar days before the time set for the hearing as herein provided.
(Amended 08/28/2023)

Section 3. Hearing procedure

Hearings shall be conducted in a fair and impartial manner so as to assure due process and provide for a clear and concise documentation of the circumstances resulting in disciplinary action by the appointing authority. In general, hearings should proceed as follows:

- (a) The appointing authority shall present evidence in support of the charges and specifications. This shall include:
 - (1) A precise statement of the charge(s) being raised against the employee,
 - (2) A statement of the administrative or departmental policies or rules applicable to the disciplinary action and
 - (3) A presentation of the facts supporting the charges(s).
- (b) The employee shall have an opportunity to present evidence in rebuttal.
- (c) The appointing authority shall have an opportunity to present evidence in rebuttal.
- (d) The Commission, at its discretion, may allow opening and/or closing statements. The Commission members may also make their own inquiries during the course of the hearing.

Section 4. Rules of evidence

Evidence will be followed; however, strict adherence to such rules shall not be required and may be waived at the discretion of the Commission. The following guidelines will apply in all matters:

- (a) Appellant and Appellee may be represented by counsel.
- (b) Each party shall have the opportunity to call witnesses and may request, upon reasonable notice, that the Commission subpoena witnesses.
- (c) Testimony shall be given under oath. Written statements under oath may be presented, provided that the opposing party has been provided with a copy of said statements at least three days prior to the hearing.
- (d) Each party shall be entitled to cross examine witnesses.
- (e) The hearing will be conducted as a public meeting with a record of the proceedings being made.
- (f) The Commission shall finalize its decision in writing, including findings of fact and conclusions of law, and provide a copy to each party.

Section 5. Resignation before final action

The acceptance by an appointing authority of the resignation of a person discharged, before the final action by the Commission, will be considered a withdrawal of the charges. Notice of such resignation shall be submitted immediately to the Commission. The separation of the employee thus resigning shall be entered upon the records of the Commission and the proceedings dismissed without judgment.

**RULE XII
RESIDENCY**

Section 1. Fire Department (Revised April 21, 1992, August 28, 2001)

There is no residency rule for the North Ridgeville Fire Department.

Section 2. Police Department (Revised April 21, 1992, August 28, 2001)

There is no residency rule for the North Ridgeville Police Department.

**RULE XIII
AMENDMENTS TO RULES**

Section 1. Amend, repeal or adopt any new rule.

It shall require the affirmative vote of at least two (2) members to amend, repeal or adopt any new rule.

The Civil Service Commission shall not amend, repeal, nor adopt any new rule at the same meeting at which it is proposed. No final action to amend, repeal, or supplement Rules shall be taken in less than seven (7) days after its proposal at a scheduled regular or special meeting of the Commission. Amendments to the Rules shall be furnished to each appointing authority and shall be furnished to any resident of North Ridgeville upon request.

**RULE XIV
WAIVER OF RULES**

Section 1. In specific cases where in the judgment of the Commission it is in the interest of the public service, any rule herein adopted may be waived by the unanimous vote of the Commission, such action with the reasons therefor to be entered in the minutes of the meeting.

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON OCTOBER 16, 2001 (Section 13(d) on page 14)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 27, 2001 (Section 12, paragraph 2; Section 13(b) on page 13; Section 14 entirely, including (a), (b) and (c) on page 14)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JULY 14, 2003 (Rule V, EXAMINATIONS; Section 12, last sentence; Section 13(b), last sentence; Section 13(d) first and last sentence; Section 13(e), last sentence)
AS REVISION REAFFIRMED DURING THE FEBRUARY 17, 2004 MEETING

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON MARCH 15, 2005 (Rule I, ADMINISTRATION, SECTION 3, paragraph 3)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON DECEMBER 19, 2005 (THE FOLLOWING: AFSCME was added before AFL-CIO everywhere it appears, Rule I, Section 3, Paragraph 2, Rule II, Section 6, Rule II, Section 9, Rule III, Page 8, Paragraph 1 Rule V, Section 1 and Section 2, Rule V, Title change, Rule V, Section 14, Rule VI, Title Change, Rule VII, Rule VII, Title change, Rule VIII, Title change, Rule IV, Remove Section 2, *Layoff procedure*)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 27, 2006 (Section 14, paragraph 1 and (a))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JULY 15, 2008 (Rule VI, to omit the words, “or have legally declared their intention of becoming a United States citizen.” (June 4, 1981) (June 23, 1986))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 17, 2009 (Addition of Rule IV, Section 5; Amendment to Rule IV, Section 3)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 21, 2009 (Amended Rule VI, Section 3 to add the verbiage used in Section 246.09 and 248.03 of N.R.C.O. in order to be consistent)

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REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 16, 2010 (Amended Rule VII, Section 2, Duration of Lists, adding verbiage with an emergency grace period of up to three (3) years at the end of the first sentence)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JUNE 21, 2011 (Amended Rule IV, Official Records)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 21, 2012 (Amended Rule VI, Section 2)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 16, 2013 (Amended Rule VIII, Section 1, paragraph 1 and paragraph 2)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JUNE 18, 2013 (Amended Rule I, Section 6, Order of Business; Section 7, Roberts Rules of Order)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 15, 2014 (Rule VI, Section 3(b) to strictly follow ORC 124.42 and N.R.C.O. 248.03)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 18, 2014 (Rule VIII, Section 3 and Section 4 to coincide with bargaining agreements language)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JANUARY 20, 2015 (Rule VIII, Section 2 clarifies number of times the same candidate can be certified to an appointing authority)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON AUGUST 18, 2015 (Rule V, Section 12, Credit for military Service; Section 13)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON SEPTEMBER 15, 2015 (Page 15, Rule V, Section 10, Inspection of examination papers; Rule I, Administration, Section 5; Rule V, Section 13, Credit for seniority)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON OCTOBER 20, 2015 (Page 17, Rule V, Section 13, Credit for seniority)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON MAY 17, 2016 (Page 12, Rule V, Section 4(b), calculating promotional scores)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 15, 2016 (Page 15, Rule V, Section 10, Inspection papers; now appeal process; (a) and (b))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 21, 2017 (Page 19, Rule VI; Page 11, Rule V, Section 1, *citizens of the United States*)

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REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON MARCH 21, 2017 (Page 11, Rule V, Section 4(a) and (b))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 18, 2017 (Page 15, Rule V, Section 10(a))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 18, 2017 (Rule VIII, Section 6 and Section 8 by eliminating Section 8)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 18, 2017 (Page 12, Rule V, Section 4(b), adding verbiage to allow for assessment summaries to be released if Civil Service Commission takes official action to release)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON OCTOBER 17, 2017 (Page 21, Rule VII, Section 2, by way of Resolution 1411-2017)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 19, 2019 (Page 27, Rule VIII, Section 6, allowing temporary appointments up to 120 days (previously 30 days); adding “or other approved leave of absence” as a condition under which temporary appointments may be made longer)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 16, 2019 (Page 13, Rule V, Section 4(b), *Promotional examination*, to address weighting of scores through use of a multiplier; Page 15, Rule V, Section 10(b), *After appeal period is over*, allowing for consideration of appeals by the calling of a special meeting; agency review period)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JULY 16, 2019 (Page 26, Rule VIII, Section 4; Page 28, Rule VIII, Section 7, paragraph 4, language added to define “time served in rank” in relation to police and fire promotional examinations)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON AUGUST 20, 2019 (Page 13, Rule V, Section 4(b); Page 18, Rule V, Section 14(a) and (c); Page 27, Rule VIII, Section 7)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON SEPTEMBER 17, 2019 (Page 15, Rule V, Section 10, *Appeal Process*)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON DECEMBER 15, 2020 (Page 4, Rule I, Section 3, *Administration* – 3rd paragraph inserted)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 16, 2021 (Page 23, Rule VIII, Section 2, *Certification no more than three times* (deletion of Section 2))

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REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 22, 2021 (Page 19, Rule VI, Section 2, *Fire Department Applicants*, Language changed “at or before the time of hire” in relation to paramedic certification)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON DECEMBER 13, 2021 (Page 19, Rule VI, Section 2, *Fire Department Applicants*, adding “must be a graduate of a standard four year high school or equivalent” in relation to fire entrance examination)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 22, 2023 (Page 5, Rule I, Section 6(F), *The Order of Business*, adding “Audience Comment” before adjournment)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 22, 2023 (Page 20, Rule VI, Section 5, *Completion of Application Blanks*, adding “Pursuant to ORC 1306.06 electronic signatures and electronic notarization, as well as electronic submission of any application is equally acceptable as a method of submission and of attestation for Civil Service applicants and for Lateral Hires)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON AUGUST 28, 2023 (Page 11, Rule V, Section 4(a), adding *Preferred Limitations on testing points attainable*)(Page 21, Rule VII, Section 3, *Priority of Rank*, adding language in relation to applicants receiving same marks) (Page 24, Rule VIII, Section 2, *One of ten to be appointed, verbiage added original appointment & 180 days changed to 60 days*) (Page 25, Rule VIII, Section 2, *One of three (3) certified to appointment*, adding verbiage in relation to promotional appointments and the top three) (Page 31, Rule X, second paragraph, *Reductions, Suspensions, Removal*, changing five (5) working days to three (3) working days) (Page 31, Rule X, Section 1, *Disciplinary Suspension*, changing five (5) working days to three (3) working days) (Page 33, Rule XI, Section 1, *Time of hearing; notification*, changing more than five (5) working days to more than three (3) working days) (Page 33, Rule XI, Section 2, *Amendment or orders*, more than five (5) working days changed to more than (3) working days)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JANUARY 22, 2024 (Page 13, Rule V, Section 4(c), *Promotional examination*, adding “except as otherwise indicated by these Rules and Regulations” after Section 124.44) (Page 25, *Rule VIII, Section 2, One of three (3) certified to be appointed*, adding "After the examinations are scored and eligibility list(s) created, if there are two names on the certified eligibility list, the Commission shall certify those names to the appointing authority and the appointing authority shall choose one of the two) (Page 25, *Rule VIII, Section 2, One of three (3) certified to be appointed*, adding "After the examinations are scored and eligibility list(s) created, if there is only one name on the certified eligibility list, the Commission shall certify that name to the appointing authority, in which case the appointing authority may appoint that person or may reject that list. If the appointing authority rejects the list, that list shall terminate) (Page 27, Rule VIII, Section 5, *Temporary appointments*, removing "provided, however, that" after made and removing "on the proper list of those" after person) (Page 28, Rule VIII, Section 6, *Promotions*, adding "If the lists of all available candidates ranks are exhausted and there are not at least two qualified candidates

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willing to take the examination for promotion, then in that instance, suitably-qualified candidates not currently employed by the North Ridgeville Police Department may be eligible to take the promotional examination") (Page 27, Rule VIII, Section 6, *Promotions*, correcting typo of 124.44 to 124.45 regarding Fire) (Page 27, Rule VIII, Section 6, *Promotions*, adding "except as otherwise indicated by these Rules and Regulations" after 124.44 and 124.45 of the Ohio Revised Code)

THE CIVIL SERVICE COMMISSION
CITY OF NORTH RIDGEVILLE, OHIO



Donald Schiffbauer
Chairman



Sam Spann
Co-Chairman



Amie Espinoza-Gonzalez
Secretary

Attest:



Tina Wieber
Deputy Clerk of Council, Recording Secretary

Tuesday, February 13, 2024

Date