CITY OF DANBURY

CIVIL SERVICE RULES

Effective: March 3, 2014

SECTION I

INTRODUCTION AND PROVISIONS OF GENERAL APPLICATION

In accordance with the provisions of the Connecticut General Statutes, the City of Danbury has adopted a Merit System. In accordance with the statutes and the Charter of the City of Danbury, these Civil Service Rules of the City of Danbury are hereby established by the Civil Service Commission of the City. It is intended that these Rules shall provide a means for selecting and promoting applicants and employees upon the sole-basis of their proven ability to perform the duties of their employment more efficiently than any other candidate.

These Rules apply to the original appointment and promotion of all employees in the classified service of the City as defined in Section II-11.

The selection and promotion of employees in the classified service, except in the case of a bona fide occupational qualification or need, shall in no way be influenced by the race, religion, creed, color, sex, national origin, ancestry, marital status, citizenship, age, political affiliation, present or past history of mental disorder, mental retardation, learning disability or physical disability of the candidate or employee.

Wherever these Rules call for action by the Commission, the Commission may authorize the Human Resources Department or the Chief Examiner or other staff to act on its behalf.

Where there is a conflict between these Rules and the provisions of an applicable collective bargaining agreement, the collective bargaining agreement shall apply as provided by Section 7-474 of the Connecticut General Statutes.

SECTION II
DEFINITIONS

Except when the context clearly requires otherwise, as used in these Rules, the words and phrases identified below shall be defined as follows:

1. ALLOCATE means to assign a position within the classified service to the class to which it properly belongs based on similarities between the position in question and the positions within the class to which the position is to be assigned.

2. APPLICANT means a person who has properly completed and submitted an application for employment, promotion or transfer with the City of Danbury.

3. APPOINTMENT means the designation by the Mayor of a person to fill a position within the classified service, pursuant to these Rules.

4. CANDIDATE means one who is on an eligibility list, as herein defined, for a position in the classified service of the City of Danbury.

5. CERTIFY means the Commission's approval of a list of all candidates who have passed an examination, in rank order.

6. CHIEF EXAMINER means the person appointed by the COMMISSION to superintend examinations and perform such other like duties as the board prescribes.

7. CLASS means a group of positions having sufficiently similar duties and characteristics and sufficiently similar requirements of training, skill and experience so that the same class title, class specification and examination of fitness may be applied to each position in the group.

8. CLASS SPECIFICATION means a written statement of the duties and responsibilities characteristic of a class of positions and including qualifications that are necessary or desirable for the satisfactory performance of the duties of the class.

9. CLASS TITLE means the distinguishing name given to each class of positions within the classified service.

10. CLASSIFICATION PLAN means a set of class titles and class specifications applicable to each position within the classified service.

11. CLASSIFIED SERVICE means all full-time non-elective regular employees and officers employed by the City of Danbury in regular positions, except:

a) employees of the Danbury Board of Education;

b) the head of each City department, other than the Department of Finance, who reports directly to the Mayor and one deputy, secretary or other confidential employee of such department head;

c) all seasonal, temporary, grant employees, or part time employees;

d) employees in positions exempt from the classified service in accordance with the City Charter and State Statute, as may be amended from time to time, or by Civil Service Commission designation.

12. COMMISSION means the Civil Service Commission of the City of Danbury or its authorized designee.

13. ELIGIBILITY LIST means a list certified by the Commission which includes the names of those persons who have passed all phases of an examination, arranged in the order of their overall ranking based on the results of that examination.

14. EMPLOYEE means one who is employed by the City of Danbury and hired pursuant to these Rules, which does not include employment by the Board of Education.

15. FULL-TIME POSITION means a position in the classified service having a scheduled work week containing the same number of hours as the official work week established for the position, but in no event less than thirty-five (35) hours.

16. GRANT EMPLOYEE is an employee in a position that is not in the classified service and is funded by a grant from an outside source that supports the specific position or program in which the employee is working.

17. LAYOFF means the involuntary separation of an employee from a position in the classified service either by reason of a reduction in the work force, lack of funds or abolition of the position.

18. NON-COMPETITIVE POSITION means a position in the classified service which may be filled without an examination.

19. OPEN-COMPETITIVE EXAMINATION means an examination which is open to all persons possessing the minimum qualifications for the class regardless of whether or not such persons are then employed by the City of Danbury.

20. OPEN-COMPETITIVE LIST means an ELIGIBILITY LIST resulting from an open-competitive examination.

21. PART-TIME POSITION means a position that is not in the classified service and has a work schedule containing fewer hours than a full time work week established for the position.

22. POSITION means an office or employment identified by a job title and characterized by a job description which identifies the duties to be performed and responsibilities to be exercised by the holder thereof.

23. PROBATIONARY PERIOD means the working test period following an appointment during which an employee is required to demonstrate his or her fitness for the position by the satisfactory performance of its duties.

24. PROMOTION means a change of position by an employee, going from a position in one class to a position in a higher class.

25. PROMOTIONAL EXAMINATION means an examination which is open to employees of the City of Danbury possessing the minimum qualifications for the class.

26. PROMOTIONAL LIST means an ELIGIBILITY LIST resulting from a PROMOTIONAL EXAMINATION.

27. PROVISIONAL APPOINTMENT means an appointment of limited duration, required in order to fill an immediate need, to a position in the classified service for which no eligibility list exists.

28. RE-EMPLOYMENT LIST means a list maintained by the Director of Human Resources of non-probationary employees in a classification, who, by reason of layoff or non-disciplinary demotion or legal action, have lost employment in a regular position, and who are qualified for re-employment. A reemployment list for a classification shall be arranged in the order of the seniority of the affected employees with the City or in such order as provided by an applicable collective bargaining agreement.

29. REGULAR APPOINTMENT means an appointment to a position which is full-time and without a specified duration.

30. REGULAR POSITION means a position in the classified service which is full-time and without a specified duration, and does not include positions for part-time, seasonal or temporary employees or grant employees.

31. REGULAR EMPLOYEE means a full-time employee who has been appointed to a regular position and who has successfully completed the requisite probationary period for the position.

32. SEASONAL POSITION means a position that is not in the classified service which is filled only during certain months of the year.

33. TEMPORARY POSITION means a position that is not in the classified service which is filled only for such time as determined by limited need or external funding.

34. VACANCY means an unoccupied or unfilled position within the classified service of the City of Danbury.

SECTION III
CLASSIFICATION

A. Classification.

The Civil Service classification plan and any amendments thereto shall be subject to approval by the Commission.

1. Class Titles and Specifications. Class titles shall be established with respect to each classification. Class titles shall be designated with respect to each position on all payrolls and on all reports of official personnel transactions. Class specifications shall be established which shall constitute the basis for examinations held for each position within a classification and for the evaluation of the qualifications of all applicants for positions within each classification.

2. Allocation of Positions. In determining the classification to which a position should be allocated or reallocated consideration shall be given to the general and specific duties, responsibilities, working conditions, and qualifications of the position involved as well as the relationship of the position to other positions within the various classes.

B. Administration of the Classification Plan

Except when otherwise provided pursuant to the provisions of any existing collective bargaining agreement, the following provisions shall govern the administration of the classification plans.

1. Classification of a New Position. Whenever a new position in the classified service is created and there is no existing class specification for the position, the Director of Human Resources and the appropriate department head shall establish a proposed job title and description for the position and forward the same to the Commission together with documentation outlining the skill level required and any other information which may be necessary to determine the proper classification of the position. The new class specification shall be subject to approval of the Commission.

2. Reallocation of an Existing Position. Upon notification to the Director of Human Resources of a permanent and material change in the duties or responsibilities of an existing position, the Director of Human Resources shall evaluate the position in accordance with any applicable collective bargaining

agreement and recommend the appropriate classification to the Commission.

(a) Status of Employees in Reallocated Positions. Whenever the Commission elects to reallocate a position to a different classification, the incumbent in the reallocated position shall continue in that position if he or she is qualified to do so. If the incumbent is not so qualified, the position shall be deemed to be vacant and the vacancy shall be filled in accordance with these Rules.

3. Notification of Personnel Status Changes: Written notice will be provided to the Commission by the appointing authority of all personnel status changes including but not limited to new hires, promotions, resignations, etc.

SECTION IV
FILLING OF VACANCIES

A. Requisition and Approval Process.

A "Request for Personnel" may be made by a Department Head whenever a vacancy occurs or is anticipated, additional employees are required, a new position is created or there is a need for an existing list of qualified candidates for a given position or class in the classified service.

Each Request for Personnel may contain the following information:

1. the description, class and title of the position and the reason for the vacancy/request;

2. a designation of the proposed starting date and salary for the position;

3. identification of the bargaining unit involved, if any;

4. all required approvals;

The Human Resources Department shall process the request to ensure that all approvals are obtained from the Department Head, the Director of Finance, the Chief Examiner, the Human Resources Director, and the Mayor for final approval.

B. Announcement of Examination or Position.

The Commission, through the Chief Examiner in accordance with C.G.S. Section 7-410 shall prepare and publish an announcement of a position(s) in the classified service as well as an announcement of the examination, if any, to be given for the position. The announcement of an examination shall be posted for at least twenty-one (21) calendar days prior to the closing date for applications.

The announcement of a position for which there is no examination required shall include the following:

(1) the minimum qualifications for the position;
(2) a brief description of the duties assigned to the position;
(3) the closing date for applications.

The announcement of a position for which there is no examination required shall be posted for at least ten (10) calendar days prior to the closing date for applications, or for such time as required by the applicable collective bargaining agreement.

C. Application Procedure

1. Applications shall be filed with the Human Resources/Civil Service Office on such forms and in such manner as the Commission shall determine. The Human Resources/Civil Service Office shall cause all applications to be time stamped upon receipt. In order to be considered, applications must either be postmarked or filed in the Human Resources/Civil Service prior to the closing date and time established for the filing of applications. No applications shall be accepted thereafter. The Commission shall render a final decision concerning acceptance of an application.

2. All applications shall become the property of the City and shall not be returned.

3. Unless otherwise provided by law, applicants must be at least sixteen years of age, or at least eighteen years of age for hazardous occupations, or at least twenty-one years of age for sworn police positions.

4. Each application shall be signed by the applicant, attesting to the truth of all statements contained therein.

5. The closing date for applications may be extended by the Commission as the needs of the City require.

D. Verification of Application Information

At any time prior to, during or after the examination process, the City may conduct police record, employment, educational, and personal reference checks, and any other post-offer testing deemed necessary by Human Resources and/or as provided by law for the position on any candidate. Applicants will be required to sign a comprehensive release and authorization form to permit the City to carry out this function. Failure to sign the required form(s) will be deemed a voluntary withdrawal from the process by the applicant.

SECTION V
APPLICANT ELIGIBILITY AND DISQUALIFICATION

A. Eligibility

1. To be considered eligible to compete in an examination, the applicant shall meet the minimum specifications and requirements described in the examination announcement.

2. In addition to the foregoing, to be considered eligible to compete in a promotional examination a candidate must:

   (a) have been appointed to a classified or non-classified position within the City of Danbury and has demonstrated satisfactory job performance; and

   (b) if the promotional position is within a particular bargaining unit, then the applicant must be a member of that particular bargaining unit, unless otherwise agreed upon between the respective union and the City

   Employees temporarily separated from the classified service by reason of layoff or on a leave of absence approved in accordance with City policy or a collective bargaining agreement shall be eligible to take a promotional examination for two years following the date of layoff or commencement of the leave of absence.

3. A candidate must pass each phase of the examination to be eligible to take the next phase of the examination.

4. Civil Service officers and officials and all persons who have been involved in processing applications or in the preparation, conduct or holding of an examination shall be prohibited from being a candidate for the position for which the examination is being administered.

B. Disqualification of Applicants

The Commission may disqualify any applicant or candidate for any valid reason, including but not limited to:

1. failure to meet any of the minimum requirements or qualifications for the position;

2. a prior felony or misdemeanor conviction which bears a substantial relationship to the duties of the position for which the examination is being held;

3. any reason as provided in C.G.S. Section 7-413;

4. making a false statement, whether written or oral, of any material fact or practicing or attempting to practice any deception or fraud in the application process, examination process, or in securing eligibility for appointment;

5. dismissal from employment as a result of misconduct within a reasonable time period prior to the closing date for applications;

5. use or attempted use of political pressure or bribery to secure an advantage in the examination process;

6. obtaining or attempting to obtain confidential information regarding Civil Service employment examinations;

7. material violation of any provision of these Rules.

C. Notification

Any applicant who is disqualified by the Commission shall be promptly notified of such action. Any applicant who is not admitted to an examination because of his or her failure to meet the minimum requirements established by the Commission for eligibility to take the examination shall be notified sufficiently in advance of the examination to allow for an appeal from rejection as provided in Section IX of these Rules.

SECTION VI
EXAMINATIONS

A. Policy

All appointments and promotions in the classified service of the City shall be made according to merit and fitness to be ascertained so far as practicable by competitive examinations. Examinations shall be practical in their character and shall relate to those matters which will fairly disclose the relative capacity of the persons tested to discharge the duties of the position to which they seek to be appointed.

All examination and selection processes for sworn police officers shall be in accordance with POSTC State accreditation standards.

B. Examination Types

Competitive Positions: There shall be two types of examinations for competitive positions within the classified service: open competitive examinations and promotional examinations.

Non Competitive Positions: Those positions that do not require formal competitive examinations provided that candidates have the required knowledge, skill, ability and suitability for the position sought and meet all of the qualifications required for employment.

C. Examination Phases

An examination may include one or more phases such as, but not necessarily limited to:

1. A review phase that rates experience, training and education.
2. A written phase
3. An oral phase
4. A performance or practical phase
5. An assessment center
6. Any other testing manner deemed appropriate for the specific position by the Commission.

D. Postponement or Cancellation of Examinations

The Commission, or the Chief Examiner or Director of Human Resources, with approval of the Commission, may postpone or cancel an examination or any phase thereof at any time for any reason which it may consider to be in the best interests of the City and/or the applicants. Action postponing or canceling an examination shall be recorded in the Commission records together with a description of the reasons therefor. All applicants shall be notified promptly of the postponement or cancellation of an examination or phase thereof.

E. Conduct of Examinations.

1. When an examination includes an oral phase, the Chief Examiner shall make all reasonable efforts to achieve diversity in the composition of the oral examining panel. For promotional examinations for sworn positions in the Danbury Police Department, if at all possible, the oral examining panel shall have at least one member who is African-American; efforts to secure an African-American panel member shall be documented by the Chief Examiner.

2. Prior to a promotional examination for sworn personnel of the Danbury Police Department, the Department shall provide all personnel eligible to take the examination with the opportunity to participate in a mock oral examination and a lecture or tutorial in test-taking techniques, and shall make available a reference list of books and other materials for use in preparing for the examination. These and other opportunities relating to any promotional examination shall be made equally available to all personnel eligible to take the examination. Notice of any mock oral examination, lecture and/or tutorial shall be announced at roll call and posted in the Police Department's training office and training room for at least seven (7) consecutive calendar days prior to any sign-up deadline.

3. Any candidate who is in need of an accommodation in the examination process shall be required to notify the Chief Examiner by the deadline date indicated in the notice of examination. The Chief Examiner shall contact the candidate to discuss the need for and type of accommodations requested.

4. If the Commission is of the opinion that the conditions under which any examination was held were not fair to the candidates, it may order the completed examination, or any part of any phase thereof, canceled and a new examination held, or it may order another equitable remedy applied.

F. Scoring of Examinations and Ranking of Candidates

1. The Chief Examiner shall be responsible for overseeing the scoring of each phase of an examination, the application of preference points as provided herein, the proper weighting of each phase of the examination and the overall score of each candidate.

2. The Chief Examiner shall prepare a list of those applicants who have taken and passed all phases of the examination, in rank order of their overall scores and preference points if applicable.

G. Notification of Examination Results

Any candidate who participates in an examination will be notified in writing of his or her results and/or of his or her eligibility to continue in the exam process.

H. Preference Points

In order to receive the following types of points, the candidate must provide the appropriate required documentation to the Chief Examiner indicated in the notice of examination for the particular position.

Only those candidates who achieve a passing score on all phases of the examination will receive such preference points added to their final score.

1. Original Appointment:

   a. Veterans' preference points
   In accordance with Section 7-415 of the Connecticut General Statutes, any veteran who served in time of war, if she/he is not eligible for disability compensation or pension from the United States through the Veterans' Administration, shall have five (5) points added to his/her overall score. Any such veteran, if she/he is eligible for disability compensation or pension, shall have ten (10) points added to his/her overall score. These points are based upon examinations with a possible rating of one hundred points. Veteran's points must be claimed by providing a copy of the DD-214 separation papers by the deadline indicated in the examination announcement. If the DD-214 is not provided by the deadline, then any claims for Veteran's points will be disallowed.

   b. Firefighter Certification Points
   A candidate for an entry level firefighter position will receive points as follows: one (1) point for being a Firefighter I; OR two (2) points for being

a Firefighter II, for no more than a total of two (2) points. Documentation of Firefighter I or Firefighter II certification and a letter from the Chief of his/her department stating that the candidate is current on HAZMAT, OSHA, and fire training is required as evidence. If such proof of certification is not provided by the deadline indicated, then any claims for Firefighter I or Firefighter II points will be disallowed.

c. Residency Points for Entry Level Police Officers and Fire Fighters:
A candidate for an Entry Level Police Officer position or an Entry Level Fire Fighter position will receive three (3) points for being a resident of Danbury. A copy of a valid driver's license indicating a Danbury residence must be provided by the deadline indicated in the notice of examination. If such proof of residency is not provided by the deadline, then any claims for residency points will be disallowed

2. Promotional Appointment:

Seniority points shall be given to candidates for promotional examination at the rate of one quarter (1/4) point for each full time completed year of service with the City of Danbury, up to a maximum of five (5) points, provided that no such points shall be added to the score of any candidate unless said candidate attains a passing score on each phase of the examination.

SECTION VII
ELIGIBILITY LISTS

A. General

The Commission shall certify open competitive and promotional eligibility lists, which lists shall contain the names of all candidates who successfully passed the examination associated with each such list.

The candidate with the highest final score based on all testing phases shall rank first and other candidates shall rank below him or her in accordance with their final overall scores. Whenever two or more candidates have equal final earned ratings, their names shall be arranged on the open competitive or promotional lists in the order of their performance on the written test; provided, however, that if such arrangement fails to resolve a tie, the order on the list shall be the same as the order in which their applications were time stamped upon receipt in the Human Resources/Civil Service Office.

B. Types of Eligibility Lists

There shall be three kinds of eligibility lists for positions within the classified service. These lists shall be known as:

1. The re-employment list, which shall contain the names of regular employees eligible for re-employment who have lost tenure in positions previously held, by reason of layoff or non-disciplinary demotion. The individuals on a re-employment list shall be ranked in order of their length of service with the City of Danbury, unless otherwise provided by the applicable collective bargaining agreement. Reemployment lists shall be maintained by the Human Resources/Civil Service Office.

2. The promotional list, which shall contain the names of regular employees who have qualified by successful passage of a promotional examination open only to employees in one or more departments of the City of Danbury or particular bargaining unit who meet the minimum qualifications. Following certification of a promotional list by the Commission, a promotional list shall be maintained by the Human Resources/Civil Service Office.

3. The open competitive list, which shall contain the names of candidates who have qualified by successful passage of a competitive examination open to all those who possess the minimum qualifications. Following certification of an open competitive list by the Commission, an open competitive list shall be maintained by the Human Resources/Civil Service Office.

C. Certification of Eligible Candidates

1. To fill a vacancy, the names of those three (3) persons standing highest on a promotional list and in all other cases, the names of the four (4) persons with the highest rank on the list shall be certified by the Commission to the appointing authority. If there are multiple vacancies for the same position, additional persons in rank order above the aforementioned ratio will be interviewed on a ratio of one additional person for each vacancy.

2. Eligibility lists shall be used in the order indicated: first, the re-employment list; second, the promotional list and third, the open competitive list.

D. Duration and Amendment

The Commission shall determine the length of time that an eligibility list shall remain in effect, but in no event shall the life of any eligibility list exceed two years.

Notwithstanding the designated duration of an eligibility list, after one third of an eligibility list has been drawn, the Commission may hold another examination to obtain a new list. In this event, any person whose name remains on this eligibility list may retain the original score, or, at his or her option, may submit to a new test and obtain a new score which shall supersede the former score.

Once an eligibility list expires, any person whose name remains on the list shall not have the option to retain their original score.

E. Removal from an Eligibility List

1. Any person may withdraw his or her name from an eligibility list at any time.

2. Each person on an open competitive or promotional list shall file with the Civil Service/Human Resources office a written notice of any change of address, and failure to do so may cause his or her name to be removed from the list.

3. A candidate shall be removed from an eligibility list by reason of:

   (a) appointment from the list;

   (b) failure of the candidate to respond within five (5) calendar days to a notice or inquiry from the City concerning availability for employment, or to arrange for or report to a scheduled interview;

(c) candidate's unavailability for appointment prior to the expiration of the list;

(d) failure of a candidate to accept an appointment when offered;

(e) determination that the candidate is not eligible to work in the United States;

(f) having been considered through an interview three times and not been appointed by the Mayor.

4. A candidate on any eligibility list may be removed from the list by the Commission for cause, which shall include but not be limited to the following reasons:

(a) a finding that the candidate provided false or misleading information on an application or in an interview, or omitted material facts in responding to questions on an application or in an interview;

(b) a finding that the candidate violated the procedures for taking an examination, including but not limited to those concerning material that may be brought into the examination room, or those designed to protect the security of the examination;

(c) a finding of any other type of fraud or deception in the application or testing process;

(d) the candidate's failure to satisfy the terms of a conditional offer of employment.

(e) the candidate's receipt of serious discipline as an employee of the City of Danbury or separation from service with the City of Danbury as a result of disciplinary resignation or dismissal from City employment for a reason other than layoff.

(f) the candidate's receipt of serious discipline or separation from service with any employer as a result of disciplinary resignation or dismissal for a reason other than layoff.

(g) conviction of a crime, subject to the following:

(i) An applicant for a sworn police or fire position may be removed from an eligible list because of a prior conviction of or plea to a

crime, provided that the records of the conviction or plea have not been erased in accordance with State law.

(ii) An applicant for any other position in the classified service shall not be removed from an eligible list solely because of a prior conviction of or plea to a crime. An applicant may be removed from an eligibility list based on conviction of or plea to a crime, provided that the records of the conviction or plea have not been erased in accordance with State law, if the Commission, after consultation with the Director of Human Resources and the Mayor, determines that the applicant is not suitable for the position sought after considering the following factors:

(a) the nature of the crime and its relationship to the position for which the person is applying;

(b) the degree of rehabilitation of the person following his or her conviction;

(c) the time elapsed since the conviction.

The name of any person who fails to satisfy the terms of a conditional offer of employment shall be stricken from such list after due notice to such person.

When the Commission proposes to remove a candidate from an eligibility list for cause in accordance with this sub-section 4, the Commission shall give written notice to the candidate of the proposed removal and the reason(s) therefore, and give the candidate the opportunity to appear at the Commission's next regularly scheduled or special meeting to provide reason(s) why the Commission should not remove his/her name from the eligibility list.

All issues, procedural and substantive, shall be raised by the candidate at the time of the Commission meeting. The candidate does not have right to counsel at the meeting and has the option of discussing his or her issue in executive session; as provided by C.G.S. 1-200 et seg.

In all cases, the Commission's decision to remove the name of a candidate from an eligibility list for cause shall be final.

SECTION VIII
APPOINTMENT

A. Regular Appointment

1. From an Open Competitive Examination Eligibility List.

   After interview of those eligible for appointment in accordance with these Rules, the Mayor shall authorize the making of a conditional offer of employment to the selected candidate.

   Upon the making of a conditional offer of employment to of a candidate to a position in the classified service, the Human Resources Department shall immediately conduct all pre-employment/post offer processes and testing as appropriate for the position.

2. From a Promotional Eligibility List

   After interview of those eligible for appointment in accordance with these Rules, the Mayor shall authorize the making of a conditional offer of employment to the selected candidate.

   Upon the making of a conditional offer of employment to of a candidate to a position in the classified service, the Human Resources Department shall coordinate the promotion with the affected departments.

B. Provisional Appointment

When the Mayor finds it essential to fill a vacant position before the Commission is able to examine and certify candidates for such position, the Mayor may fill the position by means of a provisional appointment. All provisional appointments shall be made from a group of otherwise qualified candidates presented to the Mayor by the Director of Human Resources. A provisional appointment shall expire at the end of ninety (90) calendar days or when a permanent appointment has been made from an eligibility list, whichever occurs first. When a vacancy is filled by a provisional appointment and the Commission has certified candidates to the Mayor, the Mayor shall make an appointment within thirty (30) calendar days of receipt of the appropriate eligibility list.

C. Removal of Officers and Employees

No officer or employee in the classified service shall be removed, discharged or reduced in rank or pay because of religious or political opinion or affiliation. No removal from the classified service, except at the expiration of the period of probation, shall be made by the Mayor except for just cause. The reasons for removal and shall be made in

writing to the Commission and a copy of such reasons shall be furnished to the person removed such person may thereupon file with the Commission his or her written answer. Such answer shall not be construed as a right to appeal or hearing nor will the Commission conduct any such hearing.

D. Required Notifications

Notice in writing shall be given as soon as practicable by the Mayor to the Human Resources Department/Commission of all appointments, regular or provisional, and promotions made in the classified service and of the date thereof.

E. Probation

Except when otherwise provided pursuant to the terms of a collective bargaining agreement, all appointments within the classified service shall be made subject to the satisfactory completion of a probationary period of one year. At the expiration of such period of probation, the Mayor may (1) discharge the employee at will, or (2) impose an extension of the probationary period as the Mayor deems appropriate, but if the employee is not then discharged or placed in an extended probationary period, the appointment shall be deemed complete.

SECTION IX
APPEALS TO COMMISSION

A. Appeal from Examination Rejection

1. An applicant whose application for admission to an examination has been rejected may appeal to the Commission in writing prior to the date of the examination. Within fifteen (15) calendar days of the filing of any such appeal, the Commission shall conduct a hearing for the purpose of reconsidering the qualifications of the applicant. The applicant may appear and present oral testimony and other evidence of his or her qualifications. The applicant may be represented at any such hearing and may submit written arguments for consideration by the Commission. The Commission shall render its decision in writing, with reasons therefor, within fifteen (15) calendar days of any such hearing. The decision of the Commission with respect to any such appeal shall be final.

2. Applicants may be admitted to an examination pending a determination by the Commission of any appeal filed in accordance with the provisions hereof. Admission to an examination under such circumstances shall not affect the determination of the appeal by the Commission. Should the Commission confirm its disqualification of an applicant after examination in accordance with the provisions of this subsection, the results of the applicant's examination shall not be considered for any purpose.

B. Review of and Appeal from Results of Examination

1. Review of Examination Materials

A candidate or authorized representative of said candidate may review the test materials of said candidate and the score assigned thereto in accordance with the following provisions.

a. Written request for such review must be made to the Chief Examiner by the candidate or the authorized representative of the candidate within ten (10) calendar days following the date of the official notification of the examination results.

b. Such review shall be permitted only in the Civil Service office during regular business hours in the presence of the Chief Examiner or authorized representative.

The above provisions notwithstanding, whenever an examination is conducted by an independent testing agency or company, the right to

examine test questions, scoring keys and other examination documents or data shall be limited by the terms and conditions under which the Commission obtains the examination and subject to C.G.S. 1-200 et seg.

2. Appeal of Examination Results

When a candidate questions the results of his or her examination, he or she may appeal said results to the Commission in writing by submitting such appeal to the Chief Examiner within ten (10) calendar days following the date of the official notification of the examination results.

The appeal shall include a statement of any items or parts of the examination to which the appeal is directed as well as the candidate's objection to said items or parts.

At its next regular or special meeting called for such purpose after the filing of any such appeal, the Commission shall conduct a hearing for the purpose of considering the results of the candidate's examination. Notice of the hearing shall be given to the candidate at least five (5) calendar days prior to the meeting.

At any such hearing, the candidate may appear and present oral testimony and other evidence relevant to his or her appeal. The candidate may be represented at any such hearing and may submit written arguments for consideration by the Commission. The Commission shall render its decision in writing, with reasons therefor, within ten (10) calendar days of any such hearing.

Any error disclosed as a result of any such appeal shall be corrected by the Commission; but any such correction shall not per se invalidate any examination, list or appointment. The Commission may adjust the examination results and any lists derived therefrom or take any other appropriate action in order to achieve what the Commission determines to be an equitable resolution.

The decision of the Commission with respect to any such appeal shall be final.