

At our meeting of May 6, 1939
Approved by unanimous vote

John. Louise N. Clark
Chairman

RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION

OF THE TOWN OF EAST HAVEN

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RULE 1 THE CLASSIFIED SERVICE.

Section 1. The Classified Service as provided by Charter shall include all appointees to all positions now or hereafter created except those positions excluded by the Town Charter of the Town of East Haven or by Rule 1 Section 2 of these Rules, elective officials, officers whose appointments are prescribed by statute or charter, and such other positions as the Civil Service Commission may determine after investigation to be within an area intended for exclusion from the Classified Service.

Section 2. The following positions are by these Rules specifically excluded from the Classified Service: Fire Chief, Police Chief, Director of Health, Director of Welfare, Building Official, Secretary of the Mayor, Administrative Secretary-Mayor's Office, Sewer Administrator, Zoning Enforcement Officer, Director of Public Services, Administrative Assistant, Director of Finance, Resource and Personnel Director, Superintendent of Parks and Buildings, Director of Recreation, Librarian, Tax Collector, Assessor and professional staff of the Education Department.

In addition, all personnel of any department or agency which is not subsidized in the amount of 51% or more by the Town of East Haven shall be excluded from the Classified Service. In addition to the foregoing positions, the Civil Service Commission may, in its discretion, exempt from test and competition the officer responsible for the policy of any department, and one deputy, private secretary, or other confidential employee of such officer.

The Classified Service shall not include persons providing services on a contractual or fee basis.

62
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As of May 1, 1972, the non-professional employees of the board of Education and Town Library employees are included and classified in the Competitive Service and are subject to these Rules.

Section 3. The Classified Service will consist of:

(a) The Competitive Classified Service, which shall include all permanent positions not specifically excluded by or pursuant to these Rules; and

(b) The Non-Competitive Classified Service, which shall include the following;

(i) All employees regularly scheduled to work less than twenty (20) hours per week; and

(ii) All temporary, emergency, seasonal and such other positions as may be established to provide technical or specialized services for a specified period.

Employees in the Non-Competitive Classified Service shall not be eligible for the benefits and privileges applicable to permanent employees in the Competitive Classified Service.

RULE 2 EXISTING EMPLOYEES.

All persons holding permanent positions in the service of the Town of East Haven as of June 1, 1971, whose positions are included in the Classified Service by the terms of the Charter and referendum of November 3, 1970, are deemed to hold office in compliance with these rules and no provision hereof shall be applied retroactively so as to adversely affect the status of such employees. Furthermore, no amendment to these rules shall be applied retroactively so as to adversely affect the status of any employee who held a permanent position in the service of the Town of East Haven pursuant to these rules prior to such amendment.

RULE 3 APPOINTING AUTHORITY.

For purposes of these Rules and actions relating to matters within the jurisdiction of the Civil Service Commission, the "appointing authority" shall be the commission, board, department or official authorized by statute, charter, regulation or rule to appoint employees of the Town of East Haven. However, any such commission, board, department or official may designate a person to act for it or for him as the appointing authority with respect to all or specified responsibilities. Having been formally advised of such designation by the commission, board, department or official, the Civil Service Commission may subsequently recognize any action of such designee to be the official act of such commission, board, department or official within any limits prescribed in the designation on file in the office of the Commission. In the absence of such designation or in the areas in which the delegation of authority does not apply, the Civil Service Commission may require written confirmation as a condition to any official action by the Civil Service Commission with respect to a circumstance involving such board, commission, department or official.

RULE 4 ROSTER OF AUTHORIZED POSITIONS.

Section 1. ~~The~~ Civil Service Commission shall maintain a roster of all authorized positions in the Town of East Haven. The roster will record the class title by which the positions are known and such additional information as the Commission may require in order to establish and maintain a comprehensive record of authorized positions, incumbents, promotions, appointments and other transactions affecting the status of each person in the Classified Service. Each appointing authority shall promptly advise the Commission of every appointment, transfer, promotion, change of salary or other action affecting the status of an employee.

Section 2. Whenever a new position is to be established the appointing authority shall notify the Civil Service Commission, giving a full description of duties and responsibilities, degree and kind of training and experience required, supervision received and/or exercised, proposed compensation, duration and proposed effective date, and justification and authority for its establishment. The civil Service Commission will determine whether the proposed position should be included in the Competitive Classified Service and whether an appropriate job classification already exists or a new job class is indicated. The Commission will advise the appointing authority of its findings.

Section 3. The Civil Service Commission may, from time to time, review any or all authorized positions to determine changes in job duties or responsibilities or any change in the status of such positions. It may subsequently take whatever action is indicated to assure continued compliance with these Rules and with the intent and purpose of statutory provisions. Consultation with the appropriate appointing authority may precede final decision by the Civil Service Commission. The Commission may also in its discretion consult the immediate supervisor over any authorized position before making a final decision.

RULE 5 EXAMINATIONS.

Section 1. Upon receipt of a request for certification to fill an existing vacancy in an authorized position in the Competitive Classified Service for which an appropriate and adequate eligibility list, in the opinion of the Civil Service Commission, does not exist, or at any such time as the Civil Service Commission may deem it advisable, examinations may be conducted by the Commission to determine the relative fitness of competing candidates for a specific job class. Each examination shall be conducted by or under the supervision of the Commission in such manner as will, in the opinion of said Commission, be a fair and reasonable test of the qualifications, manual or technical skill, physical fitness, and evaluation of education or experience and such other factors as the Commission may determine appropriate and necessary for various job classes. It shall not, however, include any question relating to political or religious affiliations or opinions on matters relating to race, creed, color or natural origin. The Commission shall control all examinations and may, whenever an examinations to be given, appoint a suitable number of persons to be examiners or the Commissioners may, at any time, act as such examiners with or without other examiners appointed by them.

- 7 - of candidates and may include tests of mental qualifications

Section 2. Each examination to be conducted by the Civil Service Commission will be announced as hereinafter prescribed:

(a) The Civil Service Commission, after receiving such information as it may deem necessary from the appropriate appointing authority, will prepare an announcement setting forth, in the manner prescribed by the Commission, the following information: the last date upon which applications for such examination will be accepted; the class title of the position; the starting salary or salary range; a general but not limiting statement of the duties included in the position title; knowledge, skill and ability needed; minimum acceptable qualifications in terms of education, experience or specialized training; physical requirements; and such other qualifications as the Commission may determine to be necessary and desirable for satisfactory job performance. The announcement shall also include any special or limiting conditions applicable to the examination. If such examination is to consist of more than one part, the announcement shall specify such parts, shall state that candidates must attain a passing grade in each part of the examination in order to be eligible to participate in subsequent parts of the examination, and shall state the percentage weights to be assigned each part in grading the examination. (See Rule 5 Section 6.) The announcement shall be posted in a conspicuous place in the office of the Civil Service Commission, and shall be filed with the Town Clerk of the Town of East Haven, for at least (3) weeks before the date of the examination. The Commission will prepare and make available to each interested candidate a copy of the announcement which will thereafter be the basis for resolving any questions relating to the examination to which it applies.

(b) In addition to the posting of the announcement required by Section 2(a) of this Rule, the Civil Service Commission shall, with respect to open competitive examinations only, give public notice of each such open competitive examination by publishing a notice at least three (3) times in a newspaper having substantial circulation in the Town of East Haven. The first such notice shall be published not less than three (3) weeks prior to the late date upon which applications for such examination shall be accepted; remaining notices shall be published during the three (3) week period next preceding the last date for filing applications. Any further written or printed notice of examinations may be given at the discretion of the Commission. Each public notice required by this subsection shall include the following information: class title of the position; starting salary or salary range; place or places where applications for such examination may be obtained; place or places where completed applications must be filed; the last date upon which applications will be accepted; and such other information as the Civil Service Commission shall deem necessary or desirable. Such public notice may contain all the same information as the announcement described in subsection (a) of this Section, but any public notice which contains the minimum information described in this subsection shall be deemed sufficient.

(c) If any announcement or public notice shall fail to contain all the information required therefor by subsection (a) or subsection (b) of this Section, as the case may be, or shall contain any incorrect information, the Civil Service Commission may take any action it deems necessary or appropriate to insure the fairness of the examination to which such announcement or public notice refers, including but not limited to the readministration of such examination or any part thereof, either to all applicants or to any applicant prejudiced by the defective announcement or public notice.

Section 3. (a) Subject to the provisions of Section 4 of this Rule, open competitive examinations shall be open to any applicant who meets the requirements set forth in the announcement of the examination, including such special requirements as are determined appropriate and included in such announcement.

(b) ~~Promotional~~ examinations shall be open only to permanent employees in the Classified Civil Service who also meet all of the other qualifications for the position, including any special requirements set forth in the official announcement. At the discretion of the Civil Service Commission, eligibility for a promotional examination may be limited to those already employed in the department where the vacancy exists or may be extended to all permanent employees in the Classified Civil Service who otherwise qualify.

(c) The Civil Service Commission may, when conditions so warrant, combine an open competitive examination and a promotional examination for the purpose of establishing two lists for the same position class as a result of such combined examination, one a promotional eligibility list and one an open competitive eligibility list. Conditions warranting such a combined examination shall include, but not be limited to, the Commission's belief that a promotional examination alone may not produce a sufficient number of successful applicants to provide an appointing authority who has requested the certification of candidates for appointment to a particular position with the full number of names required under Section 2(a) or Rule 9.

Section 4. Each person desiring to participate in any examination to be conducted by the Civil Service Commission shall complete and file with the Commission

(on) an application form supplied by the Commission, on or before the date specified in the Commission's announcement of the particular examination for which application to participate is made. Each such application shall present true and accurate statements made by the applicant and shall be sufficiently comprehensive to permit the Civil Service Commission to evaluate each of the factors covered by the application for purposes of determining the applicant's qualifications to participate in the examination, and to the extent applicable to be eligible for appointment and continued employment in the Classified Service.

The Civil Service Commission may deny admission to an examination to any applicant whose application is not on file on or before the closing date, and may also deny admission to any applicant whose application does not indicate the qualifications set forth in the examination announcement, unless in the judgment of the Civil Service Commission there are mitigating circumstances sufficient to justify reconsideration. The Commission may also deny admittance to any applicant who has made false or misleading statements in his application, or who may be denied certification for any reason set forth in Section 7-413 of the Connecticut General Statutes, as amended. If such a candidate is admitted to the examination, the Commission may disqualify such applicant from further participation at any stage of the examination process. If such candidate shall have completed the examination, then in the discretion of the Commission his name may be stricken from any eligibility list established as a result of such examination. In addition to the application herein before specified, the Civil Service Commission may require such additional information as it shall determine necessary and pertinent to a particular examination, including but not limited to proof of veteran status, licenses, and proof of residence or citizenship.

Section 5. The Civil Service Commission will notify each applicant whether or not he is accepted to participate in an examination. Such notification to those accepted shall give the date, time and place of the examination and may also specify any equipment or other material which the applicant should bring to the examination. In the case of applicants whose completed applications are on file seven or more days before the examination, such notice shall be made by first class mail using the address appearing on the application. In the case of applicants whose completed applications are filed less than seven (7) days prior to the examination, but on or before the final date for filing applications as announced by the Commission, such notice shall be given in any manner which is deemed reasonable by the Commission, including but not limited to verbal or telephone notice. The notice given pursuant to this Section shall constitute the only notification which the Commission may be expected or required to furnish to any applicant.

Section 6. Examinations will be administered by, or under the supervision or direction of, the Civil Service Commission, and shall be of such character and shall include such types of tests as the Commission may determine appropriate in each instance. If an examination is to include more than one part, the Commission may assign percentage weights to each part as it deems appropriate. The Commission shall determine the passing grade for each examination or part of an examination, in a manner consistent with the provisions of Section 8 of this Rule. A candidate must attain a passing grade in each part of an examination in order to be eligible to participate in subsequent parts of the examination.

Section 7. When all prescribed parts of an examination has been completed, the Civil Service Commission, by itself or under its supervision, shall apply the announced percentage weights to the attained scores of each candidate for each examination or part thereof, and shall thereby compute the final earned score for each candidate who has passed every part of the examination. The Commission shall add to his final earned score any additional points to which the candidate may be entitled according to statute or these regulations, thereby establishing the final rating for each successful candidate. All scores for any examination or part thereof shall be rounded to the nearest one-hundredth.

Section 8. Unless otherwise specifically provided by the Commission in its announcement of any examination, all examinations shall be graded on the basis of a maximum final earned score of 100 points. The passing grade for any examination shall be that number of points which is sixty (60%) percent of the maximum final earned score, provided that the Commission may for any given examination establish a passing grade which is higher than sixty (60%) percent of the maximum final earned score. Unless otherwise specifically provided by the Commission in its announcement of such examination, in any examination consisting of more than one part, the passing grade for each part shall be sixty (60%) percent of the maximum point total for such part. Provided, that nothing in this Section shall prevent the Commission from administering on a pass-fail basis an examination or portion thereof intended only to test physical characteristics or ability.

Section 9. Promotional examinations shall be given and graded under the terms and conditions herein above established, provided that no veteran credit shall be given to any candidate in a promotional examination. Such candidates shall be given credit for service in the Town of East Haven as provided in Rule 7, Section 1.

Section 10. The Civil Service Commission may designate certain permanent position classes in the competitive classified service as exempt from the requirement of competitive examination. Such exemption may be granted on a case by case basis, or a position may be designated as exempt until further notice from the Commission. Such exemption shall be confined to the following two kinds of positions:

- (a), those classes of positions in which the principal requirements for qualification are limited to fitness for labor, sobriety, honesty and good work habits; and
- (b) , positions requiring an unusual degree of professional or technical training or administrative ability not readily available.

Selection and appointment to the positions described in subsection (a) of this Section may be made by the appointing authority without prior certification by the Civil Service Commission; provided that each such appointment shall be conditioned upon subsequent certification as provided in Rule 9, Section 2(b). Selection and appointment to positions described in subsection (b) of this Section shall not be made without prior certification by the Commission.

RULE 6 VETERAN CREDIT

Any Veteran who served in time of war, as the terms "veteran" and "service in time of war" are defined in Section 27-103(a) of the Connecticut General Statutes. Revision of 1958, as amended, whose final earned score is at or above the passing grade in an open competitive examination, shall have five (5) points added to his earned score to establish his final rating and position upon the eligibility list established as a result of such examination. Any such veteran who, at the time of such examination, is receiving compensation from the United States Veteran's Administration for a service disability shall have, in addition to the five (5) point credit described in the preceding sentence, an additional five (5) points added to his final earned score, if such is at or above the passing grade, in order to establish his final rating and position upon such eligibility list. In order to receive the five (5) or ten (10) point additional it, as herein established, any veteran must file proof of such service and/or compensable disability with the Civil Service Commission on or before the date upon which the eligibility list from such examination is established. The credits as herein established shall be based upon examinations with a possible rating of 100 points. The veteran credits as herein established shall not be awarded or allowed in promotional examinations.

RULE 7 SENIORITY AND OTHER CREDITS

Section 1. In any promotional examination, additional credit for total continuous service in the employment of the Town of East Haven will be given to each candidate who attains at least a passing grade. Such credit will be calculated in points as follows:

Credit for Each Full Month of Service	Period of Service	Maximum Point Credit for Period	Cumulative Maximum Point Credit
<u>Steps</u>			
1 .0833	0 through 5 yrs.	5.00	5.00
2 .0500	6 through 10 yrs.	3.00	8.00
3 .0250	11 through 15 yrs.	1.50	9.50
4 .0125	16 through 20 yrs.	.75	10.25
5 .0100	21 through 25 yrs.	.60	10.85
6 .0067	26 through 30 yrs.	.40	11.25
7 .0042	31 through 35 yrs.	.25	11.50
8 .0042	36 through 40 yrs.	.25	11.75
9 .0042	41 through 45 yrs.	.25	12.00

The Starting date for calculating credit points will be the first day of the calendar month in which an individual enters on duty, provided such entry is on or before the fifteenth (15) day of the month. When the date of such entry upon duty is later than the fifteenth (15) day of the month, the starting date for calculating credit points will be the first day of the calendar month immediately following the entry date.

The closing date for calculating credit points will be the end of the month next preceding the last date for filing applications.

The service credit points will be added to the final earned score to establish the final rating and rank on the eligibility list.

Section 2. In any open competitive examination for positions within the Police Department of the Town of East Haven, any candidate who attains at least a passing grade shall be entitled to credit points as follows:

(a) If said candidate has served on the Police Auxiliary of the Town of East Haven for an uninterrupted period of at least one year as of the ending date for calculating credit points, he shall have two points added to his earned score to establish his final rating and position upon the eligibility list established as the result of such examination; and

(b) If said candidate has served on the Police Auxiliary of the Town of East Haven for an uninterrupted period of at least two (2) years as of the ending date for calculating credit points, he shall have an additional three (3) points, above and beyond the two (2) points credit for one year's service, added to his earned score to establish his final rating and position upon the eligibility list established as the result of such examination.

For purposes of calculating any such credit points, the starting date of service on the Police Auxiliary shall be the date upon which the candidate was sworn in as a member of the Police Auxiliary, and the ending date shall be the date upon which the Civil Service Commission certifies names from the eligibility list to the appointing authority. Each time a name or names are to be certified from the eligibility list, the final rating of each candidate on the list shall be up-dated to include any credit points earned by him hereunder since the date of the examination or since the date of the last certification of names from the eligibility list, as the case may be. In order to become entitled to any credit points hereunder, the candidate shall file with the Civil Service Commission on or before the date of certification of names from the eligibility list a statement signed by the Police Chief or Deputy Police Chief of the Town of East Haven verifying the required service on the Police Auxiliary of the Town of East Haven and containing any other comments which said Chief or Deputy Chief deems appropriate.

Section 3. In any open competitive examination for positions within the Fire Department of the Town of East Haven, any candidate who attains at least a passing grade shall be entitled to credit points as follows:

(a) If said candidate has served on the Fire Auxiliary of the Town of East Haven for an uninterrupted period of at least one year as of the ending date for calculating credit points, he shall have two points added to his earned score to establish his final rating and position upon the eligibility list established as the result of such examination; and

(b) If said candidate has served on the Fire Auxiliary of the Town of East Haven for an uninterrupted period of at least two (2) years as of the ending date for calculating credit points, he shall have an additional three (3) points, above and beyond the two (2) points credit for one year's service, added to his earned score to establish his final rating position upon the eligibility list established as the result of such examination.

For the purposes of calculating any such credit points, the starting date of service on the Fire Auxiliary shall be the date upon which the candidate was sworn in as a member of the Fire Auxiliary, and the ending date shall be the date upon which the Civil Service Commission certifies names from the Eligibility list to the appointing authority. Each time a name or names are to be certified from the eligibility list, the final rating of each candidate on the list shall be up-dated to include any credit points earned by him hereunder since the date of the examination or since the date of the last certification of names from the eligibility list, as the case may be. In order to become entitled to any credit points hereunder, the candidate shall file with the Civil Service Commission on or before the date of certification of names from the eligibility list a statement signed by the Fire Chief or Deputy Fire Chief of the Town of East Haven verifying the required service on the Fire Auxiliary of the Town of East Haven and containing any other comments which said Chief or Deputy Chief deems appropriate.

Section 4. All credits as established in Sections 1, 2 and 3 of this Rule shall be based upon examinations with a possible rating of 100 points.

RULE 8 ELIGIBILITY LISTS

Section 1. On the basis of final ratings (including any credits permitted by these rules), and subject to any investigation and disqualification resulting therefrom, the Civil Service Commission will arrange the names of all successful candidates in descending order from highest to lowest final rating, for the purpose of establishing an eligibility list for the position class for which the examination was announced and conducted.

Section 2. Each eligibility list shall be valid for one year from the date of its establishment, provided that the Commission may determine that the eligibility list be compiled as the result of any given examination shall be valid for a period longer than one year from the date of its establishment; provided further, that such determination must be made by the Commission prior to the date of the examination in question, and that in no event may the Commission determine that such eligibility list will be valid for a period of more than two (2) years from the date of its establishment. When a new eligibility list is to be established prior to the date of expiration of an existing valid list for the same position class, any individual whose name is on the existing list may elect either to transfer his present rating from the existing list to the new list or to be reexamined. In the event that such individual elects to be examined, the final rating which he earns in the examination shall be his rating on the new list. In the event that such individual elects to transfer his rating from the existing list to the new list, such transferred rating shall remain his rating on the new list for the duration of the new list; provided, that in no event shall any individual be permitted to transfer the same rating to a new list more than once.

Section 3. The Civil Service Commission may remove the name of any candidate from an eligibility list upon a finding by the Commission of the existence of any matter which would constitute grounds for refusal to certify such candidate as set forth in Section 7-413 of the Connecticut General Statutes, as amended. The name of any candidate may also be stricken from an eligibility list when he cannot be located within ten (10) days, by means of first class mail, addressed to his latest address in the files of the Commission; if he has waived or refused appointment to the same position class three times; if he fails to report for duty after accepting appointment, unless in the Commission's opinion mitigating circumstances surrounding such failure to report are sufficient to warrant reconsideration; if his name has been certified three (3) times and he has not been appointed; or upon his own request to the Civil Service Commission in writing.

Section 4. For positions determined to be non-competitive as provided in these Rules, eligibility shall be considered as having been met when the Civil Service Commission has officially determined, after reviewing all required and available information, that the applicant meets all the qualifications established for the position in which the vacancy occurs and the Civil Service Commission has so certified to the appointing authority.

Section 5. To the extent feasible, temporary and emergency appointments will first be made from existing eligibility lists, primarily in order of rating, and thereafter certification for temporary and emergency employment shall follow the procedure in Section 4 preceding.

RULE 9 CERTIFICATION FOR APPOINTMENT

Section 1. Except as otherwise provided in these Rules, no person shall be employed or permitted to work in any position in the classified service unless such person has been certified by the Civil Service Commission as eligible for appointment to the specific position for which certification was requested by the appointing authority. It shall be the responsibility of each appointing authority to obtain certification, for appointing purposes, by filing a written request with the Civil Service Commission containing such information as the Commission may require in order to determine that certification for appointment would be justified and in accordance with laws and regulations or rules issued under authority thereof. Any such request by an appointing authority shall include a written statement verifying that either:

(a) the appointing authority has fulfilled all job posting or other procedures required under the provisions of any applicable collective bargaining agreement relating to employee transfers or other methods of filling the position in question, and that the position remains vacant despite the fulfillment of said procedures; or

(b) the position in question is not subject to the provisions of any collective bargaining agreement relating to the filling of such position by employee transfer or otherwise.

Section 2. When a request is found justified, certification for selection and appointment will be made to the appropriate appointing authority by the Civil Service Commission as follows:

(a) For positions in the Competitive Classified Service, except those specifically excluded from competitive examination, the names of the three (3) highest rated candidates in order of their rank on the appropriate eligibility list will be certified for selection and appointment. When the request for certification is to fill more than one vacancy in the same position, the Civil Service Commission will add one additional name to the certification for each additional vacancy; provided, that the appointing authority must then simultaneously select names to fill all of the vacancies for which certification of names was requested. Provided further, that if after certification the appointing authority wishes to fill fewer than the number of vacancies for which certification of names was originally requested, the appointing authority shall, before making any selection or appointment, delete from the bottom of the list of certified names the number of names equal to the number of vacancies originally contemplated but not to be filled at that time.

If both an appropriate promotional eligibility list and an appropriate open competitive eligibility list currently exist for the position requiring certification the Commission shall first certify the required number of names from the promotional eligibility list; if and only if there are fewer names on the promotional eligibility list than the number of names required to be certified to the appointing authority under this subsection, then the Commission shall, after exhausting the promotional eligibility list, also certify as many of the highest rated candidates from the open competitive eligibility list as are necessary to certify to the appointing authority the total number of names required under this subsection.

In the event that the number of available candidates on the appropriate valid eligibility list or lists is fewer than the number of names which the Civil Service Commission is required to certify pursuant to this subsection, then the Commission shall submit to the appropriate appointing authority the names of all such available candidates. The appointing authority shall then have the option of selecting one of the names so submitted by the Civil Service Commission, or requesting the Civil Service Commission to administer a new examination in order to provide the full number of candidates required to be certified by the Commission pursuant to this Section.

(b) For positions in the non-competitive classified service and for positions in the competitive classified service excluded from competitive examination, certification of eligibility for continued employment will be made by the Civil Service Commission when investigation of all required information clearly indicates that the proposed appointee meets all the qualifications specified for the position class. Failure to provide complete and accurate information within five (5) business days after the entry upon duty of such an employee, or to meet the required qualifications, will be sufficient reason to deny certification, and in such case the services of the proposed appointee, if already employed, shall be immediately terminated if so ordered by the Commission. To the extent feasible, appointments to positions in the non-competitive classified service shall be made from existing eligibility lists primarily in order of rating, thus facilitating certification for employment. In order to provide for the continuation of necessary operations and prevent disruption of services important to the best interests of the Town of East Haven, the Civil Service Commission may authorize an appointing authority to employ, without prior certification, workers in the non-competitive classified service or in positions in the competitive classified service which have been previously designated as exempt from competitive examination, but each such appointment shall be subject to certification by the Civil Service Commission as herein before provided. Certification as required by this subsection may be waived for casual labor, and for employment to meet emergency conditions which ordinarily will not exceed seven (7) consecutive days, but in each such case the appointing authority shall file with the Civil Service Commission the names, rates of pay, starting and ending dates, and nature of the employment of all persons so employed.

(c) Upon the request of an appointing authority, the Civil Service Commission may authorize temporary appointments, not to exceed five (5) months, to vacancies in any class position which fall within one of the following categories:

(i) Vacancies which occur in a permanent class position during the period which is required to conduct an examination and prepare an appropriate eligibility list for such position; and

(ii) Vacancies which occur in a temporary class position where employees are needed for temporary or seasonal needs, and to which permanent appointments are not contemplated.

No person shall be employed on a temporary basis pursuant to this paragraph for more than five (5) months during any twelve (12) month period. Furthermore, no position such as that described in paragraph (i) of this subsection (c) shall be filled by a temporary employee or employees for more than five (5) months during any twelve (12) month period, regardless of whether such position is filled by different temporary employees at different times during such twelve (12) month period.

(d) If any permanent classified position shall be filled by a temporary appointment or appointments for a continuous period of more than five (5) months, then the Civil Service Commission either may extend the validity of such temporary appointment or appointments on a month-to-month basis, or may on its own initiative conduct an examination, prepare an eligibility list, and certify the appropriate number of names to the appointing authority for selection and appointment. In the event that the Civil Service Commission elects the latter course of action, no temporary appointment shall be valid beyond the date upon which such names are certified for selection and appointment.

(e) A permanent employee in the Classified Service transferred or promoted to a temporary position pursuant to this Section shall be entitled to his previous position without prejudice upon the expiration of his temporary appointment, unless after examination he qualifies for and is appointed to the position to which he had been temporarily appointed.

RULE 10 APPOINTMENT

Section 1. No person may be appointed to or employed in any permanent position in the Competitive Classified Service unless and until such person has been certified by the Civil Service Commission to the appointing authority as eligible for appointment in such position. No authorization by an appointing authority for employment, or agreement by an appointing authority to make an appointment, before such appointing authority has received such certification, and medical clearance if required, shall be binding upon the Town of East Haven. Furthermore, no such authorization for employment or agreement to make an appointment shall be binding upon the Town of East Haven unless it is in conformity with such certification.

Section 2. Upon receipt of certification of persons eligible for appointment to an existing vacant position or positions in the classified service, the appointing authority shall within sixty (60) days from the date of receipt of such certification select from the list of persons so certified sufficient names to fill any and all such vacant positions. Upon the occurrence of any one of the following events:

- (a) the failure of any person certified as eligible for appointment to present himself for personal interview when so requested by the appointing authority by certified mail, return receipt, addressed to the last address for such person on file in the office of the Civil Service Commission within fifteen (15) days from the postmarked date of such letter; or
- (b) the indication in writing by any person certified as eligible for appointment that he is unwilling to accept appointment; or
- (c) the inability of any person who is so certified and offered appointment to report for duty on the date specified; or

(d) the determination by the Civil Service Commission that any person so certified is ineligible for appointment for reasons specified by law or by these Rules, the Civil Service Commission shall certify an additional person or persons, as the case may be, from the eligibility list to the appointing authority. In the case of any such additional certification, the appointing authority shall select names from the list of then certified persons for appointment to any and all of such vacant positions by the date which is sixty (60) days from the date of original certification or thirty (30) days from the date of such additional certification, whichever is later. If the appointing authority does not make an appointment to any such vacant position within the time limit set forth in this Section, the certification of names for appointment to the position or positions remain vacant shall be automatically cancelled, and the appointing authority must request a new certification before any appointment to such position or positions may be made. ~~Any such request for new certification shall describe the reason the original certification was permitted to expire.~~

Section 3. The Civil Service Commission may authorize an appointing authority to make appointments to specified permanent positions in the noncompetitive classified service without the necessity of prior certification, provided that in each instance of such an appointment, the appointing authority shall within five (5) days after appointment file with the Civil Service Commission full and complete information regarding the appointee and his fitness to perform the duties of the position to which he is being appointed. The Civil Service Commission shall review all available data, may make further investigation, and shall approve or disapprove of such appointment and so advise the appointing authority. In the event that such an appointment shall be disapproved, the appointee's services shall be terminated immediately.

Section 4. Each appointing authority shall immediately advise the Civil Service Commission whenever an appointment to any position in the classified service has been made, giving the name of the person appointed, the class title of the position, starting salary, the date of entry upon duty, the nature of the appointment (e.g. original, promotional, permanent, temporary, etc.), and such other information as the Civil Service Commission may require. Applications and other materials related to appointments shall be retained in the files of the Civil Service Commission.

RULE 11 PROBATION

Section 1. Each person appointed to a permanent position in the classified service shall satisfactorily complete six (6) months of probationary service in the position to which he has been appointed, and shall meet all other applicable requirements of the Connecticut General Statutes, before such appointment becomes final, after which he appointee shall be entitled to the status of a permanent employee. The probationary period for an appointee shall begin when he enters on duty in the permanent position to which he is appointed and shall expire at midnight on the date which is six (6) calendar months from such date of entry upon duty. The services of an appointee may be terminated by the appointing authority during such period of probation, upon a determination by the appointing authority that the appointee is unfit or unable to perform satisfactorily the duties or services required, or that the appointee is otherwise unqualified to continue in the position. No later than ten (10) days after the services of an appointee have been so terminated, the appointing authority shall notify the Civil Service Commission in writing of such termination; such notice shall state the exact date upon which the termination of services was or shall be effective, and shall state the reason or reasons for the appointing authority's determination that the appointee's services are not satisfactory. An appointee shall be deemed to have satisfactorily completed his probationary period unless his services have been terminated and the Commission so notified before midnight on the date of expiration of the probationary period. After the appointee has completed his probation as set forth herein, his appointment shall be final and he shall be eligible to the benefits and privileges now or hereafter applicable to permanent employees in the classified service.

Section 2. Whenever the services of a promoted employee are terminated during his probationary period pursuant to Section 1 of this Rule, said employee shall be entitled to be reemployed without prejudice in the position class in which he had permanent status prior to his promotion.

Section 3. No employee may be required to serve more than one probationary period in the same position class in the same department. However, an appointee from a reemployment list may be required to serve the probationary period if appointed to the same or a comparable position class in a department other than the one in which he was previously employed.

Section 4. Time spent in temporary or emergency positions or in the unclassified service may not be included as part of any probationary period.

RULE 12 DISMISSAL, DEMOTION OR REDUCTION IN RANK

No permanent employee in the classified service shall be demoted, suspended, fined, or dismissed, or shall in any other way be penalized as the result of the interpretation of these rules by an appointing authority, until the appropriate appointing authority has filed with the Civil Service Commission a written statement describing the reasons for such demotion, suspension, fine, dismissal, or other penalty, and has at the same time mailed or otherwise provided to the employee a copy of such statement. Such statement shall also contain the date upon which the proposed action is to be effective, which date shall be not less than fourteen (14) days after the date upon which the statement is filed with the Civil Service Commission and a copy given to the employee or mailed to his address of record; provided, when the nature of the employee's action is such that immediate dismissal is in the best interest of the Town of East Haven, the appointing authority may summarily suspend the employee, in which case the appointing authority shall within one (1) day file with the Civil Service Commission the statement required by this Rule.

Any employee who is penalized by an appointing authority in any manner described in the preceding paragraph may file with the Civil Service Commission a written response to the statement of the appointing authority. Both the appointing authority's statement and the employee's response, if any, shall be retained in the records of the Civil Service Commission.

The procedure established by this Rule shall not in any manner affect or alter the provisions of the Town Charter of the Town of East Haven, including any amendments or successors thereto, establishing a Personnel Appeals Board. The filing by an employee of a response to the statement or action of an appointing authority with the Civil Service Commission shall not excuse such employee from fulfilling any procedural requirement concerning such a Personnel Appeals Board.

If the employee makes no appeal to the Personnel Appeals Board within the time permitted therefor, the Civil Service Commission shall adjust its records to show the nature of the action taken by the appointing authority and the effective date thereof. If such an appeal is made to the Personnel Appeals Board, the records of the Civil Service Commission shall reflect the action of the Board.

RULE 13 REEMPLOYMENT LIST

A permanent employee in the competitive classified service whose employment is terminated for one or more of the following reasons:

- (a) cancellation of his position;
- (b) insufficient funds;
- (c) lack of work;

(d) any other reason not attributable to the employee's conduct or job performance, including but not limited to the termination of his employment by virtue of the seniority provisions of a collective bargaining agreement, shall be placed on a reemployment list for the position class in which he was employed at the time of termination. Such reemployment list shall take precedence for certification purposes over any existing or thereafter established eligibility list for the same position class. The reemployment list for any position class shall be arranged in descending order according to length of service in the classified service of the Town of East Haven, and certification shall be made in order of appearance on such list; provided, that the appropriate eligibility list shall also be used to supplement the reemployment list when this is necessary to provide a complete certification for appointment purposes. A person whose name is placed on a reemployment list pursuant to this Rule shall have his name removed from such list on the date which is two (2) years from the date upon which the person's employment was terminated. No employee whose employment is terminated by resignation or by other action of the employee on his own motion shall be entitled to have his name placed on any reemployment list.

RULE 14 POLITICAL ACTIVITY

The provisions of Section 7-421 of the Connecticut General Statutes, Revision of 1958 as amended, shall apply to all employees in the Classified Civil Service of the Town of East Haven.

RULE 15 COMPUTATION OF TIME PERIODS

If the last day of any time period or time limit established by these Rules falls on a Saturday, Sunday, or legal holiday, such time period shall be automatically extended until the next day which is not a Saturday, Sunday, or legal holiday.

RULE 16 PENALTY

Penalties for violation of any provision of these Rules shall be as set forth in Section 7-424 of the Connecticut General Statutes, Revision of 1958, as amended.

RULE 17 DEFINITIONS

The following definitions of terms shall be used in the interpretation of these Rules.

1. ANNOUNCEMENT - the form prepared by Civil Service Commission for distribution in which the conditions pertaining to an examination and the qualifications of candidates are set forth.
2. APPOINTING AUTHORITY - the person or group of persons legally authorized to employ personnel to perform prescribed services for the Town of East Haven.
3. APPOINTMENT - the designation of a person for employment in a specific position.
4. ATTAINED SCORE - the grade attained by a candidate in each part of an examination in which he participates.
5. AUTHORIZED POSITION - a position in the classified service established in full compliance with applicable laws or rules.
6. CERTIFICATION - the official designation by the Civil Service Commission of persons eligible for appointment.
7. CLASS TITLE - the name by which a job classification or position class is officially designated.
8. ELIGIBILITY LIST - the list of persons in the order of final rating who have satisfactorily passed the test of qualifications prescribed by the Civil Service Commission for a position class.
9. EMERGENCY POSITION - A position authorized for the purpose of providing service, the need for which is unpredictable, which is of short duration and is necessary to the continuation of activities essential to the welfare of the community.
10. EXAMINATION - the evaluation by the Civil Service Commission of qualifications and relative fitness of applicants for various position classes.
11. FINAL EARNED SCORE - the grade obtained by adding the attained score in each part of an examination weighted as set forth in the announcement of the examination.

12. FINAL RATING - the final earned score plus any additional credits to which the candidate may be entitled.
13. JOB CLASSIFICATION - a job group in which the duties and qualifications are the same. (The term Position Class may be used alternately.)
14. NON-COMPETITIVE EVALUATION - the procedure by which relative qualifications are evaluated when the nature of the position is such that formal competitive testing is impractical.
15. OPEN COMPETITIVE EXAMINATION - an examination in which all may compete who meet the qualifications specified in the announcement.
16. PERMANENT EMPLOYEE - an employee certified by the Civil Service commission and appointed to a permanent position in which he has satisfactorily completed the probationary period prescribed in the Rules of the Civil Service Commission.
17. PERMANENT POSITION - a position authorized and established to provide services essential to the conduct of town business and intended to continue beyond a minimum of six (6) months.
18. POSITION CLASS - a job group in which the duties and qualifications are substantially similar. (The term Job Classification may be used alternately.)
19. PROBATION - a six (6) month working test period during which an appointee to a permanent position must demonstrate his ability and fitness for the position before the permanent appointment is made effective.
20. PROMOTIONAL EXAMINATION - an examination in which competition is limited to permanent employees in the classified service who also meet prescribed qualifications.
21. TEMPORARY EMPLOYEE - any employee appointed to a temporary position or temporarily appointed to fill a regular position.
22. TEMPORARY POSITION - a position in the classified service created for a designated period of time, and designated as temporary by the Civil Service Commission.

The Rules and Regulations of the Civil Service Commission of the Town of East Haven as amended herein shall become effective on November 1, 1982.

PROPOSED NEW RULE 8, SECTION 6
EAST HAVEN CIVIL SERVICE RULES AND REGULATIONS

Police Eligibility Lists.

Section 6. (a) This Section shall apply to the establishment of eligibility lists for positions within the police department which:

(i) are filled on the basis of open competitive examinations; and

(ii) are subject to the requirement that the holder of the position be, or become, certified as a police officer pursuant to Section 7-294d of the Connecticut General Statutes, as the same may be amended from time to time, such certification being herein called "police certification."

(b) The Commission shall compile an eligibility list of successful candidates for each position described in Subsection (a), consisting of two parts as follows:

(i) One list (hereafter called "Part A") which contains the names of all successful candidates, ranked in descending order from highest to lowest final rating (including those whose names are included in Part B described below); and

(ii) One list (hereafter called "Part B") which contains only the names of those successful candidates who hold, at the time of establishment of the eligibility list, current police certification, also ranked in descending order from highest to lowest final rating.

A candidate listed in Part A who does not hold police certification at the time of establishment of the eligibility list, but who later obtains police certification, shall be entitled to have his name added to Part B according to his final rating. A candidate listed in Part B whose police certification is revoked, expired or terminated shall have his name removed from Part B until such time as his police certification is reinstated; but such removal shall not in itself affect his right to remain on Part A.

(c) It shall be the responsibility of any candidate wishing to have his name placed or reinstated on Part B to present evidence satisfactory to the Commission of his current police certification. In the absence of such evidence provided by the candidate, he shall not be entitled to placement or reinstatement on Part B.

(d) When the appointing authority requests the Commission to certify names for appointment to a position described in Subsection (a), the appointing authority shall specify whether it requests names to be certified from Part A or Part B of the eligibility list. If multiple positions described in Subsection (a) are to be filled simultaneously, the appointing authority may fill all

positions from one Part, or may designate one or more positions to be filled from Part A and one or more positions to be filled from Part B. The selection of the Part or Parts to be used to fill a vacancy shall lie within the sole discretion of the appointing authority, subject to the provisions of these Rules.

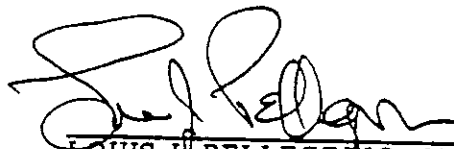
(e) Upon request of the appointing authority for certification of names for appointment from Part A or Part B, or both, the Commission shall certify the number of names of the highest rated candidates from each Part which is required by Rule 9, Section 2, according to the number of positions to be filled from such Part.

(f) This Section shall apply to any eligibility list for positions described in Subsection (a) in existence at the effective date of this Section or thereafter created.

(g) All provisions of these Rules pertaining to eligibility lists, or to their establishment, duration, or validity, shall apply to eligibility lists established in accordance with this Section, unless a contrary provision is specifically set forth in this Section.

**NOTICE OF AMENDMENT TO THE
EAST HAVEN CIVIL SERVICE
RULES AND REGULATIONS**

Pursuant to Section 7-412 of the Connecticut General Statutes, Revision of 1958 as amended, notice is hereby given that Rule 1, Section 2, entitled "The Classified Service" of the Rules and Regulations of the Civil Service Commission of the Town of East Haven was amended by the said Civil Service Commission at a special meeting held on January 9, 1987. Copies of said Amendment are available at the office of the Civil Service Commission and Office of the Mayor, East Haven Town Hall, 250 Main Street, East Haven, Connecticut. Said Amendment shall take effect on January 24, 1987.



LOUIS J. PELLEGRINO, Chairman
East Haven Civil Service Commission

BE IT RESOLVED THAT Rule I, Section 2, paragraph 2 of the Rules and Regulations of the Civil Service Commission of the Town of East Haven be and is hereby amended to read as follows:

In addition, all personnel of any department or agency which is not subsidized in the amount of 51% or more by the Town of East Haven shall be excluded from the Classified Service. In addition to the foregoing positions, the Civil Service Commission may, in its discretion, **exclude from the Classified Service** the officer responsible for the policy of any department, and one deputy, private secretary, or other confidential employee of such officer. Said amendment to the Rules and Regulations is to be filed with the minutes of this meeting.

Be it further RESOLVED, that:

- 1) Said Amendment to the Rules and Regulations shall take effect on January 24, 1987.
- 2) Public notice of the adoption of said amendment shall be given by newspaper publication in the New Haven Register once, on or before January 13, 1987.
- 3) A copy of said amendment, certified by the Secretary of the Civil Service Commission shall be filed with the Clerk of the Superior Court for the Judicial District of New Haven at New Haven, on or before January 16, 1987.
- 4) Copies of said amendment shall be made available to the public at the office of the Civil Service Commission and the office of the Mayor, East Haven Town Hall, 250 Main Street, East Haven, Connecticut.
- 5) The adoption of said amendment to the Rules and Regulations of the Civil Service Commission shall not affect any examination for which the Commission has given public notice before the effective date of said amendment.

Said motion having been duly made and seconded, a roll call vote was taken thereon:

Commissioner Pellegrino

Commissioner Brereton

Commissioner Richardson

**AMENDMENT TO
RULE 1, SECTION 2, PARAGRAPH 2
EAST HAVEN CIVIL SERVICE COMMISSION
RULES AND REGULATIONS**

In addition, all personnel of any department or agency which is not subsidized in the amount of 51% or more by the Town of East Haven shall be excluded from the Classified Service. In addition to the foregoing positions, the Civil Service Commission may, in its discretion, **exclude from the Classified Service** the officer responsible for the policy of any department, and one deputy, private secretary, or other confidential employee of such officer.

**PROPOSED NEW RULE 8, SECTION 7
EAST HAVEN CIVIL SERVICE RULES AND REGULATIONS**

FIRE ELIGIBILITY LISTS

Section 7. (a) This Section shall apply to the establishment of eligibility lists for Grade D Fire Fighter positions within the Fire Department which:

- (i) are filled on the basis of open competitive examinations; and
- (ii) are subject to the requirements that the holder of the position be, or become, certified as a Fire Fighter pursuant to Section 7-323I of the Connecticut General Statutes.

(b) The Commission shall compile an eligibility list of successful candidates for each position described in Subsection (a), consisting of two parts as follows:

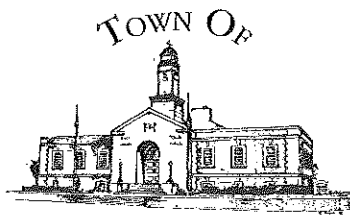
- (i) One list (hereafter called "Part A") which contains the names of all successful candidates, ranked in descending order from highest to lowest final rating (including those whose names are included in Part B described below); and
- (ii) One list (hereafter called "Part B") which contains only the names of those successful candidates who hold, at the time of establishment of the eligibility list, a current Connecticut Paramedic License, also ranked in descending order from highest to lowest final rating.

A candidate listed in Part A who does not hold a Paramedic License at the time of establishment of the eligibility list, but who later obtains a Paramedic License, shall be entitled to have his name added to Part B according to his final rating. A candidate listed in Part B whose Paramedic License is revoked, expired or terminated shall have his name removed from Part B until such time as his Paramedic License is reinstated; but such removal shall not in itself affect his right to remain on Part A.

- (c) It shall be the responsibility of any candidate wishing to have his named placed or reinstated on Part B to present evidence satisfactory to the Commission of his current Paramedic License. In the absence of such evidence provided by the candidate, he shall not be entitled to placement or reinstatement on Part B.
- (d) When the appointing authority requests the Commission to certify names for appointment to a position described in Subsection (a), the appointing authority shall specify whether it requires names to be certified from Part A or Part B of the eligibility list. If multiple positions described in Subsection (a) are to be filled simultaneously, the appointing authority may fill all positions from one Part, or may designate one or more positions to be filled from Part A and one or more positions to be filled from Part B. The selection of the Part or Parts to be used to fill a vacancy shall lie within the sole discretion of the appointing authority, subject to the provisions of these

Rules.

- (e) Upon request of the appointing authority for certification of names for appointment from Part A or Part B, or both, the Commission shall certify the number of names of the highest rated candidates from each Part which is required by Rule 9, Section 2, according to the number of positions to be filled from such Part.
- (f) This Section shall apply to any eligibility list for positions described in Subsection (a) in existence at the effective date of this Section or thereafter created.
- (g) All provisions of these Rules pertaining to eligibility lists, or to their establishment, duration, or validity, shall apply to eligibility lists established in accordance with this Section, unless a contrary provision is specifically set forth in this Section.



EAST HAVEN

CIVIL SERVICE COMMISSION

**NOTICE OF AMENDMENT TO THE
EAST HAVEN CIVIL SERVICE
RULES AND REGULATIONS**

Pursuant to Section 7-412 of the Connecticut General Statutes, Revision of 1958 as amended, notice is hereby given that Rule 7, Sections 2, 3, and 4, entitled "Seniority and other Credits" of the Rules and Regulations of the Civil Service Commission of the Town of East Haven was amended by the said Civil Service Commission at a regular meeting held on March 11, 2013. Copies of said Amendment are available at the office of the Civil Service Commission and the Office of the Mayor, East Haven Town Hall, 250 Main Street, East Haven, Connecticut. Said Amendment shall take effect on March 28, 2013.

Albert Carocci, Chairperson
East Haven Civil Service Commission

**PROPOSED AMENDMENT TO RULE 7, SENIORITY AND OTHER CREDITS,
RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION OF THE
TOWN OF EAST HAVEN**

BE IT RESOLVED THAT SECTIONS 2, 3 and 4 OF RULE 7 OF THE RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION OF THE TOWN OF EAST HAVEN ARE HEREBY REPEALED AND THE FOLLOWING NEW SECTIONS ARE SUBSTITUTED IN LIEU THEREOF:

Section 2. In any open competitive examination for a permanent position within the Town of East Haven, any candidate who attains at least a passing grade shall be entitled to educational credit points as follows:

- (a) If any said candidate has earned an Associate's Degree or has completed 60 college credits he shall have one (1) point added to his earned score to establish his final rating and position upon the eligibility list established as a result of such examination.
- (b) If any said candidate has earned a bachelor's Degree or has completed 120 college credits he shall have three (3) points added to his earned score to establish his final rating and position upon the eligibility list established as a result of such examination.
- (c) If any said candidate has earned an advanced degree he shall have five (5) points added to his earned score to establish his final rating and position upon the eligibility list established as a result of such examination.
- (d) For purposes of calculating any such educational credit points, a candidate may only receive credit points pursuant to a single subsection of this section, and shall not be entitled to accumulate points for multiple or lesser degrees and/or college credits.
- (e) In order to become entitled to educational credit points hereunder, the candidate shall file with the Civil Service Commission on or before the date the eligibility list is to be established as a result of such examination, an official transcript which evidences the college credits or degree.

Section 3. In any open competitive examination for a permanent position within the Town of East Haven, any candidate who attains at least a passing grade shall be entitled to language proficiency credit points as follows:

- (a) If said candidate is bilingual, and proficient in a language other than English, he shall have three (3) points added to his earned score to establish his final rating and position upon the eligibility list established as a result of such examination.
- (b) For purposes of calculating any such language proficiency credit points, a candidate may test for multiple foreign languages as provided for herein, but may only receive credit points for a single language, and shall not be entitled to accumulate points for proficiency in multiple foreign languages.
- (c) In order to become entitled to language proficiency credit points hereunder, the candidate shall state on his application that he intends to participate in the language proficiency examination, which examination shall be administered by an independent testing company.

Section 4. All credits as established in sections 1, 2 and 3 of this Rule shall be based upon examinations with a possible rating of 100 points. Any candidate who is eligible for credit points pursuant to both Section 2 and Section 3 of this Rule may combine or accumulate said credit points to a maximum of six (6) points.

**NOTICE OF AMENDMENT TO THE
EAST HAVEN CIVIL SERVICE
RULES AND REGULATIONS**

Pursuant to Section 7-412 of the Connecticut General Statutes, Revision of 1958 as amended, notice is hereby given that Rule 7 entitled "Seniority and Other Credits" of the Rules and Regulations of the Civil Service Commission of the Town of East Haven was amended by said Civil Service Commission at a regular meeting held on April 13, 2015. Copies of said Amendment are available for inspection at the office of the Civil Service Commission and the Office of the Mayor, East Haven Town Hall, 250 Main Street, East Haven, Connecticut. Said Amendment shall take effect on April 27, 2015.



Albert Carocci, Chairperson
East Haven Civil Service Commission

**PROPOSED AMENDMENT ADDING NEW SECTION 5 TO RULE 7, SENIORITY AND
OTHER CREDITS, RULES AND REGULATIONS OF THE CIVIL SERVICE
COMMISSION OF THE TOWN OF EAST HAVEN**

BE IT RESOLVED THAT THE FOLLOWING NEW SECTION 5, TO BE ENTITLED "ELIGIBILITY FOR CREDIT POINTS FOR APPLICANTS TO THE FIRE DEPARTMENT" IS ADDED TO RULE 7 AND SHALL BE CODIFIED AS RULE 7, SECTION 5 AS FOLLOWS:

"Section 5. Eligibility for Credit Points for Applicants to the Fire Department

In any open, competitive examination for a Grade D fire fighter position within the Fire Department of the Town of East Haven, any candidate who attains at least a passing grade shall be entitled to credit points as follows:

- (a) If, at the time of establishment of the eligibility list, a candidate possesses "Firefighter 1" (FF1) certification in the State of Connecticut, one (1) point shall be added to said candidate's earned score to establish his final rating and position upon the eligibility list established as the result of such examination.
- (b) If, at the time of establishment of the eligibility list, a candidate possesses "EMT" certification in the State of Connecticut, one (1) point shall be added to said candidate's earned score to establish his final rating and position upon the eligibility list established as the result of such examination.
- (c) If, at the time of establishment of the eligibility list, a candidate possesses certification in the State of Connecticut as a "Paramedic with Medical Control," two (2) points shall be added to said candidate's earned score to establish his final rating and position upon the eligibility list established as the result of such examination.
- (d) Any candidate who does not hold any of the requisite certifications specified in subsections (a), (b), or (c) herein at the time of the establishment of the eligibility list, but who later obtains any of the certifications referenced in said subsections, shall be entitled to have said candidate's score adjusted by the appropriate credit points as designated by the aforementioned subsections. If said adjustment necessitates a re-ordering of the candidate's position on eligibility list, said re-ordering shall be made as well.
- (e) Any candidate who holds one of the requisite certifications specified in subsections (a), (b), or (c) herein at the time of the establishment of the eligibility list, but suffers a revocation, expiration, or termination of said certifications during the period of validity of the eligibility list shall forfeit any credit points awarded pursuant to this section until such time as the candidate re-attains or re-establishes said certifications. Upon notification by the candidate or upon the provision of satisfactory proof of the revocation, expiration, or termination of any of the aforementioned certifications by a candidate, the Civil Service Chief Examiner shall adjust a candidate's score and, if said adjustment

necessitates a re-ordering of the candidate's position on eligibility list, said re-ordering shall be made as well.

(f) It shall be the responsibility of any candidate wishing to receive credit(s) pursuant to this section to present evidence satisfactory to the Commission that said candidate possesses the requisite certifications to support an award of such credit(s). In the absence of such evidence provided by the candidate, said candidate shall not be entitled to the award of any of the credits prescribed and allowed herein.

(g) It shall be the duty of any candidate who has been awarded credit(s) pursuant to this section to notify the Commission within five (5) business days if said candidate suffers a revocation, expiration, or termination of the certifications necessary to be eligible for the credit(s) awarded pursuant to this section. The failure to provide such notice to the Commission pursuant to this subsection shall be grounds for disqualification and removal from the eligibility list.

(h) All credits as established in Section 5 herein of this Rule shall be based upon examinations with a possible rating of 100 points. Any candidate who is eligible for credit points pursuant to this section and Sections 2 and 3 of this Rule, may accumulate said credit points to a maximum of ten (10) points, with a maximum of four (4) points attributable to the credits allowed in this Section and six (6) points attributable to those credits allowed in Sections 2 and 3 of this Rule.