

## **RULE 1**

### **PURPOSE, ADOPTION, AND AMENDMENT OF CIVIL SERVICE COMMISSION RULES**

#### **1.01 Purpose**

The purpose of these rules is to ensure a fair and effective system of human resource management, which is based upon the following merit principles: (CSC 2/24/09) (CSC 12/15/15)

- A. Providing fair treatment of applicants and employees in all aspects of human resource management without regard to age, ancestry, color, creed, disability, familial status, gender, pregnancy, genetic information, sex, marital status, national origin, race, religion, sexual orientation (including gender identity), status with regard to public assistance, and veteran's status (including Vietnam Era Veteran Status) or other protected class status or any other non-merit factor. (CSC 2/24/09) (CSC 12/15/15)
- B. Providing for the objective, non-biased evaluation and classification of jobs;
- C. Training employees to enhance existing and develop new job skills to facilitate increased performance and productivity;
- D. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected;
- E. Recruiting, selecting, and advancing employees on the basis of their relative abilities, knowledge, and skills, including fair consideration of qualified applicants for initial appointment; and
- F. Ensuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purposes of interfering with or affecting the result of an election or a nomination for office.

#### **1.02 Basis of Authority**

The City of Minneapolis Charter establishes and authorizes the Civil Service Commission to make, amend, or repeal rules in order to promote sound human resource management practices, to promote efficiency in the City service, and to carry out its Charter responsibilities. The Rules will, among other things, provide for: classification of all covered positions; fair and objective examinations; public advertisement of examinations; lists of eligible candidates that rank persons in order of their experience, education and relative abilities; certification procedures that correspond to current law and statute requirements; rejection of candidates or eligible candidates; temporary employment or re-assignment without examination; transfer, promotion, demotion, suspension and

discharge of current employees; and other rules, consistent with the Charter, as become necessary. (CSC 3/14/02) (CSC 2/24/09) (CSC 12/15/15)

### **1.03 Coexistence with the Minnesota Public Employment Labor Relations Act (PELRA)**

Agreements reached under PELRA between the City of Minneapolis and exclusive employee representatives will supersede Civil Service Commission Rules whenever overlap exists. Employees in the classified service and not covered by labor agreements are subject to these rules.

### **1.04 Amendment of the Rules**

Amendments will be prepared, recommended, and made effective as provided by Charter. Prior to the adoption of new rules or changes to existing rules, the Commission will take action at a regular meeting to consider and have published a notice of intent stating the rule(s) to be acted on and the proposed change(s). The following procedure will be observed when a rule is being considered for adoption, amendment or repeal:

- A. Proposed rule changes will be considered for publication by the Commission at least one meeting prior to the meeting at which they are scheduled for official adoption.
- B. The Human Resources Department will promptly notify the Mayor, the City Council, the several Boards and Commissions, each department head and labor organization representing City employees, and will post proposed rule changes on the official City bulletin boards seeking comment prior to consideration by the Commission of such rule changes.
- C. Amendments will be recorded in the minutes of the meeting at which they were adopted.

### **1.05 Employees Covered by These Rules**

Subject to Rule 1.03, employees in the classified service are subject to the Civil Service Commission Rules. An official listing of job titles in the classified service will be maintained by the Human Resources Department. In general, positions in the classified service include all but those policy-making positions, assistants to policy makers, appointed positions, and certain other excluded positions (such as interns). (CSC 12/15/15)