

AN ORDINANCE RELATING TO CIVIL SERVICE

**(Original Entry- Certification, Probation, Exam Age, and Internal Applicants;
Publication of Rules; and Purging Obsolete Language)**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. By exercise of its Home Rule powers, the Urbana City Council declares that those provisions of Division 1, Article 10 of the Illinois Municipal Code which conflict with this ordinance are hereby nullified and the provisions of this ordinance shall govern in the administration of the Civil Service System in the City of Urbana.

Section 2. Certain paragraphs of Section 2-99 of the City of Urbana Code of Ordinance are hereby amended to read as set forth below:

(2)a. The appointing authority (the head of the department or office in which a civil service position is to be filled) shall notify the commission of that fact, and the commission shall certify to the appointing authority a pool of candidates consisting of the names and addresses of all available candidates on the original entry registry for consideration. Alternatively, if there are more than thirty (30) candidates on the register, the appointing authority may request either that the commission limit the pool to the thirty (30) candidates standing highest upon the original entry register or to a pool in excess of 30 candidates if the commission determines that certification of a larger pool would provide a more diverse candidate pool, better serve the needs of the department or office, and/or improve equity. The candidates' names shall be submitted to the appointing authority in

alphabetical order and without any indication of ranking of the candidates. The appointing authority may select any candidate referred. If no candidate is found to fully meet the requirements or needs of the available position, the appointing authority may request one or more supplemental lists of certified candidates. The commission shall determine the number of candidates to be referred on a supplemental list. Consistent with the intent of this paragraph, any public posting of an original entry eligibility list, register or list of certified candidates shall be in alphabetical order without any indication of ranking of the candidates. Public posting of such lists shall not be required unless directed by the Civil Service Commission or Chief Examiner.

(2)b. All appointments of experienced firefighters made pursuant to Ordinance #9798-48 shall be allowed to retain their residence in effect at the time of appointment from the experienced firefighter eligibility register; however, such appointees are required to establish residency within the Civil Service residency requirement upon any move from such residence.

(4)a. Original appointment shall be on probation for a period not to exceed six (6) months to be fixed by the civil service rules except that original appointment of all classified personnel to the police department or fire department shall be on probation for a period to be fixed by the rules of the department. Firefighters shall be on probation for a period not to exceed twelve (12) months.

(4)b. Extension or discharge.

1. At or before the expiration of the period of probation, the appointing authority may extend the

period of probation, but only if both the candidate and the candidate's lawful collective bargaining representative (in cases where the candidate is represented as a member or fair-share dues paying member) agree in writing to such extension, by stating in writing the appointing authority's reason for doing so to the commission. The appointing authority's request for the extension of probation shall simultaneously constitute a discharge of the candidate even though phrased only as a request for extension, and the reasons for an extension of probation shall constitute the reasons for discharge. If the candidate is not then given an extension of probation and is not discharged, the appointment shall be deemed complete, unless the original probationary period has not yet run in which case the probationary period shall continue as though no request for extension had been made.

2. Where a request for extension has been made but the commission has not made its final decision regarding the request before the expiration of the probationary period, the probationary period shall automatically be extended by thirty days past its expiration date in order to give the commission the opportunity to make its final decision.

3. The cumulative length of the probationary period together with all extensions shall not be more than double the initial period, unless because of the

unique circumstances of the candidate, the candidate has not worked at full duty in the position for a period equaling at least the initial period, so that the appointing authority has not had adequate opportunity to evaluate the candidate's performance. Pursuant to 65 ILCS 5/10-1-7(1) the cumulative length of probation of any firefighter appointed to the lowest rank shall not exceed one year unless the position includes paramedic responsibilities.

(13) Internal Applicants for Original Entry.

The appointing authority may establish and administer, with the aid of the Personnel Manager, an internal application process by which Part-Time and/or temporary and/or Seasonal internal employees may apply for and be considered for hire into civil service positions as an alternative or in addition to use of the Civil Service register of candidates from the general public. The positions to which this paragraph applies and the administrative procedures by which those applications are received and evaluated shall be approved by the civil service commission based on recommendations from the Personnel Manager and the appointing authority. Nothing in this paragraph precludes an appointing authority from making an appointment from the applicable civil service register.

14. Publication of Civil Service Rules

Changes in the civil service rules shall go into effect upon adoption by the civil service commission or at a later date if specified by the commission. Such changes will be recorded in the commission's minutes. Publication of the location of the civil

service rules may be made on the City's web site in lieu of publication in a newspaper.

Section 3. This ordinance shall become effective immediately upon its passage and approval.

PASSED by the City Council this 20th day of January,
2004 .

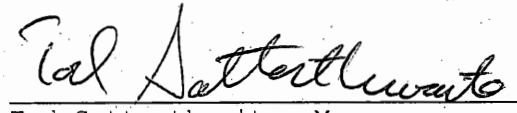
AYES: Chynoweth, Hayes, Otto, Patt, Wyman

NAYS:

ABSTAINS:


Phyllis D. Clark, City Clerk

APPROVED by the Mayor this 30th day of January,
2004 .


Tod Satterthwaite, Mayor



*This Ordinance amends the Code of Ordinances.