

# **CITY OF ALBANY**

## **MUNICIPAL CIVIL SERVICE RULES**

### **RESOLUTION FOR ADOPTION OF CITY OF ALBANY MUNICIPAL CIVIL SERVICE RULES**

At the November 20, 2019 meeting of the Municipal Civil Service Commission of the City of Albany, the Municipal Civil Service Commission adopted a resolution after holding a public hearing pursuant to the provisions of Section 20 of the Civil Service Law, that (1) the rules and appendices be amended as specified; (2) subject to the approval of the State Civil Service Commission, the rules and appendices as amended will be the rules and appendices for the classified Civil Service of the City of Albany; and (3) that the amended rules shall supersede all former rules of the City of Albany.

THOMAS McNAUGHTON, Commissioner  
LINDA JACKSON-CHALMERS, Commissioner  
MICHAEL CASSIDY, Commissioner

(KATHY M. SHEEHAN, Mayor of Albany)

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The NEW YORK STATE CIVIL SERVICE COMMISSION approved the resolution at its meeting held February 10, 2021 and the rules were filed with the Department of State on February 19, 2021.

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## PURPOSE AND EFFECT

It is hereby declared to be the purpose of these rules to provide a uniform and orderly system for the administration of Civil Service in the City of Albany on a basis of merit and fitness as provided in the Civil Service Law of the State of New York. These rules have the force and effect of law and apply to all positions in the classified service of the City of Albany, as well as the school district, public authorities and special districts therein. Such rules may be amended by the Commission after public hearing and subject to the approval of the State Civil Service Commission.

## RULE I DEFINITIONS

Unless otherwise expressly stated or unless the context or subject matter requires a different meaning, the several terms hereinafter mentioned, whenever used in these rules, shall be construed as follows:

1. "Commission" means the Civil Service Commission of the City of Albany.
2. "Employee" means the incumbent of a position holding the position in accordance with these rules and the Civil Service Law.
3. "Position" means an office or employment involving an aggregation of duties to be performed and responsibilities to be exercised by one person.
4. "Compensation" means the remuneration of a position and shall include food, lodging, maintenance and commutation when the same furnished.
5. "Eligible List" means an official record established and maintained by the Commission as a public record which contains the names of those persons who have successfully completed examinations, listed and ranked in order of their final ratings from the highest to the lowest rank.
6. "Part-time Employment" means any employment or a combination of one or more employments in a civil division in which an individual works 50 percent or less of the time prescribed as a normal work week by the appropriate governing body or other appropriate authority of the civil division or where the employee earns not more than one half (1/2) of the rate assigned to the position if the position has been allocated to a graded salary schedule.
7. "Transfer" means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a

similar position under the jurisdiction of another appointing authority, or to a position in a different title under the jurisdiction of the same appointing authority.

8. "Reassignment" means the change, without further examination, of a permanent employee from one position to another similar position under the jurisdiction of the same appointing authority.
9. "Civil Division" means each city, school district, public authority or special district.

## **RULE II**

### **ORGANIZATION AND POWERS OF THE COMMISSION**

The Commission shall designate one of its members as Chairperson. Two Commissioners shall constitute a quorum for the transaction of business. The Commission may appoint a Secretary who shall not be a Commissioner, and such other subordinates and employees within available appropriations as it may deem necessary or proper to carry out the purposes of these rules and the law. It shall fix the duties of these employees. The Commission shall keep true and accurate minutes of all its meeting and proceeding which shall be open to public inspection.

## **RULE III**

### **EXEMPT CLASS**

1. Positions in the exempt class are those for which competitive or noncompetitive examination or other qualifications-requirements are not practicable. (Civil Service Law, Section 41.)
2. Positions approved by the State Civil Service Commission for placement in the exempt class shall be listed in Appendix A of these rules and made a part hereof.

## **RULE IV**

### **NON-COMPETITIVE CLASS**

1. Positions approved by the State Civil Service Commission pursuant to Section 42 of the Civil Service Law for placement in the non-competitive class shall be listed in Appendix B of these rules. The municipal Commission shall designate titles in Appendix B that involve confidentiality or require the performance of

functions influencing policy for the purposes of excluding such positions from the statutory provisions on removal and disciplinary proceedings.

2. A position in the non-competitive class may be filled by the appointment of a person who meets the minimum qualifications established for such position by the Commission. A nomination for such an appointment shall state the qualifications of the nominee and shall be filed, prior to any appointment, by the appointing authority with the Commission. Such appointment shall become effective only after approval by the Commission.

## **RULE V**

### **LABOR CLASS**

1. Positions approved by the State Civil Service Commission pursuant to Section 43 of the Civil Service Law for placement in the labor class shall be listed in Appendix C of these rules.
2. A position in the labor class may be filled by the appointment of any person selected by the appointing officer of the agency where a vacancy exists. The Commission may require applicants for employment in the labor class to qualify in such examinations of their fitness for employment as may be deemed practicable.

## **RULE VI**

### **UNCLASSIFIED SERVICE**

Positions approved by the State Civil Service Commission pursuant to Section 35 of the Civil Service Law for placement in the unclassified service shall be listed in Appendix D of these rules.

## **RULE VII**

### **RECRUITMENT OF PERSONNEL**

1. Residence Requirements for Municipal Positions.
  - a. An applicant for competitive examination must be a legal resident on the date of the examination and must have been a legal resident of Albany, Columbia, Greene, Rensselaer, Saratoga, Schoharie or Schenectady County for at least thirty (30) days immediately preceding the date of such examination, unless otherwise mandated by law. This residence requirement may be suspended or reduced by the Commission in cases where recruitment difficulties make such requirement disadvantageous to the public interest.
  - b. When preference in certification is given to residents of the City of Albany, pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must be a legal resident on the date of the examination and must be a legal resident of the City of Albany at the time of certification and at the time of appointment.
2. Announcements of Examinations. The public announcement of an open competitive examination shall specify the title, salary or salary range, the duties of the position, the minimum qualifications required, the final date for filing applications, the subjects or scope of the examination and the relative weights thereof, application fee(s) and waivers, post offer of employment medical requirements, special testing requirements and religious observance arrangements and, if known, the date and place of the examination. Public notice of open-competitive examinations shall be made at least twenty-five days before the date of the examination and must be conspicuously posted in a public place for fifteen days. The last day for filing applications shall be at least ten days before the date of the examination.

## **RULE VIII**

### **APPLICATIONS**

1. Receipt and Disposition of Applications.
  - a. Applications of candidates for positions in the classified service must be submitted to the Commission on the form and in the manner prescribed by the Commission.
  - b. The burden of establishing qualifications to the satisfaction of the Commission shall be upon the applicant.

- c. The Commission shall notify applicants of the disposition of their applications. Applicants for competitive examination shall be given notice of their approval or disapproval at least seven days before the examination.
2. Release of Application Information. A candidate's application for appointment or examination may be exhibited, upon request, to the appointing officer to whom his/her name is certified, or to the appointing officer's representative, provided, however, that information therein relating to the candidate's national origin or indicating whether his/her citizenship is by birth or naturalization shall not be divulged. Before a candidate's application for examination is exhibited to the appointing officer or an authorized representative, all reference therein to the candidate's natural origin or to the basis of his/her citizenship shall be concealed.

## **RULE IX**

### **DISQUALIFICATION**

1. Notification of Disqualification. An applicant who is disqualified for an examination or appointment shall be notified of the reasons for such disqualification and afforded an opportunity to submit facts in opposition to such disqualification.
2. Verification of Qualifications. Any applicant who refuses to permit the Commission to investigate matters necessary for the verification of his/her qualifications or who otherwise hampers, impedes or fails to cooperate with the Commission in such investigation shall be disqualified for examination, or, after examination, for certification and appointment.
3. Disrespect for Processes of Law. A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

## **RULE X**

### **EXAMINATIONS**

1. Examinations Prepared and Rated by the New York State Civil Service Department.
  - a. For examinations prepared and rated by the State Civil Service Department, the provisions of the rules and regulations of the State Civil Service Commission and Department shall govern the rating of examinations, the review of examination papers by candidates and the filing of appeals.
  - b. The State Civil Service Commission shall have sole and exclusive authority to correct any errors in rating upon appeal or otherwise.
2. Examinations Prepared and/or Rated by the Municipal Civil Service Commission.
  - a. The Commission shall adopt a system to conceal the identity of the candidates' papers in a written examination until such written examination has been rated.
  - b. Rating keys shall be prepared for each examination held. Such keys shall be a permanent part of the record of each examination. The marking of an examination shall be made on the scale of 100, with 70 the passing score. The Commission may, after the announcement of an examination is made, subdivide the written examination into parts and require a passing mark of 70 in each of the parts in order that candidates be considered further for eligibility. Notice of such arrangements shall be given in the instructions of the written examination.
  - c. Applications and examination records and papers of candidates shall be preserved in accordance with the policies of the State Commissioner of Education and the State Civil Service Commission. Whenever an oral examination shall be prescribed as part of an examination, every effort shall be made to insure that a stenographic or recording device record of all the questions and answers be made a part of the examination records.
  - d. Every candidate in an examination shall be notified in writing of his/her final rating. Except for continuous recruitment examination, he/she shall also, if successful, be notified of his/her relative position on any eligible list established as a result of the examination.



- e. Except for candidates in continuous recruitment examinations, any candidate receiving such notice may inspect his/her examination papers in the office of the Commission and in the presence of a designated representative of the Commission, provided he/she makes his/her request for such inspection, in writing, within ten (10) days of the date of the postmark of such notice. The examination papers of a candidate shall be exhibited only to the candidate except that a candidate may bring a consultant to review the record of an oral examination. The consultant must be approved by the Commission prior to the review and may not be an individual who was in any way involved in the preparation, conduct, or administration of the examination.
- f. A candidate who wishes to appeal to the Commission from his/her rating in one, or more, or all of the subjects of an examination must submit such appeal in writing within twenty days after the earliest date on which his/her examination papers were made available for his/her inspection. Such appeal must show that a manifest error was made in the original rating. Such appeal shall be considered as opening all of the candidate's papers for review, whether resulting in a higher or lower standing. No change in rating shall be made as a result of an appeal unless it shall affect the candidate's relative position on the eligible list.
- g. There shall be no reviews of examinations conducted on a continuous recruitment basis other than for a computational check of the candidate's answers against the key answers; nor shall there be reviews of practical or performance examinations.

3. Examinations Generally.

- a. The Commission may at any time during the life of an eligible list, resulting from an examination except as provided in 1.b., correct any clerical or computational errors in the ratings of candidates who compete in the examination.
- b. Any changes in an eligible list pursuant to this rule shall not affect the status of any person previously appointed from such eligible list.

4. Examination Material Security. In order to prevent the unauthorized publication and dissemination of examination material, the following acts are prohibited except as authorized by the Commission.

- a. No person shall copy, record or transcribe any examination question or answer; or remove from the examination room or possess outside the examination room, any question sheet, answer sheet or booklet, scrap

papers, notes or any other papers or materials relating to such examination.

- b. A candidate in an examination shall not at any time communicate with an examiner concerning the conduct or content of such examination; and shall not directly or indirectly communicate to any other person information concerning the content of such examination until completion of the testing of all candidates.

No examiner, proctor or other person charged with the supervision of a candidate or group of candidates during an examination shall have authority to waive the provisions of this subdivision. A person who is found by the Commission to have violated the provisions of this subdivision or any similar provision of the rules of any other civil service jurisdiction within the State of New York shall be disqualified from appointment to the position for which the examination is being held and may be disqualified from being a candidate for any civil service examination for a period of five years.

## **RULE XI**

### **ELIGIBLE LISTS**

1. Every candidate who attains a passing mark in an examination as a whole and who meets the standards prescribed, if any, for separate subjects or parts of subjects of the examination shall be eligible for appointment to the position for which he/she was examined and his/her name shall be entered on the eligible list in the order of his/her final rating; but if two or more eligibles receive the same final rating in the examination, they shall be ranked in accordance with such uniform, impartial procedure as may be prescribed therefor by the Commission.
2. The date of the establishment of a list shall be the date fixed therefor by Commission resolution and shall be entered on such list. The duration of all eligible lists shall be fixed by Commission resolution prior to the establishment of such lists, but shall not be less than one nor more than four years. The date of establishment of a list and its duration shall be given to all successful candidates at the time when notice of standing on the eligible list is given to such candidates. Where the duration of an eligible list is fixed at less than four years, the Commission may, by resolution, prior to the expiration date of such list, extend the duration of the list up to the maximum limitation of four years, provided that eligible candidates on such list are notified in writing of the extension of the eligible list.

3. Eligible lists shall be open to public inspection at the office of the Commission. The name of persons of failed to receive a passing grade on the examination shall not be disclosed to the public.
4. The Commission shall have power in its discretion to correct any error and amend any eligible list where it appears that an error has been made. The Commission shall have power to revoke any eligible list where the provisions of these rules were not properly or sufficiently carried out; provided, however, that an eligible list shall not be revoked except after notice and an opportunity to be heard has been given to all persons whose names appear thereon. The reasons for such action shall be recorded in the minutes of the Commission and reported to the State Civil Service Commission within 30 days.

## **RULE XII**

### **CERTIFICATION**

1. The Commission shall determine the eligible list most nearly appropriate for the position to be filled and shall certify to the appointing authority a sufficient number of eligibles from which selection for appointment may be made. When the name of any eligible is included in a certification for appointment, the names of all other eligibles on the list having the same final rating as such eligible shall likewise be included in such certification.
2. A certification issued by the Commission to an appointing officer shall be valid for a period of 30 days from the date of its issuance. After the expiration of such 30-day period, no appointment shall be made except from a new certification. The Commission, for good cause shown, may extend a certification up to a maximum of sixty days upon request of an appointing authority.
3. When an eligible is canvassed for appointment or is offered appointment in writing and fails to state his/her willingness to accept such appointment within seven calendar days after the mailing or electronic mailing of such canvass or offer, he/she may be considered ineligible for purposes of a making selection for such particular appointment. When an eligible fails to respond to two successive canvass letters, his/her name shall be restricted from further certification from the eligible list. Thereafter, the eligible may request that his/her name be restored to active status on such list, provided the list is still in existence. The eligible's name may be restored to active status on such list if the Commission in its discretion determines that the reasons for the previous non-response are satisfactory.

4. The name of the person declining appointment shall be eliminated from further certification from the eligible list unless declination is for one or more of the following reasons: (a) Insufficiency of compensation offered when below minimum of grade of the position for which the examination was held; (b) Location of employment; (c) Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing. The Commission shall enter upon the eligible list the reasons for its action in such cases.
5. Except as otherwise provided herein, appointment or promotion to a position in the competitive class shall be made by the selection of a person on the most nearly appropriate eligible list who is willing to accept such appointment and whose final rating in the examination is equal to or higher than the rating of the third highest ranking eligible on the list indicating willingness to accept such appointment. The term "ranking" as used herein refers to the order in which the names of eligibles appear on the eligible list.
6. Whenever a vacancy exists in a position in the competitive class and an open competitive examination duly advertised results in three or fewer approved applicants for the examination, the appointing officer may nominate to the Commission one of the applicants who may be certified for appointment to fill the vacancy without further examination, provided that he/she has already qualified in an examination of equivalent character within the last four years from the date of nomination.
7. Whenever one or more eligibles shall have declined any appointment offered and an eligible whose relative standing is lower and who was reachable on the certification only because of the aforesaid declination shall have been appointed to the position, the salary or compensation of such appointee shall not be increased, except by a service or a class-wide increase, within a period of six months after his/her appointment beyond that offered to the persons so declining.
8. An open-competitive, promotion or preferred eligible list shall not be certified for filling a permanent competitive class vacancy created by reclassification of a permanently encumbered competitive class position if appointment or promotion from such list would require the layoff of a permanent competitive class employee; but this provision shall not apply if the incumbent whose position was reclassified, following such reclassification, either refused to take an examination for such reclassified position or twice failed to qualify for appointment, examination or promotion to the reclassified position.

## **RULE XIII**

### **PROMOTIONS**

1. In order to be eligible to participate in a promotion examination or to be promoted a candidate must have been employed in a competitive class or non-competitive class position on a permanent basis in a lower grade, either in direct line of promotion or in a related or collateral line of promotion as determined by the Commission. The Commission shall determine the minimum period of such service for eligibility to enter a promotion examination, and may also prescribe a minimum period of such service as a qualification for promotion from the resulting eligible list.
2. Any person who is nominated for non-competitive examination for promotion to a position and who fails to pass two successive examinations for such promotion shall not thereafter be eligible for employment in such position, except by appointment or promotion from an eligible list established following competitive examination.
3. Promotion examinations for non-competitive class employees shall, in addition to the requirements of Civil Service Law, Section 52(12) require that applicants shall have been employed in a full-time position at a salary level less than that assigned the position for which promotion examinations is to be held.

## **RULE XIV**

### **PROBATIONARY TERM**

1. Probationary Term.
  - a. Except as herein otherwise provided, every permanent appointment from an open-competitive list and every original appointment to a position in the non-competitive, exempt or labor class shall be for a probationary term of not less than eight nor more than fifty-two weeks.
    - i. The probationary term for the position of Police Officer, shall be not less than eight (8) nor more than seventy-eight (78) weeks.  
*Notwithstanding* any other provisions of these rules, the appointment of a police officer shall not become permanent unless and until he has satisfied such requirements as may be applicable to him under Section 209-q of the General Municipal Law.
    - ii. The probationary term for the position of Firefighter, shall be not less than twelve (12) nor more than seventy-eight (78) weeks.

- b. The probationary term for training positions, in which an appointee is required to serve a specified training term, shall not be less than twelve nor more than fifty-two weeks.
- c. An appointment shall become permanent upon the retention of the probationer after his/her completion of the maximum period of probation or upon earlier written notice following completion of the minimum period of probation that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Commission.
- d. If the conduct or performance of the probationer is not satisfactory, his/her employment may be terminated at any time after the completion of the minimum period of probation, and on or before the completion of the maximum period of probation in the manner as prescribed in these rules.
- e. Every permanent appointment from a promotion eligible list shall be for a probationary period of not less than eight nor more than twenty-six weeks. Upon written notice of the appointing authority the probationary period upon promotion may be waived and the appointee given a permanent appointment.

2.

- a. Transfers to Positions in the Same Civil Division. Every transfer from a position to another in the same civil division shall require a probationary term of not less than a minimum of eight weeks nor more than twenty-six weeks. If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated at any time after the completion of the minimum period of probation, and on or before the completion of the maximum of probation.
- b. Transfers to Positions Under Different Appointing Authorities in Different Civil Divisions. Every transfer from a position in one civil division to a position in another civil division shall require a probationary term of not less than a minimum of eight weeks up to a maximum of twenty-six weeks. If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated at any time after the completion of the minimum period of probation, and on or before, completion of the maximum period of probation. The commission shall advise the prospective transferee in writing prior to approval of the transfer that an eight to twenty-six week probationary term is required and must be successfully completed to obtain permanent status in the position to which transfer is sought. The prospective transferee shall be advised it is his/her

responsibility to request a leave of absence, the releasing agency is not required to hold a position to return to should probationary period not be successfully completed.

- c. Waiver. The appointing authority having jurisdiction over the position to which transfer is sought, may elect to waive the probationary term in (2a) or (2b) by written notification to the transferee and the Commission.
3. Restoration to permanent position. When a permanent employee is promoted or transferred to a position in which he/she is required to serve a probationary term, the position thus vacated by him/her shall not be filled, except on a temporary or contingent permanent basis, during such probationary term. At any time during such probationary term the employee shall have the right to return to his/her previous position at his/her own election. If the conduct or performance of the probationer is not satisfactory, he/she shall be restored to his/her former permanent position at the end of his/her probationary term.
4. Absence during probation term. Any periods of authorized or unauthorized absence aggregating up to ten workdays during the probationary term, may, in the discretion of the appointing authority, be counted as time served in the probationary term. Any such periods of absence in excess of an aggregate of ten-work day shall not be counted as time served in the probationary term. The minimum and maximum periods of the probationary term of any employee shall be extended by the number of work days of his/her absence which pursuant to this section, are not considered as time served in the probationary term.
5. Report on probationer's service. The appointing authority and supervisor of a probationer will carefully evaluate the probationer's work performance of the duties and responsibilities of the position. A probationer whose services are to be terminated for unsatisfactory service shall receive written notice prior to such termination and, upon request, shall be granted an interview with the appointing authority or his/her representatives.
6. Restoration to eligible list. A probationer whose employment is terminated or who resigns before the end of his/her probationary term may request that his/her name be restored to the eligible list from which he/she was appointed, provided such list is still in existence. His/her name may be restored to such list if the Commission in its discretion determines that the probationer should be given a second opportunity for appointment.
7. Temporary, provisional or contingent permanent service in higher level position. When an employee who has not completed his/her probationary term is appointed on a temporary, provisional or contingent permanent basis to a higher level position, the period of temporary or provisional service rendered by such

employee in the higher level position may, in the discretion of the appointing authority, be considered as satisfactory probationary service in his/her lower position and may be counted as such in determining the satisfactory completion of such probationary term. At any time after the expiration of the minimum period of the probationary term, or the entire probationary term if it be one of fixed duration, the appointing authority shall, on request of such probationer, furnish his/her decision in writing as to whether or not service in such higher level position shall be considered as satisfactory probationary service. In the event of an adverse decision by the appointing authority, such probationer at his/her request, shall be returned to his/her lower position for sufficient time to permit him/her to complete his/her probationary term. The employment of such a probationer in his/her lower position shall not be terminated at the end of his/her probationary term on account of unsatisfactory service unless he/she shall have actually served in such position, in the aggregate, at least the minimum period specified for such probationary term or the entire probationary term if it be one of fixed duration.

8. Removal during probationary term. Nothing contained in this rule shall be construed to limit or otherwise affect the authority of an appointing authority pursuant to Section 75 of the Civil Service Law, at any time during the probationary term, to remove a probationer for incompetence or misconduct.
9. Probationary Term Upon Reinstatement.
  - a. A permanent employee who is reinstated to a position after a separation of more than one year, either in his former jurisdiction or in another jurisdiction shall serve a new probationary period in the same manner and subject to the same requirement as apply upon the original appointment to such position.
  - b. An employee who is reinstated to a position after a separation of less than one year in an agency other than the one in which he/she formerly served, shall serve a new probationary term in the same manner and subject to the same requirements as applied upon an original appointment to such position.
10. Leave of Absence for Police Supervisors. Notwithstanding any other provisions of these rules, if a police officer is promoted to a higher rank for which he/she has met all requirements of eligibility for permanent promotion except training requirements applicable under Section 209-q of the General Municipal Law, he/she shall be deemed to be on leave of absence from the lower rank position from which he/she was promoted pending completion of such training. During such period, such lower rank position may not be filled except on a temporary or contingent permanent basis. In the event of his/her failure to complete such



training successfully within the time allowed therefore, he/she shall be restored such lower rank position.

## **RULE XV**

### **TRAINEE APPOINTMENTS**

The Civil Service Commission may require that permanent appointment or promotion to designated positions shall be conditioned upon the satisfactory completion of a term of service as a trainee in such a position or in an appropriate, lower training title or the completion of specified training or academic courses, or both. The period of such term of training service shall be prescribed by the Commission. Upon the satisfactory completion of such training term, and of specified courses if required, an appointee shall be entitled to full permanent status in the position for which appointment was made. Any appointment as a trainee shall be subject to such probationary period as is prescribed in these rules. The employment of such person may be discontinued if his/her conduct, capacity or fitness is not satisfactory at any time between the minimum and maximum period of probationary term for traineeship. If the trainee fails, refuses to pursue, or does not continue such training or academic courses satisfactorily as may be required, his/her employment may be terminated at any time during the traineeship.

## **RULE XVI**

### **EFFECT OF NON-PERMANENT SERVICE ON STATUS OF EMPLOYEES**

1. Effect of temporary appointment on eligibility for permanent appointment. The acceptance by an eligible of a temporary appointment shall not affect his/her standing on the eligible list for a permanent appointment, nor shall the period of temporary service be counted as part of the probationary service in the event of subsequent permanent appointment.
2. Non-Permanent appointment of permanent employee.
  - a. When a permanent, competitive class employee is given a provisional, temporary or contingent permanent appointment to another competitive class position in the same department or agency, the position thus vacated by him/her shall only be filled on a temporary or contingent

permanent basis until the position is unencumbered by the permanent incumbent.

- b. A provisional, temporary or contingent permanent appointee may return to his/her permanent position at any time by providing written notice to the appointing authority requesting to be returned to such permanent position. The appointing authority shall return such appointee to his/her permanent position within fifteen days of receipt of such written notice.

3. Successive provisional appointment.

- a. No provisional employee who has refused to take an examination held for permanent appointment shall be given another provisional appointment in the same position, a refusal shall also mean a provisional employee, who has knowledge or notice of a pending examination for such position and fails to file an application for this examination or fails to participate in the same at the designated time and place.
- b. No provisional employee who has twice failed an examination for permanent appointment shall be given another provisional appointment in the same position or title provided, however, where an examination fails to produce any qualified eligibles, or where an eligible list is depleted of all eligibles immediately following its establishment, such employee, at the discretion of the appointing authority may be nominated for a third and final provisional appointment in the same position or title.
- c. The term of provisional appointment shall end within the time period prescribed in the Section 65.3 of the Civil Service Law or upon the receipt of the results of an examination wherein no candidates passed the appropriate examination.

4. Contingent Permanent Appointments.

- a. A competitive class position left temporarily vacant by the leave of absence of the permanent incumbent may be filled, at the discretion of the appointing authority, by a contingent permanent appointment through the use of an open-competitive, promotion eligible or preferred list. Any person appointed on a contingent permanent basis shall have all the right and benefits of a permanent competitive class employee subject to the following limitations:
  - i. Probationary Period: All appointments under this rule shall be required to complete the probationary period for original appointment or promotion as prescribed in this rule.

- ii. Return of Incumbents: In the event of a layoff or if the permanent incumbent returns from leave of absence, persons holding positions on a contingent permanent basis shall be displaced before any persons holding permanent status in the same title regardless of total seniority. In the event more than one position in the same title is held by persons having contingent permanent appointments, displacement among those persons shall be based on the inverse order of their contingent permanent appointments.
  - iii. Preferred List: Upon displacement, if the contingent permanent appointee was appointed from a promotion eligible list, he/she shall be restored to his/her permanent position and have his/her name placed on a preferred eligible list for certification as a mandatory list only to the department or agency in which the contingent permanent appointment was made. If the contingent permanent appointee was appointed from an open-competitive eligible list, he/she shall have his/her name placed on a preferred eligible list for certification as a mandatory list in the civil division in which the contingent permanent appointment was made.
  - iv. Seniority: When a contingent permanent appointment matures into a permanent appointment, the date of permanent service shall be the date of the original contingent permanent appointment.
- b. All prospective appointees under this rule shall receive a copy of this rule and be canvassed as “permanent-contingent permanent.”
  - c. Contingent permanent appointments from eligible lists shall be made by selection of one of the top three candidates on an appropriate eligible list willing to accept a contingent permanent appointment; there will be no recanvassing of the eligible list in the event the contingent permanent position becomes unencumbered. Acceptance of a contingent permanent appointment will remove the person’s name from the eligible list for any future contingent permanent or permanent vacancies within the department or agency in which the contingent permanent appointment was made.
  - d. If a permanent vacancy becomes available in the same title in the department or agency in which a contingent permanent appointment has been made, contingent permanent appointees may be offered reassignment, prior to canvassing for a permanent appointment from an appropriate eligible list, or prior to appointing a temporary or provisional to the position.

- e. When a position filled by a contingent permanent appointee becomes unencumbered, the contingent permanent appointee in that position shall immediately gain permanent competitive class status in the class if the required probationary period as prescribed in this rule has been satisfactorily completed.
- f. When a permanent competitive class employee accepts a contingent permanent appointment in the same civil division, the position vacated by such employee shall not be filled except on a temporary or contingent permanent basis until the contingent permanent appointment matures into a permanent appointment.

## RULE XVII

### TRANSFERS

1. Transfer of Eligibility for Permanent Appointment. Upon the written request of an individual and the prospective appointing authority and subject to the approval of the Commission, any individual serving in a competitive class position as a permanent appointee may be permanently appointed to another competitive class position subject to these rules without further competitive examination, provided:
  - a. There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and
  - b. There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and
  - c.
    - i. The Commission determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or
    - ii. When the examinations' scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and
  - d. The Commission has determined that such appointment is for the good of the service.

## **RULE XVIII**

### **REINSTATEMENT**

1.
  - a. A permanent employee who has resigned from his/her position may be reinstated without examination within four years from the date of such resignation in the position from which he/she resigned, if then vacant, or in any vacant position to which he/she was eligible for transfer or reassignment. In computing the four-year period within which a person may be reinstated after the resignation, the day of the resignation takes effect, any time spent in active service in the military or naval forces of the United States or of the State of New York, and any time service in another position in the civil service of the same municipality shall not be considered. In an exceptional case, the Commission may, subject to the approval of the State Civil Service Commission, for good cause shown and wherein the interests of the government would be served, waive the provisions of this rule to permit the reinstatement of a person more than four years after resignation. For the purpose of this rule, where an employee on leave of absence resigns, such resignation shall be deemed effective as of the date of the commencement of such leave.
  - b. An employee who is laid off from civil service of a municipality shall be eligible for reinstatement in the same manner as an employee who had resigned.
2. Refusal or failure to accept reinstatement from preferred list.
  - a. Preferred list eligibility shall continue for four years.
  - b. Relinquishment of eligibility for reinstatement. The failure or refusal of a person on a preferred list, after reasonable notice, to accept reinstatement therefrom to his/her former position, or any similar position in the same salary grade for which such list is certified, shall be deemed to be a relinquishment of his/her eligibility for reinstatement, and his/her name shall thereupon be stricken from such preferred list. The name of such person may be restored to such preferred list and certified to fill such appropriate vacancies as may thereafter occur only upon the request of such persons and his/her submission of reasons satisfactory to the Commission for his/her previous failure or refusal to accept reinstatement.
  - c. Effect of refusal to accept reinstatement to lower grade position. A person on a preferred list shall not be deemed to relinquish his/her eligibility for reinstatement therefrom by reason of his/her failure or refusal to accept

reinstatement to a position in a lower salary grade than the position from which he/she was suspended or denoted. The name of such person may be withheld from further certification for reinstatement to a position in a lower salary grade than the position to which he/she failed or refused to accept reinstatement.

- d. Restoration to eligibility for reinstatement not to affect previous appointments. The restoration of the name of a person to a preferred list or his/her restoration to eligibility for certification therefrom to positions in a lower salary grade than his/her former position, shall not invalidate or in any manner adversely affect any appointment, promotion, reinstatement or demotion previously made to any position to which such person would otherwise have been eligible for reinstatement from such preferred list.

## **RULE XIX**

### **LEAVE OF ABSENCE**

1. A leave of absence without pay, not to exceed one year, may be granted to a permanent employee by an appointing officer. Notice of such leave of absence shall be given to the Commission. Where a leave of absence without pay have been granted for a period which aggregates one year, a further leave of absence without pay shall not be granted unless the employee returns to his position and serves continuously therein for three months immediately preceding the subsequent leave of absence. Notice of such subsequent leave of absence shall also be given to the Commission. Absence on leave for more than one year shall be deemed the equivalent of a resignation from the service upon the date of commencement of such absence, except as provided in subdivision 2 of this rule.
2. In an exceptional case, the Commission may for good cause shown waive the provisions of this rule to permit an extension of the leave of absence for an additional one-year period. In no case may such leave of absence exceed in aggregate two years from the date of commencement of the leave.
3. A leave of absence without pay, not to exceed four years, shall be granted by an appointing officer to a permanent employee who is a veteran of the Armed Forces of the United States, providing such a leave of absence is for the purpose of taking courses under the educational benefits provided for in Title 38, United States Code or under a New York State Board of Regents War Service Scholarship, Education Law, Section 674. A permanent employee taking such a leave shall be reinstated to his position, provided he makes application for such reinstatement within sixty days after the termination of his courses of study.

## **RULE XX**

### **RESIGNATION**

1. Resignation in writing. Every resignation shall be in writing.
2. Effective date of Resignation. If no effective date is specified in a resignation, it shall take effect upon delivery to or filing in the office of the appointing authority. If an effective date is specified in a resignation it shall take effect on such specified date. However, if a resignation is submitted while the employee is on leave of absence without pay, such resignation, for the purpose of determining eligibility for reinstatement, shall be deemed to be effective as of the date of the commencement of such absence.
3. Notwithstanding the provisions of this section, when charges of incompetency or misconduct have been or are about to be filed against an employee, the appointing authority may elect to disregard a resignation filed by such employee and to prosecute such charges; and, in the event that such employee is found guilty of such charges and dismissed from the service, his/her termination shall be recorded as a dismissal rather than as a resignation.
4. Withdrawal or amendment. A resignation may not be withdrawn, cancelled or amended after it is delivered to the appointing authority, without the written consent of the appointing authority.
5. Voluntary Demotion of Permanent Competitive Employee. An employee who voluntarily elects to relinquish his/her permanent competitive class status to a position and accept a demotion, must deliver a statement of relinquishment to the appointing authority. Upon receipt of the statement of relinquishment by the appointing authority, the employee may be reinstated to any vacant lower salary level position for which he/she is eligible for such reinstatement as provided in these rules. Such statement of relinquishment shall not take effect until the employee is reinstated to the lower level position. An employee may not be reinstated to a position for which a preferred list is established.



## **RULE XXI**

### **REPORTS OF APPOINTING OFFICERS**

For the purpose of certification of payrolls and to enable the Commission to keep an official roster of the classified service as required by law and to properly administer the provisions of the Civil Service Law and these Rules, each appointing officer, from time to time, and upon the date of the official action in each case, shall report to the Commission as follows:

- a. Every appointment or employment whether permanent, probationary, provisional, temporary, contingent permanent or otherwise, in the classified service, with the date of commencement of service and the title and compensation of the position.
- b. Every declination to accept an appointment under him/her by a person eligible on an eligible list or preferred list, with copies of the offer or notice of appointment and the reply, if any.
- c. Every discharge during or at the end of probationary term with the date of the discharge.
- d. Every vacancy in a position, for whatever reason including the date.
- e. Every position abolished, with the date of such abolition.
- f. Every change of salary in a position, with the date of change.
- g. Every promotion, giving positions from which and to which made, with the date and salaries.
- h. Every proposed transfer, giving the positions from which and to which transfer is to be made, including the effective date and salary.
- i. Every reinstatement in a position, with the date and salary.
- j. Every leave of absence, with the effective date and duration.
- k. Every new position, giving a complete description of the duties and responsibilities prior to the appointment of a qualified candidate.

## **RULE XXII**

### **CERTIFICATION OF PAYROLLS**

1. Certification required prior to payment.

- a. No person shall receive salary or compensation until the Commission has certified his or her employment to be in compliance with the provisions of the Civil Service Law or these Rules.
- b. The Commission shall not certify the names of any person employed in a manner that does not comply with the provisions of the Civil Service Law or these Rules.

2. Extended certification.

- a. The Commission may certify the employment of a person for a limited or extended period. No further certification shall be necessary for the payment of salary or compensation to such person, as long as his or her status, title and salary grade remain unchanged during the period of the certification granted.
- b. The Commission shall require certification of the first full payroll of the fiscal year for every civil division under its jurisdiction except school districts. The Commission shall certify the first full payroll of every school district under its jurisdiction in October every calendar year.
- c. The Commission may, at any time, require any civil division under its jurisdiction to submit payrolls or accounts for certification in accordance with Section 100(1) of the Civil Service Law.
- d. Annual certifications provided by the Commission shall be valid for a period of no more than 12 months following the scheduled date of the certification established in these Rules. Certifications provided at any other time during the year shall be valid for a period not to exceed the next scheduled certification established in these rules.,

3. Refusal or termination of certification.

- a. The Commission shall investigate any discrepancies between the payroll and the official roster and any other instances where the Commission finds the employment of a person may be in violation of the law or these Rules.
- b. In any case where the Commission finds satisfactory evidence that the employment of a person is in violation of law or these Rules, or the

Commission finds satisfactory evidence of intent to evade the provisions of law or these Rules in regard to the employment of any person, the Commission shall refuse certification or terminate a certification previously made and then in force.

- c. Any refusal, termination, or revocation of a certification of any person shall be communicated in writing to the appropriate fiscal or disbursing officer.

## **RULE XXIII**

### **POSITION CLASSIFICATION**

1. Definitions Used in Position Classification. For the purpose of this rule the following definitions shall apply:
  - a. “Class” means one or more positions sufficiently similar with respect to duties and responsibilities to be designated by a single descriptive title and treated as a unit for the purpose of recruiting, examinations, salary, and administering other personnel functions.
  - b. “Class Title” means the designation given under these rules to a class and to each position allocated to such class.
  - c. “Job Classification Specification” means a formal written statement of the class which defines the general character and scope of the duties and responsibilities of positions in the class, lists typical work activities, enumerates knowledge, skills, abilities, and personal characteristics required for successful full performance of the work, states required minimum qualifications, and indicates any special requirements of the class.
  - d. “Allocation” means the assignment of a position to an appropriate class as determined by the duties, responsibilities and minimum qualification requirements of the position.
  - e. “Reclassification” means the reallocation of a position from one class to another because of a permanent and material change of the duties of that position.
  - f. “Appointing Authority” means the person, body or authority authorized to make appointments within a department or municipality.

2. The Commission's Duties and Responsibilities for Position Classification:
  - a. The Commission shall classify and reclassify all positions in the civil service of all municipalities under its jurisdiction.
  - b. The Commission shall prepare and maintain job classification specifications for each class of positions in the competitive, non-competitive and labor jurisdictional classes and establish appropriate minimum qualifications for each class.
  - c. The Commission shall investigate all matters affecting the classification and reclassification of all positions and from time to time review the duties, responsibilities and qualification requirements of all positions under its jurisdiction and to make revisions in the classification of positions.
3. Classification of Vacant Positions. When a position has or is about to become vacant, the appointing authority shall file a detailed description of the duties and responsibilities of the position and a statement of suggested minimum entrance qualifications for the position with the Commission. After an analysis of the detailed description of duties and responsibilities, the Commission shall allocate the position to an appropriate class, or, if no appropriate class exists, shall create a new class and prepare a job classification specification for such position including a statement of appropriate minimum qualifications. The Commission may, with certain position vacancies it deems appropriate, accept written verification from the appointing authority that the duties and responsibilities of certain positions have remained unchanged from the last review by the Commission.
4. Classification of New Positions. When a new position is to be created, the appointing officer shall file a detailed description of the duties and responsibilities of the position and a statement of suggested minimum entrance qualifications for the position with the Commission, prior to creating the position. After an analysis of the detailed description of the duties and responsibilities, the Commission shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a job classification specification for such new class including a statement of appropriate minimum qualifications.
5. Reclassification of Positions. Either:
  - a. The Commission may, upon its own initiative, review the duties and responsibilities and qualification requirements of any position under its jurisdiction. Appointing authorities and employees in positions under review shall be required to complete a detailed description of the duties

and responsibilities of the positions and provide such other information as determined necessary by the Commission. After an analysis of the detailed description of the duties and responsibilities, the Commission shall allocate the position to an appropriate class, or, if no appropriate class exists, shall create a new class and prepare a job classification specification for such position including a statement of appropriate minimum qualifications; or

- b. Whenever a permanent and material change is made in the duties and responsibilities of any position, the appointing authority shall file a detailed description of the duties and responsibilities of the position with the Commission. After an analysis of the duties and responsibilities of the position, the Commission shall allocate the position to an appropriate class, or, if no appropriate class exists, shall create a new class and prepare a job classification specification for such position including a statement of appropriate minimum qualifications; or
  - c. Any employee in the classified service may apply to the Commission for a position reclassification. Such application shall include a detailed description of the duties and responsibilities of the position since the last determination with respect to its classification. After an analysis of the duties and responsibilities of the position, the Commission shall allocate the position to an appropriate class, or, if no appropriate class exists, shall create a new class and prepare a job classification specification for such position including a statement of appropriate minimum qualifications.
6. Notice of Appeals. The Commission shall give reasonable notice of any proposal or application for a change in classification to the appointing authority and to the employee or employees affected thereby. Any person desiring to submit facts orally or in writing in connection with the reclassification of any position shall be afforded reasonable opportunity to do so. The Commission shall then determine the proper allocation of the position. No employee, either by classification or reclassification, change of title or otherwise shall be promoted, demoted, transferred, suspended or reinstated except in accordance with the provisions of the Civil Service Law and these rules.

## **RULE XXIV**

### **PROHIBITION AGAINST QUESTIONS ELICITING INFORMATION CONCERNING POLITICAL AFFILIATIONS**

No question in any examination or application or other proceeding by the Commission or their examiners shall be so framed as to elicit information concerning, nor shall any other attempt be made to ascertain the political opinions or affiliation of any applicant, competitor or eligible, and all disclosures thereof shall be discountenanced by the Commission and its examiners. No discrimination shall be exercised, threatened or promised against or in favor of any applicant, competitor or eligible because of his political opinions or affiliation.

## **RULE XXV**

### **LAYOFF OF COMPETITIVE CLASS EMPLOYEES**

1. For the purpose of this Rule the following terms shall mean:
  - a. Direct line of promotion shall be strictly construed in that in order to be considered as direct line all title must have the same generic root.
  - b. Next lower occupied title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case, it shall be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.
  - c. Layoff unit shall mean each department of a County, City, or Town, Village, each School District and each special district. Authorities and community colleges shall be deemed to be separate civil divisions.
  - d. Satisfactory service shall mean service by a permanent employee during which he or she did not receive an "Unsatisfactory" performance rating and was not found guilty of misconduct or incompetency pursuant to Section 75 of the Civil Service Law which resulted in the imposition of any of the following penalties upon such employee: (i) dismissal from the service, or (ii) suspension without pay for a period exceeding one month, or (iii) demotion in grade and title.
  - e. Original Appointment
    - i. Permanent Service shall start on that date of the incumbent's original appointment on a permanent or contingent permanent

basis in the classified service, however, in the case of disabled veterans, the date of original permanent appointment is considered to be 60 months earlier than the actual date; while non-disabled veterans are considered to have appointed 30 months earlier than their actual date of appointment. For the purposes of this Rule the definition of what constitutes a veteran or disabled veteran is contained in Section 85 of the Civil Service Law.

- ii. A resignation followed by a reinstatement or reappointment more than one year subsequent to the resignation constitutes a break in service. The original appointment date is to be determined from the date of reemployment; then prior service would not count.
- iii. Temporary or provisional service preceding the original permanent appointment does not count. However, temporary, provisional or contingent permanent employment immediately preceded and followed by permanent classified service employment does not interrupt continuous service.
- iv. The permanent service of any employee who was transferred from another civil division shall start on the date of his or her original permanent appointment in classified service in the other civil division.
- v. If an employee was covered-in to a classified position upon acquisition by a civil division of a private institution or enterprise in which he/she was employed, his/her seniority begins on the effective date of the cover-in. As between that employee and others covered-in on the same date, they shall have the seniority held by them as among themselves in the agency before the cover-in.

## 2. Suspension.

- a. When an occupied position in the competitive class abolished, suspension is to be made from among those employees holding the same title in the same layoff unit as the abolished position.
- b. Among permanent employees, the order of suspension is the inverse of the order of their original permanent appointments in the classified service. See above definition of permanent service for veterans and disabled veterans. An exception to this rule is that the blind have absolute retention rights but only in their job status.

- c. A blind person may not backdate his/her permanent service if he/she also happens to be either a veteran or disabled veteran. A person is considered blind if he/she is so certified by the Commission for the Blind and Visually Handicapped of the New York State Office of Children and Family Services.
- d. When two or more permanent incumbents of positions in a specific title are suspended, demoted or displaced at the same time, the order in which they shall be entitled to displace shall be determined by their respective retention standing, with those having the greater retention standing entitled to displace first.
- e. When several employees were originally appointed on a permanent basis on the same day, their retention rights shall be determined by their rank on the eligible list from which they were appointed; that person having the highest rank having greater retention rights over those having lower ranks.
- f. All temporary, provisional and contingent permanent employees occupying these positions must be let go before any permanent employee is suspended from such positions.
- g. Probationary employees occupying such positions in the same title, must also be suspended before any permanent employee in the layoff unit in that title who has completed his/her probationary period. Probationary employees do, however, have greater retention rights to those of contingent permanent, temporary and provisional employees.
- h. The order of suspension among probationary employees shall follow the same principles as that among permanent employees.
- i. Where the layoff involves more than one position in a title, the order of displacement will be the inverse of the order of suspension. That is, the most senior of the suspended employees will be the first to displace. This shall apply to both vertical bumping and retreat.

3. Vertical Bumping.

- a. Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself/herself suspended or displaced, displaces an employee in the next lower occupied title in direct line of promotion in the same layoff unit having the least seniority if the employee who seeks to displace has greater retention standing.
- b. If an employee refuses to displace a junior incumbent he/she must be laid off. This, however, does not protect the junior incumbent from being



compared in retention standing with other incumbents if other positions at the higher level are being abolished.

- c. When a next lower title has been occupied by means of displacement regardless of when the displacement into the title has occurred, it is considered to be occupied for further displacement purposes; however, a next lower title which has all its positions abolished at the same time as positions are abolished at the higher level cannot be considered as occupied. A title that is occupied by an incumbent, temporary, provisional, contingent permanent, probationary or permanent is considered occupied for the purposes of this section.

4. Retreat.

- a. Retreat occurs when and only when there is no lower occupied position in direct line of promotion at any level.
- b. An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing incumbent last served on a permanent basis prior to service in the title form which he/she is currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the competitive class, in the same layoff unit, and at a lower salary grade; the service of the displacing incumbent while in the former title must have been satisfactory, and the junior incumbent must have less retention standing than the displacing incumbent.
- c. The service of the displacing incumbent in the title to which he/she is retreating need not have been in the same layoff unit as the one from which he/she is displaced.
- d. An employee may also displace by retreat to a position in a title he/she last served on a permanent basis although he/she had intervening service in other titles as long as his/her service in each of the intervening titles was on other than a permanent basis. He/she may also displace by retreat to a position, which does not count in the computation of his/her continuous service.
- e. Where a title change has been effected to better describe the duties of a position but the duties have not substantially changed since the suspended employee last served in that title the new title will for retreat purposes be deemed to be the former title.

5. An employee who refuses to accept an appointment afforded by displacement for whatever reason waives all rights regarding the displacement; however, this employee's name will be entered on an appropriate preferred list.
6. An appointing authority may take such steps as it may deem necessary in order to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.

## **APPENDIX A**

### **EXEMPT CLASS**

#### **In the Mayor's Office**

~~Director, Office of Equal Opportunity and Fair Housing~~ (Deleted NYS 6/30/03)  
One Executive Assistant to the Mayor  
~~One Marshal~~ (Deleted NYS 6/30/03)  
One Budget Director (NYS 10/4/83)  
Confidential Budget Secretary  
One Special Assistant to the Mayor (NYS 6/27/95)  
One Secretary to the Mayor (NYS 6/27/95)  
One Scheduling Secretary (NYS 7/21/92)  
Deputy Mayor (NYS 6/30/03)  
~~Assistant Mayor-Director of Operations~~ (Approved 1/28/97) (Deleted NYS 6/30/03)  
Confidential Assistant to the Deputy Mayor (NYS 6/30/03)

#### **In the Department of Finance-Audit and Control**

Two Deputy City Comptrollers  
One Confidential Secretary in Office of Comptroller (NYS 2/27/95)

#### **In the Department of Finance-Treasurer's Office**

One Deputy City Treasurer  
Confidential Secretary to the Treasurer (NYS 6/30/03)

#### **In the Office of City Clerk**

One Deputy City Clerk

#### **In the Department of Law**

~~Sixteen~~ Ten Assistant Corporation Counsels (Deleted 6 positions NYS 6/30/03)  
One Executive Deputy Corporation Counsel  
~~One Administrator~~ (Approved NYSCSC 3/15/89) (NYS 6/30/03)  
Three Confidential Legal Secretaries (NYS 3/15/89)

#### **In the Department of Assessment and Taxation**

One Deputy Commissioner

#### **In the Police Department**

One Confidential Secretary  
~~Deputy Chief of Police (1)~~ add (1) CSC 3/27/95 (Deleted NYS 11/17/03)

#### **In the Fire Department**

~~Deputy Chiefs of Fire and Emergency Services (4)~~ CSC 3/27/95 (Deleted NYS 11/17/03)

#### **In the Department of Development & Planning**

Confidential Secretary to the Commissioner (NYS 6/30/03)

**In the Department of Youth & Workforce Services**

Confidential Secretary to the Commissioner (NYS 6/30/03)

Deputy Commissioner of Youth & Workforce Services (NYS 6/12/07)

**In the Department of Recreation**

Confidential Secretary to the Commissioner (NYS 6/30/03)

**~~In the Department of Public Works~~** (Deleted NYS 6/30/03)

~~One Deputy Commissioner of Public Works~~ (Deleted NYS 6/30/03)

**In the Department of General Services**

Deputy Commissioner of General Services (2) (NYS 6/30/03)

Confidential Assistant to the Commissioner (NYS 6/30/03)

**In the Department of Water and Water Supply**

One Assistant to the Commissioner (NYS 3/25/97)

One Confidential Secretary to the Commissioner (NYS 7/30/96)

**~~In the Department of Buildings~~** (Deleted NYS 6/30/04)

~~One Deputy Commissioners of Buildings added (1) CSC 10/26/88~~ (Deleted NYS 6/30/03)

**In the Department of Parks and Recreation**

One Deputy Commissioner of Parks (NYS 9/5/84)

One Deputy Commissioner of Recreation (NYS 9/5/84)

**In the Department of Public Safety**

Chief of Police (NYS 11/17/03)

Chief of the Department of Fire, Emergency and Building Services (NYS 11/17/03)

Secretary to the Commissioner of Public Safety (NYS 11/17/03)

Secretary to the the Chief of the Dept of Fire, Emergency and Bldg Services (NYS 11/17/03)

**In the Department of Purchase**

Purchasing Agent (NYS 11/18/91)

**In the Department of Administrative Services**

Confidential Assistant to the Commissioner (NYS 6/30/03)

**Miscellaneous**

One Executive Director (Albany Housing Authority)

One Clerk to Examining Board of Plumbers \*

One Secretary to the Examining Board of Barbers \*

One Secretary, Civil Service Commission \*

One Secretary to Board of Contract and Supply

One Secretary to the Board of Education

School Attorney

School Auditor  
School Matrons  
Secretary to Superintendent of Schools  
One Special Deputy City Engineer (NYS 3/15/89)  
~~One Director of Volunteer Services — CSC 3/5/86~~ (Deleted NYS 6/30/03)  
~~One Urban Cultural Park Director~~ (Deleted NYS 6/30/03)  
One Director of Public Records (NYS 4/12/83)  
One Director of Personnel (NYS 9/11/85)

\*Part-time employment

## APPENDIX B

### NON-COMPETITIVE CLASS

#### In All Offices and Departments where the following positions exist

**Section 55-a**—designated positions in the titles where the incumbent is certified either by the Commission for the Blind and Visually Handicapped in the State Department of Social Services as being physically disabled by Blindness or by the Office of Vocational and Educational Services for Individuals with Disabilities, State Education Department, as otherwise physically or mentally disabled.

#### In Other Departments

Administrative Student Interns (NYS 5/7/86)  
~~Assistant Chief of Police # (2) CSC 3/27/95 add (2) CSC 9/19/95~~ (Deleted NYS 11/17/03)  
~~Assistant Director Urban Cultural Park CSC 9/5/90~~ (Deleted NYS 6/30/03)  
Assistant Director of Bureau of Manpower Planning\*  
Assistant Karate Instructor (NYS 11/18/09)  
Assistant Head Teacher/Infants (Registered Nurse) (NYS 11/18/91)  
Auto Mechanic – Senior Grade (NYS 6/30/03)  
Auto Mechanics– Junior Grade (NYS 6/30/03)  
Automotive Mechanic Foremen\*  
Automotive Mechanics  
Attorneys \* (NYS 11/17/88)  
Bakers  
Bingo Inspectors \*  
Blacksmiths  
Block Pavers  
Boxing Aides (NYS 6/30/03)  
Boxing Director (NYS 3/24/03)  
Building Custodians \*  
Building Maintenance Worker  
Carpenter Foremen  
Carpenters  
Carrillonneur \*  
Cashiers \*  
City Engineer # (NYS 11/17/03)  
Chauffeurs  
Chief Lifeguard (NYS 10/12/88)  
Chief Maintenance Repair Worker (NYS 3/24/03)  
Child Care Aide (NYS 11/18/91)  
Clerical Aides \*

Clerk-Stenographers I \*  
 Clerk-Typists I \*  
 Clerks \*  
 Clerks I \*  
 Community Aides  
 Community Center Activities Monitor(s) (AHA) (NYS 6/30/03)  
 Cook Managers  
 Cooks  
 Couriers (NYS 3/24/03)  
 Custodian Work Supervisors  
 Dentists \*  
 Deputy Chief of the Dept of Fire, Emergency & Bldg Services # (3) (NYS 11/17/03)  
 Deputy Chief of Police # (1) (NYS 11/17/03)  
~~Deputy Commissioner of Human Resources — CSC-11/17/88~~ (Deleted NYS 6/12/07)  
 Deputy Director of Planning (NYS 7/21/92)  
 Development Director Albany Public Library # (NYS 9/12/05)  
 Director of Albany Housing Authority Security Operations (NYS 4/26/95)  
~~Director of Community Gardens — CSC-6/23/82~~ (Deleted NYS 6/30/03)  
 Director of Facilities Planning (ASD) (NYS 6/30/03)  
 Director of Grants Management (NYS 3/15/89)  
 Director of Parking Violations Bureau (NYS 6/30/03)  
 Director of Participant Training and Assessment (NYS 3/15/89)  
 Director of Planning (NYS 11/17/88)  
 Director of Special Events (NYS 11/17/03)  
 Dispatchers \*  
 Dog Wardens  
~~Downtown Curator — CSC-9/21/89~~ (Deleted NYS 6/30/03)  
 Electricians  
 Elevator Operators \*  
 Engineering Aides \*  
 Engineering Aides II \*  
 Equal Employment and Fair Housing Coordinator # (NYS 6/30/03)  
 Equipment Operators I  
 Equipment Operators II  
 Equipment Operators III (NYS 6/30/03)  
 Executive Director (Albany Public Library) # (NYS 2/10/09)  
 Executive Deputy Chief of the Dept. of Fire, Emergency and Bldg. Services # (NYS 11/17/03)  
 Executive Director Youth Bureau (NYS 11/17/88)  
~~Festival Coordinator — CSC-7/21/92~~ (Deleted NYS 6/30/03)  
 Field Investigators \*  
 Garden Foremen  
 Gardeners  
 Golf Course Supervisor  
 Golf Course Superintendent  
 Hall Monitors  
 Head Teacher (Day Care) (NYS 11/18/91)

Health Care Aide(s) (Disabled Students) (ASD) (NYS 6/30/03)  
 Heavy Equipment Mechanics (NYS 6/30/03)  
 Heavy Vehicle Mechanics (NYS 6/30/03)  
 Historian \*  
 Hostler (NYS 7/21/92)  
 Housing Elderly Aides (NYS 4/23/85)  
 Human Rights Staff Aide \* (NYS 4/13/88)  
~~Insurance and Contract Coordinator CSC3/15/89 Current Incumbent Only~~ (Deleted NYS 3/24/03)  
 Karate Instructor (NYS 3/24/03)  
 Kid By Kid Program Administrator # (NYS 11/18/09)  
 Laborer I (NYS 3/24/03)  
 Laborer II (NYS 3/24/03)  
 Laborer III (NYS 3/24/03)  
 Labor Foremen  
 Labor Sub-Foremen  
 Labor Supervisors  
 Law Clerks \* (NYS 6/20/84)  
 Legal Aides \*  
 Lifeguard (NYS 10/12/88)  
 Lifeguards \*\*  
 Maintenance Workers  
 Manager of Grant and Corporate Development # (NYS 11/17/03)  
 Masons  
 Matrons  
 Motor Vehicle Operator - Custodial Workers  
 Municipal Information Specialists \*  
 Painter Foremen – (NYS 4/2/86) (Building Alterations Coordinator)  
 Painters  
 Physicians \*  
 Piano Accompanist \*  
 Playground Attendants \*\*  
 Playground Directors \*\*  
~~# Police Commander (3) – CSC-9/19/95~~ (Deleted NYS 11/17/03)  
 Police Commander # (8) (NYS 11/17/03)  
 Plumbers (NYS 4/26/83)  
 Plumbing Inspectors \*  
~~Power Shovel Operators~~ (Deleted NYS 6/30/03)  
 Program Assistant (Elections) (NYS 6/30/03)  
 Public Bath Supervisors  
 Public Relations Officer # (NYS 11/17/88)  
 Recreation Administrator (Arbor Hill Community Center) # (NYS 11/17/03)  
 Recreation Assistants  
 Recycling/Waste Transfer Drivers (NYS 6/30/03)  
 Refuse Equipment Operators (Operating Engineers) (NYS 9/29/82)  
 Registered Professional Nurses  
 Reservoir Patrol Guards  
 Roofer (ASD) (NYS 11/18/09)



Sanitary Inspectors \*  
 Sanitation Workers (NYS 7/30/96)  
 School Campus and Neighborhood Security Officers (NYS 3/26/96)  
 School Crossing Officers \*  
 School Physicians \*  
 Senior Food Service Helpers  
 Sign Fabricator (NYS 6/23/82)  
 Special Projects Coordinator (NYS 2/8/84)  
 Starters  
 Stenographers \*  
 Switchboard Operators \*  
 Summer Inspectors (Seasonal June-Sept) (NYS 1/28/97)  
 Teacher Aide (Carpentry)  
 Teacher Aide (Physical Education)  
 Teacher Aides  
 Technical Coordinator (Mayor's Office of Special Events) (NYS 7/21/92)  
 Tenant Patrol Aides (AHA) (NYS 3/24/03)  
 Tow Truck Operators  
 Traffic Aide (NYS 2/27/95)  
 Truck Drivers (ASD) (NYS 6/30/03)  
 Typists \*  
~~Youth Services Monitor \* CSC-4/26/83~~ (Deleted NYS 3/24/03)  
 Watchmen  
 Water Distribution System Mechanics (NYS 12/20/83)  
 Water Meter Installation Forepersons  
 Water Meter Service Workers  
 Water Maintenance Forepersons  
 Water Maintenance Repair Workers  
 Water Maintenance Sub-Forepersons (NYS 3/23/83)  
 Water Plant Maintenance Workers  
 Weightlifting Instructor (Approved 3/24/03)

\*\* Seasonal Positions

\*Part-time Employment

# Confidential/Policy Influencing

## **APPENDIX C**

### **LABOR CLASS**

All unskilled laborers and such skilled laborers are as specifically listed below:

- Automotive Mechanic Helpers
- Automotive Servicemen
- Boiler Tenders
- Cleaners
- Custodial Workers
- Food Service Helpers
- Grounds Helper (CSC-11/18/91)
- ~~Laborers~~ (Deleted 3/24/03)
- Laundry Workers
- Locker Room Attendants
- Lunch Aides
- Maintenance Laborers
- Microfilm Aide (CSC-7/21/92)
- Parking Lot Attendants
- Recreation Aides
- School Monitors
- Utility Laborers
- Utilitymen
- Water Treatment Plant Attendants

## **APPENDIX D**

### **UNCLASSIFIED SERVICE**

#### **Officers Elected by the People**

Mayor

~~Alderman~~ (Deleted 6/30/04)

Common Council Members

Comptroller

~~Justice of the Police Court~~ (Deleted 6/30/03)

~~Justices of the City Court~~ (Deleted 6/30/03)

Members of the Board of Education

President of the Common Council

~~Recorder~~ (Deleted 6/30/03)

Treasurer

#### **The Head or Heads of any Department of the City government:**

##### **Officers appointed by the Mayor**

~~Board of Barbers & Barber Shop Examiners~~ (Deleted 6/30/03)

~~Chief of the Department of Fire and Emergency Services~~ ~~CSC-3/27/95~~ (Deleted 11/17/03)

~~Chief of Police~~ ~~CSC-5/11/89~~ (Deleted 11/17/03)

City Clerk (Legislative Action-Law)

~~City Engineer~~ ~~CSC-10/12/88~~ (Deleted 11/17/03)

Civil Service Commissioners

~~Commissioner of Administrative Services and Workforce Development~~ (Approved 6/60/03) (Deleted 6/12/07)

Commissioner of Administrative Services (Approved 6/12/07)

Commissioner of Assessment and Taxation

~~Commissioner of Buildings~~ (Deleted 6/30/03)

Commissioner of Development and Planning (Approved 6/30/03)

Commissioner of General Services (Approved 6/30/03)

~~Commissioner of Human Resources~~ (Deleted 6/30/03)

~~Commissioner of Parks and Recreation~~ ~~CSC-6/20/84~~ (Deleted 6/30/03)

Commissioner of Public Safety (Approved 11/17/03)

~~Commissioner of Public Works~~ (Deleted 6/30/03)

Commissioner of Recreation (Approved 6/30/03)

Commissioner of Water and Water Supply

~~Commissioner of Youth and Family Services~~ (Approved 6/30/03) (Deleted 6/12/07)

Commissioner of Youth & Workforce Services (Approved 6/12/07)

Corporation Counsel

Deputy City Clerk (§32 - 2<sup>nd</sup> Class Cities Law)  
Director of Purchasing – (CSC-11/18/91)  
Electrical License Board of Examiners  
Examining Board of Plumbers

Members of the Board of the Albany Housing Authority  
Members of the City Planning Board  
All Legislative Employees  
All Election Officers  
Research Counsel – CSC-9/23/93

All positions certified by the Commissioner of Education of the State of New York in accordance with Sections 35(g) and 35(j) of the Civil Service Law.