



Hamden, Connecticut



*Rules and
Regulations
of the
Civil Service
Commission*

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PREAMBLE

Pursuant to the provisions of Title 7, Chapter 113, Part 1, Sections 7-407 — 7-424, inclusive, of the Connecticut General Statutes, Revision of 1958 as amended, and by virtue of authority therein contained, and pursuant to the Charter of the Town of Hamden adopted January 1, 1966, the rules hereinafter set forth or amended are prescribed by the Civil Service Commission to define and govern the selection and/or promotion of public officials and employees of the Town of Hamden. Such selection and/or promotion shall be on the basis of merit and fitness, to comply with the intent and purpose of said title 7, Chapter 113, Part 1, entitled "Municipal Employees — Merit System" such having been adopted by vote of the electors of the Town of Hamden in a referendum on August 17, 1957 in accordance with Section 7-407 of said Title 7, Chapter 113, for the purpose of establishing a Merit System in the Town of Hamden.

CIVIL SERVICE COMMISSIONERS

George Greenstein
 Wilfred H. Moody
 Harold E. Roush

Attest:
 Harold A. Rasche
 Executive Secretary

RULE 1. The Classified Service

Sec. 1. The Classified Service as provided in Sec. 17-2 of the Charter of the Town of Hamden, effective January 1, 1966, shall include appointees to all positions now or hereafter created except those positions excluded by the Charter, elective officials, officers whose appointments and terms are prescribed by statute, and such other positions as the Civil Service Commission may determine, after investigation, to be within an area intended for exclusion from the Classified Service.

Sec. 2. The following positions have been determined to be excluded from the Classified Service: Fire Chief, Police Chief, Deputy Police Chief, Dog Warden, Director of Finance, Director of Health, Industrial Coordinator, Town Librarian, Assistant Town Librarian, Confidential Secretary to the Mayor, Town Planner, Director of Public Works, Purchasing Agent, Tax Collector, Town Attorney, Assistant Town Attorney and any Special Assistant Town Attorney, Traffic Engineer, teacher and professional staff of the Education Department.

Sec. 3. The Classified Service will consist of: (a) the Competitive Classified Service, which shall include all permanent positions, unless specifically excluded, and (b) the Non-Competitive Classified Service, which will include all temporary, emergency, seasonal and such other positions as may be established to provide technical or specialized services for a specified period. It shall not, however, include services provided on a contractual or fee basis. Employees in the Non-Competitive Classified Service shall not be eligible for the benefits and privileges applicable to permanent employees in the Competitive Classified Service.

RULE 2. Existing Employees

All persons holding permanent positions in the serv-

ice of the Town of Hamden as of January 1, 1966, including employees of a board or commission, whose positions are included in the classified positions by the terms of the Charter are deemed to hold office in compliance with these rules and no provision hereof shall be applied retroactively so as to adversely affect the status of such employees.

RULE 3. Appointing Authority

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

RULE 4. Roster of Authorized Positions

Sec. 1. The Civil Service Commission shall maintain a roster of all authorized positions in the Town of Hamden. The roster will record the class title by which

the positions are known, and such additional information as the commission may require in order to establish and maintain a comprehensive record of authorized positions, incumbents, promotions, appointments and other transactions affecting the status of each person in the Classified Service. Each appointing authority shall promptly advise the commission of every appointment, transfer, promotion, change of salary or other action affecting the status of an employee.

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

Sec. 3. The Civil Service Commission may, from time to time, review all authorized positions to determine changes in job duties or responsibilities or any change in the status of the position. It may, subsequently, take whatever action is indicated to assure continued compliance with these rules and with the intent and purpose of statutory provisions. Consultation with the appropriate appointing authority will precede final decision by the Civil Service Commission.

RULE 5. Examinations

Sec. 1. Upon receipt of a request for certification to fill an existing vacancy in an authorized position in

the classified service, for which an appropriate eligibility list does not exist, and at such other times as the Civil Service Commission deems it advisable, examinations will be conducted by the Commission to determine the relative fitness of competing candidates for a specific job class. Each examination shall be conducted by or under the supervision of the Commission in such manner as will, in the opinion of said Commission, be a fair and reasonable test of the qualifications of candidates and may include tests of mental qualifications, manual or technical skill, physical fitness, an evaluation of education or experience and such other factors as the Commission may determine appropriate and necessary for various job classes. It shall not, however, include any question relating to political or religious affiliations or opinions on matters relating to race, creed, color or national origin.

Sec. 2. Each examination to be conducted by the Civil Service Commission will be announced as herein after prescribed:

(a) The Civil Service Commission, after consultation with the appointing authority, will prepare an announcement setting forth, in the manner prescribed by the Commission, the last date upon which applications will be accepted; class title of the position; the salary range; a general, but not limiting statement of duties to be performed; knowledge, skill and ability needed; minimum acceptable qualifications in terms of education, experience or specialized training; physical requirements and such other qualifications as may be determined necessary and desirable for satisfactory job performance. The announcement shall also include any special or limiting conditions applicable to the examination. The Commission will prepare and make avail-

able to each interested candidate a copy of the announcement which will thereafter be the basis for resolving any questions relating to the examination to which it applies.

(h) The Civil Service Commission will give public notice of each open competitive examination by publishing a notice, three times, in a newspaper having substantial circulation in the Town of Hamden, during the three-week period next preceding the last date for filing applications. However, at least one notice will be published not less than three weeks prior to the last date upon which applications will be accepted. Each public notice will include the class title of the position, salary range, place or places where applications may be obtained, place or places where completed applications will be filed, the last date upon which applications will be accepted, and such other information as the Civil Service Commission shall deem necessary or desirable.

Sec. 3. Open competitive examination will be open to any applicant of good character who meets the requirements set forth in the announcement of the examination including such special requirements regarding age, citizenship, residence, sex, physical condition, etc., as are determined appropriate and included in the announcement. Examinations for promotion will be open only to permanent employees in the classified civil service who otherwise meet all of the qualifications, including any special requirements set forth in the official announcement. At the discretion of the Civil Service Commission, eligibility for a promotional examination may be limited to those already employed in the department where the vacancy exists, or may be

extended to all permanent employees in the classified civil service who otherwise qualify.

Sec. 4. Each person desiring to participate in any examination to be conducted by the Civil Service Commission shall complete and file with the Commission an application form supplied by the Commission, on or before the date specified in the Civil Service Commission announcement of the particular examination for which application to participate is made. Such application shall present true and accurate statements and each shall be sufficiently comprehensive to permit the Civil Service Commission to evaluate each of the factors covered in the application for purposes of determining the applicant's qualifications to participate in the examination and to the extent applicable, to be eligible for appointment and continued employment, in the classified service. The Civil Service Commission will deny admission to an examination to any applicant whose application is not on file or postmarked on or before the closing date, and may also deny admission to any applicant whose application does not indicate the qualifications set forth in the examination announcement, unless, in the judgment of the Civil Service Commission, there are mitigating circumstances sufficient to justify reconsideration. The Commission will also deny admittance to any applicant who makes false or misleading statements in his application and, if admitted, the Commission will disqualify such applicant from further participation at any stage of the examination process. If such candidate shall have completed the examination, his name will be stricken from any eligible list established as a result of such examination. In addition to the application hereinbefore specified, the Civil Service Commission may require such additional information as it shall determine necessary and pertinent to a particular examination. Such addi-

tional information may include but without limitation thereto, proof of veteran status, licenses, proof of residence, citizenship, etc.

Sec. 5. The Civil Service Commission will notify each applicant by first-class mail, using the address appearing on the application, whether or not he is accepted to participate. Such notice to those accepted shall give the date, time and place of the examination, and may also specify any equipment or other material which the applicant should bring to the examination. Such notice shall constitute the only notification which the Commission may be expected or required to furnish to any applicant.

Sec. 6. Examinations will be administered by, or under the supervision or direction, of the Civil Service Commission and each shall be of such character and shall include such types of tests as the Commission may determine appropriate in each instance. The tests to be included shall be specified in the announcement, together with the percentage weight each part will be given in determining a final earned rating. The Civil Service Commission may include in the announcement alternate weights for each part of an examination and may, in its discretion, select any of the alternates so specified in the announcement and may determine a final earned rating accordingly. Candidates must attain a passing grade in each part of an examination in order to be eligible to participate in subsequent parts of the examination. A candidate who does not attain a passing grade in any part will be considered to have failed the examination and, therefore, to be ineligible for further competition or appointment but such failure shall in no way prejudice the candidate in any future examinations.

Sec. 7. When all prescribed parts of an examination have been completed, the Civil Service Commission, by itself or under its supervision, will apply announced weights to the attained score for each part and will compute the final earned score for each successful candidate. To this score will be added any additional points to which the candidate may be entitled according to law or these regulations, thus establishing the final rating for each successful candidate.

Sec. 8. Promotional examinations will be given under the conditions hereinbefore established except that no credit will be allowed for War Service but credit will be given for service in the Town of Hamden as hereafter provided. Eligibility lists for promotional purposes will be established based upon the results of such examinations. The Civil Service Commission may, when conditions so warrant, combine an open competitive examination and a promotional competitive examination and thereby establish, as a result of such examination, both a promotional eligibility list and an open competitive list for the same position class.

Sec. 9. The Civil Service Commission may designate certain permanent position classes in the competitive classified service as exempt from the requirement of competitive examination. Such exemption, however, will be confined to those classes of positions in which the principal requirements for qualification are limited to fitness for labor, sobriety, honesty and good work habits, but may also include positions requiring an unusual degree of professional or technical training not readily available. Selection and appointment in these positions may be made by the appointing authority without prior certification by the Civil Service Commission. However, each such appointment shall be conditioned upon subsequent certification as provided in Rule 9 Sec. 2.

RULE 6. Veteran Credit

A veteran, as defined in Sec. 27-103 of the General Statutes, Revision of 1958 as amended, whose final earned score is at or above the passing grade in an open competitive examination, shall have five (5) points added to his earned score to establish his final rating and position upon the eligibility list established as a result of such examination. However, a veteran as defined in said Sec. 27-103, who at the time of such examination, is receiving compensation from the U. S. Veteran's Administration for a war service disability shall have an additional five (5) points added to his final earned score, if such is at or above the passing grade, in order to establish his final rating and position on the eligibility list. However, proof of such war service and/or such compensable disability shall have been filed with the Civil Service Commission on or before the date upon which the eligibility list from such examination is established. The five (5) or ten (10) point additional credit, as herein established, shall apply on examinations having one hundred per cent for grading purposes, and shall be prorated proportionally for examinations having more or less than 100% for grading purposes. Veteran Credit, as herein established, will not be allowed in promotional examinations.

RULE 7. Seniority Credit

In any promotional examination, additional credit for total continuous service in the employment of the Town of Hamden will be given to each candidate who attains at least a passing grade in each part of the examination. Only permanent employees in the classified service will be allowed to participate in promotional examinations.

Such credit will be calculated in points to follow:

Credit for each full month of service	Period of Service	Maximum point credit for period	Cumulative maximum point credit
.0833	0 through 5 yrs.	5.00	5.00
.0500	6 through 10 yrs.	3.00	8.00
.0250	11 through 15 yrs.	1.50	9.50
.0125	16 through 20 yrs.	.75	10.25
.0100	21 through 25 yrs.	.60	10.85
.0067	26 through 30 yrs.	.40	11.25
.0042	31 through 35 yrs.	.25	11.50
.0042	36 through 40 yrs.	.25	11.75
.0042	41 through 45 yrs.	.25	12.00

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

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

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

RULE 8. Eligibility Lists

Sec. 1. On the basis of final ratings, and subject to any investigation and disqualification resulting therefrom, the Civil Service Commission will arrange the names of all successful candidates in descending order, the candidate with the highest final rating first, for the

purpose of establishing an eligibility list for the position class for which the examination was announced and conducted.

Sec. 2. An eligibility list shall be valid for six months from the date it is established, and may be extended by the Civil Service Commission in six-month periods, provided the total valid period for any eligibility list shall not exceed two years from the date it was initially established. When a new list is to be established prior to the expiration of an existing, valid list, an individual may elect to transfer his present score from the existing list, or be re-examined. When he elects re-examination, the score obtained on the examination shall be the score on the new list.

Sec. 3. The name of any candidate may be removed from an eligibility list if it shall be determined that such candidate has made false statements or provided exaggerated or misleading information in his application; has engaged in unfair or forbidden practices in the examination; has used, or attempted to use, political or other influence to assist him or to influence the results of an examination; has been convicted of a felony or has a record for repeated violations of laws or ordinances, or whose reputation in the community would make him undesirable as a member of the classified service. The name of any candidate may also be stricken from an eligibility list when he cannot be located within five (5) days, by means of first-class mail addressed to the latest address in the files of the Commission; if he has waived or refused appointment to the same position class three times; if he fails to report for duty after accepting appointment, unless mitigating circumstances are sufficient to warrant reconsideration; if his name has been certified three times and he has not been appointed, or upon his own request to the Civil Service Commission in writing.

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

Sec. 5. To the extent feasible, temporary and emergency appointments will be made from existing eligibility lists, but not necessarily in order of rank, and thereafter certification for temporary and emergency employment shall follow the procedure in Sec. 4 preceding.

RULE 9. Certification for Appointment

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

Sec. 2. When a request is found justified, certification for selection and appointment will be made to the appropriate appointing authority by the Civil Service Commission: (a) For positions in the competitive classified service, except those specifically excluded

from competitive examination, the names of the three highest ranked candidates on the appropriate eligibility list will be certified for selection and appointment, provided that when there are fewer than three available candidates on a valid eligibility list, the Civil Service Commission may certify those whose names appear or may announce an examination to establish a new eligibility list for the position class. When the request for certification is to fill more than one vacancy in the same position class, the Civil Service Commission will add one additional name to the certification for each additional vacancy.

(b) For positions in the non-competitive classified service and for positions in the competitive classified service excluded from competitive examination, certification of eligibility for continued employment will be made by the Civil Service Commission when investigation of all required information clearly indicates that the proposed appointee meets all the qualifications specified for the position class. Failure to provide complete and accurate information promptly or to meet the required qualifications will be sufficient reason to deny certification, and in such case the services of the proposed appointee, if already employed, shall be immediately terminated. To the extent feasible, appointments to positions in the non-competitive classified service should be made from existing eligibility lists, but not necessarily in order of rank, thus facilitating certification for employment. In order to provide for the continuation of necessary operations and prevent disruption of services important to the best interests of the Town of Hamden, the Civil Service Commission may authorize an appointing authority to employ, without prior certification, workers in the non-competitive classified service or in positions in the competitive classified service which have been previously

designated as exempt from competitive examination, but each such appointment shall be subject to certification by the Civil Service Commission as hereinbefore provided. Certification as required by this section may be waived for (1) casual labor and (2) for employment to meet emergency conditions, ordinarily not to exceed seven (7) consecutive days, but in each such case the appointing authority shall file with the Civil Service Commission the names, rates of pay, the starting and ending dates, and the nature of the employment of all persons so employed.

(c) In order to facilitate the continuation of necessary operations or prevent disruption of services important to the best interests of the Town of Hamden, the Civil Service Commission may authorize temporary appointment, not to exceed five (5) months, to a vacancy in any position class pending examination and the preparation of an appropriate eligibility list. A permanent employee in the classified service transferred or promoted to a temporary position under these circumstances shall be entitled to his previous position without prejudice, unless, after examination, he qualifies and is appointed to the position to which he was temporarily appointed.

RULE 10. Appointment

Sec. 1. No person may be appointed to or employed in any permanent position in the competitive classified service unless such person has been certified by the Civil Service Commission to the appointing authority as eligible for appointment in such position before such appointment or employment occurs. Any authorization for employment or agreement to make an appointment in advance of receipt of certification and medical clearance, and unless in conformity with the certification, shall not be binding upon the Town of Hamden.

Sec. 2. Upon receipt of certification of persons eligible for appointment to an existing vacant position in the classified service, the appointing authority will select one of the persons so certified and appoint such person within sixty (60) days from the date of such certification. In the event that any person certified as eligible for appointment shall fail to present himself for personal interview when so requested by first-class mail addressed to the last address on file in the office of the Civil Service Commission within five (5) days from the date of such letter, or shall indicate in writing that he is unwilling to accept an appointment or, if offered appointment, is unable to report for duty on the date specified, or shall be determined ineligible for reasons specified by law or in these rules, the Civil Service Commission shall certify an additional person or persons from the eligibility list to the appointing authority and shall at the same time extend the validity of the certification to thirty (30) days from the date of such additional certification. If appointment has not been made before the expiration of the validity period, the certification is automatically canceled and a new certification must be requested by the appointing authority before appointment can be made. Such new request will contain the reason why the original certification was permitted to expire.

Sec. 3. Appointment to permanent positions declared by the Civil Service Commission to be non-competitive may be made by an appointing authority, after authorization by the Civil Service Commission, without prior certification provided that in each instance the appointing authority shall immediately file with the Civil Service Commission full and complete information regarding the appointee and his fitness to perform the duties of the position to which he is appointed. The Civil Service Commission will review all

available data, may make further investigation, and will approve or disapprove such appointment and so advise the appointing authority. Should the appointment be disapproved, the appointee's services shall be immediately terminated.

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

RULE 11. Probation

Sec. 1. Each person, appointed to a permanent position in the classified service, shall satisfactorily complete six (6) months of probationary service in the position in which he has been appointed and meet all other requirements of the Connecticut State Statutes if applicable before such appointment becomes final, after which the appointee is entitled to the status of a permanent employee. The probation period will begin when the appointee enters-on-duty in the permanent position to which he is appointed and will expire six (6) calendar months from that date at midnight. The services of an appointee may be terminated by the appointing authority without recourse during the period of probation, if it shall determine such employee unfit or unable to satisfactorily perform the duties or services required or otherwise be unqualified to continue in the position. However, the appointing

authority shall advise the Civil Service Commission in writing of such termination, giving the exact date upon which the separation from service is effective and the reason why the probationer's services are not satisfactory. A probationary period will be deemed satisfactorily completed unless the employee's services have been terminated and the Commission so notified before midnight of the date the probation is scheduled to expire. After the probation has been completed, the appointment shall be final and the appointee shall be eligible to benefits and privileges now or here after applicable to permanent employees in the classified service.

Sec. 2. When the services of a promoted employee are determined to be unsatisfactory during a probationary period, the employee shall be re-employed without prejudice in the position class in which he had permanent status.

Sec. 3. No employee may be required to serve more than one probationary period in the same position class in the same department, but an appointee from a re-employment list may be required to serve the required probation, if appointed to the same or comparable class in another department.

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

RULE 12. Dismissal, Demotion or Reduction in Rank

No permanent employee in the classified service shall be demoted, suspended, fined, dismissed, or shall in any other way be penalized as a result of the interpretation by an appointing authority of Civil Service rules, until the appropriate appointing authority has

filed with the Civil Service Commission a written statement giving the reasons why such demotion, suspension, fine, dismissal, or other penalty is warranted and has at the same time mailed to or otherwise provided the employee with a copy of such statement. Such statement shall also contain the date upon which the proposed action is to be effective, and such date shall not be less than fourteen (14) calendar days after the date upon which the statement is filed with the Civil Service Commission and a copy given to the employee or mailed to his address of record. However, when the nature of offense is such that immediate dismissal is in the best interests of the Town of Hamden, the appointing authority may summarily suspend the employee without pay and immediately file with the Civil Service Commission a statement of the reasons for its action.

The employee may thereupon file with the Civil Service Commission, in writing, answers to the reasons given by the appointing authority for its action, or proposed action. The statement of reasons and the answers thereto will be retained in the records of the Civil Service Commission.

The procedure herein established does not in any manner affect or alter the provisions of an ordinance, effective January 1, 1959, establishing the Personnel Appeals Board. Such ordinance requires an aggrieved employee, desiring to appeal, to file his request for review with the Clerk of the Personnel Appeals Board within fourteen (14) days from the date of the action responsible for the grievance.

Therefore, an employee desiring to appeal the action of the appointing authority shall file his request for review with the Clerk of the Appeals Board regardless of any statement concerning the action which he may have filed with the Civil Service Commission. At the expiration of the fourteen (14) days allowed

for filing an appeal, the Civil Service Commission, unless other action is indicated as a result of an appeal, shall adjust its records to show the nature of the action and the effective date thereof.

RULE 13. Re-employment List

A permanent employee in the competitive classified service whose employment is terminated due to cancellation of his position, insufficient funds, lack of work, or for a reason not attributable to the employee's conduct, or to his job performance, shall be placed on a re-employment list and such list shall take precedence for certification purposes over any eligibility list for the same position class. Re-employment lists shall be arranged in descending order according to length of service in the classified service of the Town of Hamden, and certification shall be made in order of appearance on such lists provided that the appropriate eligibility list shall also be used when necessary to provide a complete certification for appointment purposes. Each name may be retained upon a re-employment list for not more than two (2) years from the date the employment terminated.

The provisions of this section shall not apply when employment is terminated by resignation or other actions of the employee on his own motion.

RULE 14. Political Activity

No employee in the Classified Civil Service in the Town of Hamden shall participate actively in political activities nor shall he voluntarily or otherwise, directly or indirectly, make or solicit any contributions of money, service, or any other thing of value to or for any party, committee, organizations, agency, person for political purposes.

This shall not be interpreted as prohibiting the free expression of political opinions nor membership in a political club, but it is improper for said employees to be active in organizing such a club, to be officers of the club, or members or officers of any of its committees or to act as such. In other words, an employee may become a member of a political club but may not take an active part in its management of affairs (aside from the free expression of political opinions) and may not represent other members.

Penalty (Section 7-424 Chapter 113, Connecticut General Statutes)

Any person who, willfully or through culpable negligence, violates any rule promulgated in accordance with the provisions of this part shall be fined not less than the amount of one month's salary of the office or position, or offices or positions, affected by such violation, nor more than the amount of two year's salary thereof, or, in case no office or position be directly affected, shall be fined not less than fifty dollars nor more than one thousand dollars or imprisoned not more than six months or be both fined and imprisoned. . . . "

Definitions

1. Announcement — the form prepared by the Civil Service Commission for distribution in which the conditions pertaining to an examination and the qualifications of candidates are set forth.
2. Appointing Authority — the person or group of persons legally authorized to employ personnel to perform prescribed services for the Town of Hamden.

3. Appointment — the designation of a person for employment in a specific position.
4. Attained Score — the grade attained by a candidate in each part of an examination in which he participates.
5. Authorized Position — a position in the classified service established in full compliance with applicable laws or rules.
6. Certification — the official designation by the Civil Service Commission of persons eligible for appointment.
7. Class Title — the name by which a job classification or position class is officially designated.
8. Eligibility List — the list of persons in the order of final rating who have satisfactorily passed the test of qualifications prescribed by the Civil Service Commission for a position class.
9. Emergency Position — a position authorized for the purpose of providing services, the nature of which are not predictable, is of short duration and is necessary to the continuation of activities essential to the welfare of the community.
10. Examination — the evaluation by the Civil Service Commission of qualifications and relative fitness of applicants for various position classes.
11. Final Earned Score — the grade obtained by adding the attained score in each part of an examination weighted as set forth in the announcement of the examination.
12. Final Rating — The final earned score plus any additional credits to which the candidate may be entitled.
13. Job Classification — a job group in which the duties and qualifications are the same. The term Position Class may be used alternately.
14. Non-Competitive Examination — the procedure by which relative qualifications are evaluated when the nature of the position is such that formal competitive testing is impractical.
15. Open Competitive Examination — an examination in which all may compete who meet the qualifications specified in the announcement.
16. Permanent Employee — an employee certified by the Civil Service and appointed to a permanent position in which he — as satisfactorily completed the probationary period prescribed in the Rules of the Civil Service Commission.
17. Permanent Position — a position authorized and established to provide services essential to the conduct of town business and intended to continue beyond a minimum of six months. (It may be at or less than the stipulated work week).
18. Position Class — a job group in which the duties and qualifications are the same. The term Job Classification may be used alternately.
19. Probation — a six months working test period during which an appointee to a permanent position demonstrates his ability and fitness for the position before the permanent appointment is made effective.

20. Promotional Examination — an examination in which competition is limited to permanent employees in the classified service who also meet prescribed qualifications.

21. Temporary Position — a position authorized for the purpose of providing supplemental services for a period not to exceed five (5) months.

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EFFECTIVE DATE OCTOBER 9, 1974