

DRAFT PSCSC RULE REVISIONS – EXAMS UNIT TRANSFER TO PSCSC (ORDINANCE 127127)

2.13 REVIEW AND RECONSIDERATION OF ACTIONS OR DECISIONS OF THE DIRECTOR.

- a. The Commission on its own motion may review and/or modify any action or decision of the Executive Director.
- b. Any person adversely affected by any action or decision of the Executive Director may request the Commission to revise or modify such action or decision. Such request shall be in writing setting forth with reasonable certainty the action objected to, the grounds supporting the request, and the relief sought, and must be made within 10 days from the date of notice of such action unless established otherwise by City Charter or elsewhere in these Rules. The Commission shall thereupon, if in its opinion good cause is shown, conduct a hearing thereon.

8.07 ADMISSION TO EXAMINATION PENDING APPEAL.

The Executive Director may admit to the examination anyone whose application was not accepted, pending final disposition of their appeal, such admission to be without prejudice to either the City or the applicant.

9.09 PROMOTIONAL DEVELOPMENT COMMITTEE.

For Fire examinations, a Promotional Development Committee made up of representatives of the Seattle Fire Department shall meet with the Public Safety Civil Service Exams Unit to provide subject-matter expertise necessary in the development of specific examinations.

9.15 MILITARY PERSONNEL AND PROMOTIONAL EXAMS

- a. Definitions: The following definitions apply solely to Rule 9.15.

ACCOMMODATED EMPLOYEE: An employee who missed a scheduled examination because such employee was on active military service on the scheduled examination date or for more than 30 consecutive days during the preparation period and requested the accommodation within 30 days of returning to City service.

CURRENT REGISTER: A register created from the most recent promotional examination.

PREPARATION PERIOD: The time period time with the publication of the final examination bibliography and ending with the scheduled examination.

PREVIOUS REGISTER: The register created from the promotional examination that the employee missed because of active military service.

REGULAR EMPLOYEE: A person appointed from a register who has satisfactorily completed a one (1) year period of probationary employment.

SCHEDULED EXAMINATION: An examination administered to create a register for a given position.

UPDATED REGISTER: The previous register that was adjusted to include the accommodated employee as though the employee did not miss the examination due to active military service.

b. Application of this Rule

The provisions of this Rule apply to a regular employee who was unable to take a scheduled examination because such employee was on active military service:

1. On the scheduled examination date; or
2. For more than 30 consecutive days during the preparation period.

The Department's Chief has final appointing authority on promotional decisions.

c. Examination Accommodation Related to Active Military Service

Any regular employee may request accommodation if such employee was on active military service on the date of the scheduled examination or for more than thirty (30) consecutive days during the preparation period. The accommodation request must be made within thirty (30) days of returning to City service. The Commission will provide the following accommodations:

1. The accommodated employee shall take the earliest scheduled examination unless such employee missed thirty (30) consecutive days of the scheduled examination's preparation period due to active military service. In such case, the accommodated employee can choose to:

(a) Take the earliest scheduled examination; or

(b) Take the following scheduled examination.

2. If the accommodated employee is available and chooses to take the earliest scheduled examination, such employee:

(a) May submit an application up to fifteen (15) days prior to the scheduled examination date; and

(b) Waive the accommodations provided in subsections d-f of this rule.

3. The accommodated employee may review the most recent promotional examination provided:

(a) The accommodated employee can only review the examination and answers once;

(b) The accommodated employee must schedule the review with the Public Safety Civil Service Exams Unit;

- (c) The review will take place under the supervision of the Public Safety Civil Service Exams Unit;
- (d) The review must occur within sixty (60) days of the accommodated employee's return to City service; and
- (e) The accommodated employee will not be granted access during the sixty (60) days immediately preceding the accommodated employee's scheduled examination.
- d. The Public Safety Civil Service Exams Unit shall work with the examination consultant to determine where on the previous register the accommodated employee would have been had such employee taken the missed promotional exam.
- e. If any of the employees promoted from the previous register fall below the accommodated employee's position on the updated register, the accommodated employee shall be placed in the first position on the current register. If more than one accommodated employee is placed atop of the current register, the accommodated employees will be placed in order of their current examination scores.
- f. If the accommodated employee is promoted from the current register, such employee shall be given retroactive salary and service credits beginning with the later of:
  - 1. The date that the first employee below the accommodated employee on the updated register was promoted; or
  - 2. The accommodated employee's return to City service.

#### 9.20 PREFERENCE FOR MULTILINGUAL CANDIDATES

The Director shall implement a language preference points program, as authorized by Ordinance 125315, for the certification of eligibility registers for initial hiring of Public Safety Civil Service positions in the Seattle Police Department.

Multilingual candidates who successfully complete the language verification process shall receive ten percent added to the passing mark, grade or rating only, based upon a possible rating of one hundred points as a perfect percentage. However, an applicant may only receive a total of 10 percent in preference points, regardless of what kind of preference points are applied.