

Regulation 9 - Examinations

9.02 - PROMOTIONAL EXAMINATIONS.

9.021 - GENERAL. Unless vacancies are filled by demotion, transfer, reinstatement, or by certification from a layoff list, they shall be filled so far as practicable by the promotion of permanent employees in the Civil Service.

9.022 - NATURE OF EXAMINATIONS. In promotional examinations, consideration shall be given to the competitor's qualifications, record of performance, seniority and conduct and to other matters deemed pertinent by the Director.

9.023 - PERFORMANCE REPORTS. The record of performance given consideration in a promotional examination shall be the latest performance rating for the employee properly filed with the Director at least thirty (30) days prior:

- a. to the date of announcement of a non-continuous or periodic promotional examination or
- b. to the date on which the competitor takes a continuous promotional examination.

Employees in classes of positions represented by District Council 47, District Council 33, or in Non-Represented classes who have not received an annual performance evaluation during the twelve month period immediately preceding this date shall be presumed to have had an overall rating of Satisfactory for purposes of determining eligibility to compete in promotional examinations.

If the latest performance rating on file is a second month probationary rating, it shall be disregarded and the immediately preceding regular or special rating shall apply. In the event that there is no rating on file for an employee or only a second month probationary rating, the employee shall be considered to have a satisfactory rating for the purpose of this Regulation.

9.0231 - Disqualification For Performance Reports. A performance rating of less than Satisfactory shall disqualify the competitor from competing in the examination and from having his or her name appear on the eligible list.

9.0232 - Credit For Performance Reports.

9.02321 - For employees in classes represented by District Council 47 and non-represented employees, overall performance ratings of Superior and Outstanding shall entitle the competitor to have one and one-half (1_1/2) and three (3) points respectively added to his or her final average, provided however, that such final average is equal to or more than the minimum passing grade or average score established for the examination.

9.02322 - For employees in classes represented by District Council 33, uniformed and investigatory personnel of the Police Department and District Attorney's Office performance report evaluations will be based on either a Satisfactory or Unsatisfactory overall rating, without any numerical evaluation reference to such overall rating. To

qualify for competition in a promotional examination, an employee shall be required to receive a Satisfactory overall rating.