

**Regulation 6.096 - REINSTATEMENTS AND RESTORATIONS.**

**6.0961 - Reinstatement Following Resignation.** If a person is reinstated to a position in:

- The same class or a comparable class with the same pay range as that from which he or she resigned, he or she shall receive the same pay step as at the time of resignation;
- A class with a lower pay range than that from which he or she resigned, he or she shall receive the same pay step as at the time of resignation;
- The same or Aa comparable class with a comparable pay range from a different pay schedule, he or she shall receive the pay step with the salary closest to but lower than the salary received at the time of resignation.

Provided however, if the person had been receiving pay at a rate higher than the maximum pay rate for the lower class, his or her pay rate shall be no higher than the maximum pay rate for such class.

## REGULATION 6.14 PAY DIFFERENTIAL CATEGORIES

### ~~6.14-47 OFFICE OF HUMAN RESOURCES SHARED SERVICES PILOT~~

~~PROGRAM. Office of Human Resources employees who have been assigned responsibility, as part of the Human Resources Shared Services pilot program, for functioning as Departmental Human Resources Manager with shared responsibility for all eight departments in the pilot, or as the manager of human resources administration for all departments in a cluster of departments will be compensated at pay range N25 at the same pay step as the step in the range at which he or she was compensated in his or her permanent class for the duration of the assignment. Employees functioning as Departmental Human Resources Manager for departments in a cluster must have a dual reporting relationship to the appointing authorities of the clustered departments and to the Director. Employees serving as Departmental Human Resources Manager must have responsibility for provision of the full range of human resources functions for the departments in their segment of the cluster, including, but not limited to labor relations, discipline, training, safety, recruitment, and workforce planning. The differential will only be paid for the duration of the assignment and will cease immediately if the employee is relieved of this responsibility. The differential will cease immediately if the pilot program is terminated. Employees must have a current overall performance rating of no less than superior to receive the differential, except that employees with a current overall performance rating of satisfactory for a second or fifth month probationary performance report will be eligible to receive the differential for the year in which the probationary report is issued. Employees are eligible for this exception only during the year in which the probationary performance report is issued and recorded by the Office of Human Resources and must subsequently receive an overall performance rating no less than superior to be eligible for subsequent differentials. If there is no performance report on file for the employee, it will be assumed that the overall rating qualifies the employee for the differential. Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year. The additional compensation is in recognition of the expanded range of duties and responsibilities assumed by the employees. The salary differential authorized by this regulation should be considered full compensation for the expanded range of duties and responsibilities and employees will be eligible for no additional compensation for the performance of any duties that have served as the basis for the salary differential authorized by this regulation.~~

**Regulation 7 – General Requirements for Applicants**

**7.052 - Procedure for Establishing Claim for Veterans' Preference.** An applicant may claim Veterans' Preference at the appropriate place on the application for examination. If the applicant fails to claim Veterans' Preference on the application, it may be claimed by submitting such claim in writing to the Director. Applicants who have claimed Veterans' Preference in a proper and timely manner must furnish documentary proof of their right to such preference before the preference will be granted. Veterans Preference, properly claimed, may be granted at any time between the date the eligible list is established and the date the eligible list expires or is abolished. Candidates who qualify for this preference and who take and pass open competitive civil service examinations shall have ten (10) points added to their final score. The candidate must successfully pass all parts of the examination before points are awarded.

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## REGULATION 9 - EXAMINATIONS

**9.066 - ADDITIONAL CREDITS ON EXAMINATIONS.** Only those competitors who have achieved a final average passing grade in an examination shall receive additional credits to which they may be entitled for veterans' preference (Regulation 7.05) or legacy preference (Regulation 7.10) (for open competitive examinations only), performance ratings, seniority, education, language skills or other factors as defined by these regulations.

The following requirements must be satisfied for a candidate to receive additional credits for examinations as described in the sub-sections of this regulation.

1. The degree or credential must have been conferred, or the education or experience must have been completed no later than the thirtieth (30) day after the last date for filing applications for the examination unless the Director determines that a later date is more appropriate and specifies such later date in the announcement of the examination. For a continuous examination the eligibility date shall be the date on which the application is filed.
2. An applicant may claim the additional credit at any time after the date that the examination is announced until 30 days after the Published List of Candidates is approved by the Director or his/her designee. If an eligible candidate does not request additional credits or does not submit a transcript or other required documentation until after certifications and appointments have been made, the granting of additional credits shall have no effect on prior certifications and appointments.
3. An applicant must submit adequate documentation as required by the Office of Human Resources.

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