

Summary of Proposed Civil Service Rules Change

	Current Language	Proposed Language	Rationale
1	All applicants for positions in civil service are subject to examination.	The University will determine for which classifications examinations are appropriate.	Reduces costs for University and stress for applicants. Many of the state provided exams do not account for modern business practices.
2	Rule of ten. For those who applied for a position where an examination is administered, only the top 10 may be considered.	For classifications where the University administers examinations, all applicants who pass the examination may be considered. For classifications where an examination is not required, all qualified applicants may be considered.	More fair to applicants to who are not good test takers, but have proven experience and job related skills. Simplifies the process for hiring departments.
3	Temporary appointments are limited to 120 days if you do not fill by posting the position.	Extend the timeframe from 120 days to one year. The appointment may be extended beyond one year if the absence of the employee is due to an approved leave.	Provides more flexibility to hiring departments regarding hiring temps. Permits temporary promotion of an internal candidate without posting. Permits the University to fill temporary positions more quickly.
4	If a hiring department wants to fill a vacancy with an internal promotion only the names of the three persons having the highest rating may be considered.	Most vacancies will be filled by competitive selection. In cases where the University determines that it is appropriate to fill a position via internal promotion, all the internal candidates who apply by the deadlines and are qualified may be considered.	Eliminates barriers to internal promotions. Allows all internal candidates to be considered based upon their skills and abilities.
5	Seasonal employment is defined along with the procedure for bringing them back to work each season.	More clearly defines seasonal as limited to increments of 90 day appointments. Individuals who successfully perform the duties assigned may be brought back for succeeding seasons of employment.	Eliminates confusion with intermittent employees. Departments do not need to bring back employees who do not perform adequately .