CITY OF ALAMEDA

CIVIL SERVICE RULES

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Pursuant to the provisions of **Ordinance No. 3011,** the following revision of the Rules of the Civil Service System of the City of Alameda have been approved and adopted by the Civil Service Board.

ARTICLE I. STATEMENT OF PURPOSE

Section 1. PURPOSE AND OBJECTIVE

The purpose of these rules is to set forth those procedures which insure a fair and equitable system of personnel management in the City government and to define the privileges, obligations, rights and restrictions which are equally imposed upon all Civil Service employees within the City of Alameda.

Section 2. FAIR EMPLOYMENT PRACTICES

The City of Alameda is an Equal Opportunity/Affirmative Action employer. Persons in the employ of the City or those seeking employment shall be employed, promoted, demoted, or discharged without favor or discrimination because of race, color, ancestry, age or marital status, national origin, religious creed, political opinions or affiliation, disability (if otherwise qualified), sexual orientation or because of gender. It is further provided that no question in any test, in any application form, or by any examiner or appointing authority shall be so framed as to elicit information concerning an applicant's race, color, ancestry, age or marital status, national origin, religious creed, political opinions or affiliations, disability (if otherwise qualified), sexual orientation or gender.

ARTICLE II. DEFINITION OF TERMS

The following terms, whenever used in these rules, shall be defined and construed as follows:

Section 1. "ADVANCEMENT"

A salary increase of one or more steps within the limits of the pay range established for a classification.

Section 2. "ANNIVERSARY DATE"

That date which represents for an employee the date on which he/she was originally employed, or adjusted as required for break in service.

Section 3. **"APPOINTMENT"**

The offer of and the acceptance by a person of a position in the Civil Service in accordance with the provisions of the Civil Service Ordinance and these rules.

Section 4. **"BOARD"**

The Civil Service Board established in pursuance of the ordinance creating a personnel system for the City.

Section 5. **"CLASSIFICATION"**

A group of positions sufficiently similar in respect to the duties and responsibilities that:

(a) The same descriptive title may be used with clarity to designate each position allocated to the classification;

(b) Common requirements as to education, experience, knowledge, ability and other qualifications may be required of all incumbents;

(c) Common tests of fitness may be used to choose qualified employees; and

(d) The same schedule of compensation can be made to apply with equity under the same or substantially the same employment conditions.

Section 6. **"DEMOTION"**

The movement of an employee from one classification to another classification having a lower maximum rate of pay or salary range.

Section 7. **"ELIGIBLE LIST"**

A list of names of persons who have passed an open or promotional competitive examination for a classification in the Civil Service and ranked on the list in the order of the score earned.

Section 8. **"ELIGIBLE"**

A person who earned a rank on an eligible list.

Section 9. **"CIVIL SERVICE EMPLOYEE"**

A person who has been legally appointed and is currently serving in a Civil Service position.

Section 10. **"EMPLOYMENT LIST"**

A list of eligible which is to be used for making appointments or promotions.

Section 11. **"EXAMINATION"**

(a) Assembled examination: A written test or tests conducted at a specific time or place at which applicants are required to appear for competitive examination under the supervision of an examiner.

(b) Unassembled examination: A review or evaluation of an applicant's training, experience, work history or any other qualifications based on the requirements of the position.

(c) Continuous examination: A test or tests conducted at irregular times and places at which applicants are required to appear for competitive examination under the supervision of an examiner.

Section 12. **"EXECUTIVE SECRETARY"**

The Human Resources Director serves as the Executive Secretary of the Board. For purposes of these Rules, the titles are used interchangeably.

Section 13. **"PART-TIME EMPLOYEE"**

An employee who is filling a position that is less than full-time and has no Civil Service status nor claim thereto. Hours worked may be regular or irregular, and wages are paid on an hourly basis with no benefit entitlement.

Section 14. **"PERMANENT EMPLOYEE"**

An employee who has been selected from an Eligible List and has successfully completed his/her probationary period and has been retained as provided in these Rules.

Section 15. **"POSITION"**

Any office or employment in the Civil Service, whether occupied or vacant.

Section 16. **"PROBATIONER"**

An employee who has not yet completed the probationary period.

Section 17. **"PROBATIONARY PERIOD"**

The working test period during which an employee is required to demonstrate his/her fitness for the duties to which he/she is appointed by actual performance of the duties of the position. The probationary period is an integral part of the examination process.

Section 18. **"PROMOTION"**

The movement of an employee from one classification to another having a higher maximum rate of pay.

Section 19. **"PROMOTIONAL LIST"**

A list of names of City employees who have passed a promotional examination for a classification in the Civil Service and ranked on the list in the order of the final score earned.

Section 20. **"REJECTION"**

The separation of an employee during or at the completion of his/her probationary period.

Section 21. **"SALARY OR WAGE"**

The amount of money or compensation received for services rendered in the performance of the duties and responsibilities of the office or position assigned.

Section 22. **"SUSPENSION"**

The temporary separation from assigned duties of an employee, without pay, for disciplinary purposes.

Section 23. **"TEMPORARY EMPLOYEE"**

An employee who is filling a position of limited duration only and has no permanent Civil Service status.

Section 24. **"TERMINATION"**

The separation of an employee from the service of the City. Termination may include death, discharge, displacement of a temporary employee by a probationary appointment, lay off, resignation, retirement, and work completion.

Section 25. **"TRANSFER"**

A change of an employee from one position to another position in the same classification having essentially the same salary limits, involving the performance of similar duties and requiring substantially the same basic qualifications.

ARTICLE III. ADMINISTRATION

Section 1. **ADOPTION**

These Rules shall become effective when they are adopted by the Civil Service Board.

Section 2. **AMENDMENT**

Amendments to these Rules may be proposed by the City Manager, the Human Resources Director, or the Civil Service Board, and shall become effective upon adoption by the Civil Service Board.

Section 3. **ADMINISTRATION**

(a) The Human Resources Director shall be responsible for administering and interpreting the provisions of these Rules.

(b) The Civil Service Board is responsible for establishing and reviewing Civil Service Policies.

ARTICLE IV. POSITION CLASSIFICATION

Section 1. PURPOSE

The purpose of the Position Classification Plan is to provide a complete and continuous inventory of positions and to provide accurate descriptions and specifications for each classification of position. The Position Classification Plan shall be used as a management tool in preparing recruitment announcements and in differentiating one classification of position from another, and to facilitate the maintenance of the City's organizational manpower structure. The Executive Secretary of the Board shall be responsible for revising and maintaining the Classification Plan.

Section 2. CLASSIFICATION SPECIFICATIONS

The positions that are substantially similar with respect to type of work, responsibility and difficulty of work are grouped together into a classification and identified by a set of classification specifications, including classification title, job definitions, typical tasks and responsibilities and a statement of requirements as to training, experience, and other applicable qualifications.

Section 3. RECLASSIFICATION

The Human Resources Director shall perform periodic Job Analysis. Positions, the duties of which have changed materially so as to necessitate reclassification, shall be allocated to a more appropriate classification, whether new or already covered, in the same manner as originally classified and allocated. Reclassification shall not be used for the purpose of avoiding restrictions surrounding demotions and promotions.

ARTICLE V. RECRUITMENT

Section 1. VACANCIES

Whenever a vacancy is to be filled in the Civil Service, the appointing authority or his/her designate shall notify the Human Resources Director. This notification shall include the title of the position and when appropriate, the necessary and desirable qualification of applicants. The Human Resources Director shall determine the appropriate eligible lists from which to make certification and shall determine if an examination is necessary.

Section 2. **SOURCES OF CANDIDATES**

It shall be the duty of the Human Resources Director to anticipate as far in advance as possible vacancies in the Civil Service, to determine the adequacy of existing eligibility lists, and to schedule examinations in a timely manner.

Section 3. **ANNOUNCEMENT OF EXAMINATION**

All examinations for positions in the City shall be publicly announced by posting announcements in the City government building on official bulletin boards, and in such other places as the Human Resources Director deems advisable. The announcement shall specify the title and salary range of the classification for which the examination is announced, the nature of work to be performed in general terms, minimum qualifications, the date, time and place and manner of making application, the general scope of the examination and such other pertinent information as is deemed to be appropriate or desirable. Whenever possible, the manner in which tie scores will be broken shall be specified.

ARTICLE VI. EXAMINATIONS

Section 1. **APPLICATIONS**

Applications shall be made on official application forms, which shall be furnished to all persons requesting them.

Such forms shall require information covering applicant's training, experience, and other pertinent information. All applications must be dated and signed by applicant.

The Human Resources Director may reject an application, or may refuse to examine, or after examination may disqualify or remove from an Eligibility List, or may refuse to certify any person who:

(a) is found to lack any of the minimum requirements for the examination or the position for which applying;

(b) has a physical or mental impairment that is shown to limit a major life activity and cannot perform the essential duties of the position for which he/she has applied, with or without accommodation;

(c) is addicted to the use of narcotics or the habitual use of intoxicating liquors to the extent that job performance is or will be affected by such addiction or use;

(d) has used or attempted to use political pressure or bribery or personal influence to secure an advantage in the examination, eligibility or appointment;

(e) has directly or indirectly obtained information regarding the content of an examination to which an applicant is not entitled;

(f) has failed to submit the application correctly or within the prescribed time limits;

(g) has practiced or attempted to practice deception or fraud in the application, in declarations, or in securing eligibility or appointment; or

(h) has an unsatisfactory conviction record as related to duties of the position.

Section 2. DISQUALIFICATION

A disqualified applicant shall be notified of such action by the Human Resources Director.

Section 3 INCOMPLETE APPLICATIONS

Defective or incomplete applications may be returned to the applicant with notice that amendment is needed. Such amended application received after the time limit for filing of applications may be accepted at the discretion of the Human Resources Director, provided that the examination procedure has not commenced.

Section 4. EXAMINATION COMPONENTS

An examination shall consist of one or more of the following components:

(a) Evaluation of the application to determine minimum qualifications as related to the position and duties;

(b) Written test to determine knowledge and skills related to the position and duties;

(c) Oral test to determine knowledge and skills related to the position and duties;

(d) Demonstration test to determine skill to perform duties of position;

(e) Evaluation of experience and education to determine basic preparation for position;

(f) Physical Agility test to determine ability to physically perform the duties of the position;

(g) A check of the applicant's police record by police personnel through fingerprints, following appointment;

(h) Psychological or psychiatric tests to determine personality characteristics as related to the position, by a clinical psychologist, at City expense (optional for each test);

(i) Physical examination by a licensed physician to determine state of physical condition in connection with the job related duties of position at City expense.

Section 5. EXAMINATION CATEGORIES

Depending upon the requirements of the City and the availability of qualified current City personnel, an examination shall be declared either an open, a promotional, or a continuous examination. Promotional examinations shall be restricted to City employees who have held full-time positions for a minimum of six (6) months. Continuous examinations shall be utilized only for those positions for which it is difficult to obtain qualified candidates.

Section 6. QUALIFYING GRADE

In any examination, the minimum grade or standing required for eligibility shall be determined by the current requirement of the City. Failure on one part of an examination may disqualify an applicant from participation in subsequent parts of the exam, or may be considered as failing the entire examination.

Section 7. NOTIFICATION OF RESULTS

Each competitor shall be given written notice of the results of the examination and, if successful, of his/her final earned rating and of his/her relative position on the eligible list. Any applicant shall have the right of inspecting his/her own written test papers. An error in grading or rating, if called to the attention of the Human Resources Director within seven (7) days after posting the eligible list resulting from the examination, shall be corrected. Corrections, however, shall not invalidate certification or appointment previously made.

Section 8. APPEAL OF REJECTION

A written appeal of the examination results may be filed with the Board. Such appeal must be filed within seven (7) days after the eligible list is posted. The Board, at its discretion, shall consider the appeal and take appropriate action.

ARTICLE VII. ELIGIBLE LISTS

Section 1. ESTABLISHMENT OF LISTS

As soon as possible after the scoring of the examination, the names of those applicants who passed the examination shall be placed on an eligibility list in the order of final ratings received, from the highest score down to the lowest passing score. Prior to finalizing examination scores, qualified veterans shall be awarded an additional five (5) points in the examination process. A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In cases of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. Whenever identical ratings are received, the applicant receiving the highest rating on the most heavily weighted portion shall be given priority. If there is no written portion to the examination, the examination announcement shall state the basis for the breaking of ties.

For recruitments which require continuous examination, the Human Resources Director may authorize an eligible list to be established, to which additional names may be added, and certified to the hiring authority to make an appointment.

For a regular or part-time employee serving either in a civil service or non-civil service capacity, who successfully completes a City-sponsored police academy or apprenticeship program, the Human Resources Director may place the employee's name on a civil service-covered classification eligible list for which the employee is qualified.

Section 2. EMPLOYEES LAID OFF GIVEN PREFERENCE

Upon written application to the Executive Secretary to the Board, a permanent employee who is on lay-off status shall be entitled to have his/her name entered in the first place upon the eligible list, for the classification to which his position belonged. If more than one person is laid off in a single classification, the position of names on the list shall be in inverse order of lay-off, or in accordance with the employees' relative service value to the City as determined by work history, performance record, or other pertinent evidence, as interpreted by the appointing authority.

Section 3. ELIGIBILITY FOR REINSTATEMENT

Upon written request to the Executive Secretary to the Board, an employee who has attained permanent status within the Civil Service and has resigned in good standing may, within one year after the effective date of his or her resignation, be recertified without competitive examination for consideration for rehire to a position in the same classification. In addition, the actual rehiring of such recertified employee must take place within one year after the effective date of his or her resignation.

Section 4. DURATION OF ELIGIBLE LISTS

(a) An Eligible List, or an individual name placed on a continuous examination Eligible List, will become effective upon approval by the Executive Secretary of the Board and shall remain in effect for a period of six (6) months, unless extended, or canceled because it no longer meets the needs of the City.

(b) Eligible Lists may be extended by the Human Resources Director for additional six-month periods, but in no event shall these lists remain in effect for more than two years.

(c) Names appearing on the Eligible List by reason of lay-off shall remain effective for two years from the date of separation.

Section 5. **DESIGNATION OF ELIGIBLE LIST**

The Human Resources Director may designate an existing Eligible List as an Eligible List for a related classification in which the minimum qualifications and the examination are similar to, or of a lower level than, those required for the original eligible list. An appointment from a designated list will not remove the applicant's name from the original eligible list.

Section 6. **REMOVAL OF NAMES FROM LISTS**

(a) The name of any person appearing on an eligible list shall be removed by the Human Resources Director.

(1) if he/she so requests in writing;

(2) if he/she fails to respond to a notice of certification;

(3) if he/she cannot be located by postal authorities; or

(4) if he/she declines the offer of appointment.

With the approval of the Human Resources Director, a person certified for a regular appointment to a permanent position may waive his/her certification for a period not to exceed ninety (90) days, by submitting a written request for waiver.

The names of persons on promotional eligible lists who resign from the service shall be automatically dropped from such lists.

(b) With the approval of the Human Resources Director, a person whose name appears on an eligible list may waive in writing his/her certification for a period not to exceed the duration of the eligible list or his/her service in the Armed Forces of the United States. Proof of an eligible's service in the Armed Forces of the United States and of his/her discharge shall be provided by the person requesting the special military waiver privilege.

ARTICLE VIII. APPOINTMENT

Section 1. CERTIFICATION OF ELIGIBLES

(a) The names of persons appearing on the appropriate list who are willing to accept appointment shall be certified in the order in which they appear on the list. [1] For promotional exams, the number of names certified shall exceed by two (2) the number of vacancies to be filled. [2] For entry-level classification exams, the number of names certified shall exceed by nine (9) the number of vacancies to be filled. [3] For classifications which require specific professional certifications or specific advanced degrees, the entire eligible list shall be certified. [4] In all other instances, the number of names certified shall exceed by four (4) the number of vacancies to be filled.

(b) The Executive Secretary to the Board shall have the authority and discretion to revise and maintain lists of classifications considered entry level and those requiring professional certification or advanced degree, however when any change is made to the list, those changes shall be reported to the Board at the next regularly scheduled meeting.

Section 2. METHOD OF APPOINTMENT

After interview and investigation, the appointing authority shall make appointment from among those certified, and shall immediately notify the Executive Secretary of the person or persons appointed. The appointing authority shall provide the Executive Secretary written explanation on the Personnel Certification Form, if the hiring recommendation is not in order of the eligible list. If a candidate accepts an appointment and fails to present him/herself for duty as instructed, he/she shall be deemed to have declined appointment unless, within two days, he/she gives justification for his/her action acceptable to the appointing authority.

Section 3. PROBATIONARY APPOINTMENT

A probationary appointment occurs whenever a person is appointed from an eligibility list. Every original and promotional appointment in the Civil Service shall be for a probationary term of at least six (6) months. The purpose of the probationary period is to subject the employee to trial performance and training in the position to which he/she is appointed. During the time the employee is on probation, he/she may be released

without appeal, and is not over thirty (30) calendar days during the probationary period shall not be counted in computing the length of the probationary period.

Section 4. COMPLETION OF PROBATION

The Executive Secretary shall notify the supervising official two weeks prior to the termination of any probationary period. On or before the expiration of the probationary period, the supervising official shall file with the Executive Secretary a statement in writing containing an appraisal indicative of the probationary employee's service value to the City and indicating whether or not the probationer's retention in the service is desired.

If the probationer's retention is not desired, and at the time of his/her appointment the employee held another position in the Civil Service, he/she shall be reinstated without loss of former rights to that position or a position within the same classification, provided, however, that a position is available.

Section 5. PERMANENT APPOINTMENT

A permanent appointment shall be effective when an employee has satisfactorily completed the probationary period in the position to which he/she is to be permanently appointed. A permanent appointment protects the employee from arbitrary termination and grants him/her appeal rights.

Section 6. TEMPORARY APPOINTMENT

The appointment of personnel on a temporary basis shall be limited to the following circumstances and shall be kept to a minimum compatible with operational requirements:

(a) If there is no eligible list for a given classification, the appointing power may temporarily appoint any person meeting the minimum qualifications for the position. Such employment shall terminate upon the establishment of a new eligibility list.

(b) Whenever there is a need for employment for a limited time, not to exceed one (1) year, a temporary appointment of a person meeting minimum qualifications for the position may be made.

In no case shall any temporary appointment be credited to a probationary period.

Section 7. **PART-TIME APPOINTMENT**

When warranted by the requirements of the City the appointing authority may retain personnel on a less-than-full-time basis. Hours worked may be on a regular or irregular basis. Such persons must meet minimum qualifications for the position. In no case shall any part-time appointment be credited to a probationary period.

Section 8. **EMERGENCY APPOINTMENT**

To meet the immediate requirements of an emergency, the appointing authority of his/her designate may employ such persons as may be needed without regard to the Civil Service restrictions pertaining to appointment. As soon as possible, such appointments shall be reported to the Executive Secretary. Emergency appointments shall not exceed fifteen (15) days.

ARTICLE IX. ALTERATIONS IN EMPLOYMENT STATUS

Section 1. **TRANSFER**

After notice to the Executive Secretary, an employee may be transferred by the appointing authority at any time from one position to another position in the same or comparable classification. No person shall be transferred to a position for which he does not possess the minimum qualifications.

Section 2. **CHANGE OF DUTIES**

Material changes in the duties and responsibilities of a position within the Civil Service ordered by an appointing power or supervising official shall be reported in writing to the Human Resources Director. If such changes require reclassification of the position and an alteration in employment status of the incumbent, the Human Resources Director shall determine and establish the appropriate minimum qualifications, in accordance with the applicable rule regarding transfer, demotion and promotion. In the event that a position has been reclassified to a position having a higher rate of pay the promotion may take effect without examination if the incumbent has performed the duties and responsibilities of the position for the preceding one (1) year.

Section 3. **DEMOTION**

Demotion shall be allowed only if the demoted employee possesses the required minimum qualifications for the position. Demoted employees are entitled to appeal to the Board for hearing as provided by the Civil Service Ordinance and these Rules.

In the event that the demotion results from causes other than disciplinary or the maintenance of competency, the employee shall be eligible for a period of two (2) years for consideration for appointment to a positon in the same classification which may thereafter become vacant.

Section 4. **LEAVE FOR APPOINTMENT TO EXEMPT POSITIONS**

If a permanent employee desires leave to accept an exempt position with the City, application shall be made in writing to the Appointing Authority, stating the position to be vacated, the position to which appointment is anticipated, and the duration for which leave is requested. The Appointing Authority shall decide whether leave is justified and, if so, the term of such leave.

Section 5. **MILITARY LEAVE OF ABSENCE**

Every employee shall be entitled to such leaves of absence and benefits as are provided by the Military and Veterans Code of the State of California.

Immediately following the act of volunteering or on receipt of competent orders to serve in the military, naval, or marine service of the United States or of the State of California, an employee must file a request for military leave of absence in writing with the Executive Secretary. A copy of the military orders must accompany the request. Military leaves of absence may be granted for ordered military service by the Appointing Authority for a period no longer than 15 months, subject to confirmation by the Human Resources Director. Extensions may be granted by the Human Resources Director upon receipt of proof of the requirement for continued service.

Section 6. **RETURN FROM MILITARY LEAVE**

An employee who has been granted a leave of absence shall be entitled to resume the position of employment within the classification held by the employee at the time leave was granted, or a position of like status or pay, provided that:

(a) during such leave the positon has not been abolished;

(b) the employee returns to his employment within ninety (90) days after discharge or by the expiration of his/her leave;

(c) he/she is found by examination to be physically and mentally able to perform the essential duties of the job; and

(d) he/she provides satisfactory evidence of honorable discharge or completion of training or service.

Section 7. PERSONAL LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay may be granted by the Appointing Authority when requested by an employee, when such leave is deemed to be justified. Such leave may be granted where, due to an extended illness, the accumulated sick leave and annual leave have been used or for an extension of vacation time where circumstances permit, or for other purposes.

ARTICLE X. DISCIPLINE

Section 1. DISCIPLINARY ACTION

In the event that the responsible department head finds that any employee is performing inefficiently, or not complying with these or other rules, or policies, he/she may recommend that such employee be disciplined in accordance with Section 8 of the Civil Service Ordinance of the City of Alameda and Section 7-H of the City Charter.

Section 2. PRELIMINARY INVESTIGATION

Prior to notice of any disciplinary action the appointing power (or designee) may conduct a preliminary investigation into an employee's conduct. If, during this investigation, the employee is questioned, he/she must be informed of the following:

(a) Responses to questions will not and cannot be used in any subsequent criminal proceedings, if the District Attorney verifies that there will be no prosecution;

(b) Responses to questions will be recorded;

(c) Failure to answer questions could result in dismissal.

An employee's failure to answer questions under this section constitutes independent grounds for dismissal.

Section 3. PREDISCIPLINARY NOTICE

A permanent Civil Service employee must be given advance written notice as provided by State law prior to being subject to major disciplinary action.

ARTICLE XI. PROCEDURE ON APPEALS

Section 1. HEARINGS INFORMAL

Hearings on disciplinary action taken pursuant to the provisions of Section 8 of the Civil Service Ordinance may be informally conducted, and the technical rules of evidence and pleading need not apply. Unless incapacitated, the appealing employee shall appear personally and shall not be excused from answering questions and supplying information.

Section 2. INVESTIGATION BY EXECUTIVE SECRETARY

On receipt of a notice of appeal, the Executive Secretary shall notify the members of the Civil Service Board, and shall investigate the circumstances surrounding the action for report to the Board. The hearing on such appeal shall be set before the Board at a special meeting of the Board. Such hearing may be continued or adjourned from time to time as the Board may determine.

Section 3. NOTICE AND DECISION

Written notice of the time and place of hearing on an appeal shall be given to the appellant and to the appointing power from whose action the appeal is taken at least seven (7) days before the date of hearing. Within ten (10) business days after the hearing is concluded and the matter submitted for decision, the Board shall make its written decision and the same shall thereupon be certified to the appointing power and the employee concerned.

ARTICLE XII. GENERAL PROVISIONS

Section 1. PERSONNEL REPORT

The Human Resources Director shall provide all Civil Service Board members a summary Report of Personnel Activities, including positions filled, vacant, new hires and separations for the preceding period. Further, the report shall include a brief statement of overall status and new developments.

Section 2. PUBLIC NOTICE

Whenever public notice is required by the provisions of these rules, such notice, unless otherwise specifically provided, shall be given by posting a copy thereof on official bulletin boards. Such notice shall set forth the time and place and the nature of the act or thing to be done or considered.

Section 3. POLITICAL ACTIVITY

The political activity of a City employee shall conform to pertinent provisions of State Law. An officer or employee of the City shall enjoy freedom from interference in engaging in political activity, provided, however, that an employee shall refrain from:

(a) Partisan political activity which disrupts or affects the efficiency and integrity of operation of the City of Alameda or of a City department.

(b) Using his/her official position or influence to coerce the political actions of others.

(c) Engaging in political activities during working hours or while wearing a City uniform.

Section 4. DEPARTMENTAL POLICIES AND PROCEDURES

Any department may issue such policies or manuals of procedure or operations as is necessary for the efficient and orderly administration of the department. No such policies shall conflict with or supersede these Rules. Copies shall be made accessible to each employee of the department.

Section 5. **SEVERABILITY**

If any clause, sentence, paragraph, or part of these Rules, or the application thereof to any person or circumstance, shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgement shall not affect, impair, or invalidate the remainder of these Rules and the application thereof to other persons or circumstances, but shall be confined in its operation to the clause, sentence, paragraph, or part thereof, directly involved in the controversy in which such judgement shall have been rendered and to the person or circumstances involved.

These Rules may be cited as the Civil Service Rules of the City of Alameda. Upon approval by the Civil Service Board, these Rules supersede and cancel all former Civil Service Rules, and all amendments and revisions thereto.

Approved by Civil Service Board
on June 16, 1992

Revised: 01/09/2002
04/07/2005
01/11/2006
11/28/2006
07/02/2008
10/27/2014

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