

## CIVIL SERVICE ACT

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time assign an employe from one position to another position in the same class or rank in his division. Upon making such an assignment, the appointing authority shall forthwith given written notice of his action to the director.

A transfer of an employe from a position in one division to a position in same class or rank in another division may be made with the approval of the director and of the appointing authorities of both divisions.

No employe shall be transferred from a position in one class to a position in another class of a higher rank or for which there are substantially dissimilar requirements for appointment unless he is appointed to such later position after certification of his name from a list in accordance with the provisions of this act. Any change of an employe from a position in one class to a position in a class of lower rank shall be considered a demotion and shall be made only in accordance with the procedure prescribed for dismissal, except when an employe submits to the director a written request for change to a class of lower rank, and the request is granted, such change shall be termed a "voluntary transfer."

Section 16. 1. Every person appointed to a position in the classified service after certification of his name from an employment list shall serve a trial service period of six months, or shall satisfactorily complete a period of in-service training, standards of which are satisfactory to the commission. At such times during the trial service period and in such manner as the director may require, the appointing authority shall report to the director his observation of the employe's work, and judgment as to the employe's willingness and ability to perform his duties satisfactorily, and as to his habits and dependability. At any time during his trial service period, after the first two months thereof, the appointing authority may remove an employe if, in the opinion of the appointing authority, the trial service indicates that such employe is unable or unwilling to perform his duties satisfactorily or that his habits and dependability do not merit his continuance in the service. Upon such removal, the appointing authority shall forthwith report to the director, and to the employe removed, his action and the reason

therefor. No more than three employes shall be removed successively from the same position during their trial service periods without the approval of the director. The appointing authority may remove an employe within the first two months of his trial service period only with the approval of the director. The director may remove an employe during his trial service period if he finds, after giving him notice and an opportunity to be heard by the commission, that such employe was appointed as a result of fraud or error.

2. The employe shall be deemed to have served satisfactorily his trial service period, and to be a regular employe, unless at least 10 days prior to the expiration of such trial service period the appointing authority has notified the director in writing that the employe's services have not been satisfactory.

3. If any employe is removed from his position during or at the end of his trial service period, and the director determines that he is suitable for appointment to another position, his name may be restored to the list from which it was certified. If any such employe was a regular employe in another position in the classified service immediately prior to his appointment, he shall be reinstated to his former position unless charges are filed and he is discharged as provided in this act.

Section 17. In cooperation with appointing authorities, the commission shall establish standards of performance for employes in each class of positions in the classified service or for groups of classes, and a system of merit ratings based upon such standards. In such manner and with such weight as shall be provided in the rules, merit ratings shall be considered in determining salary increases and decreases within the limits established by law and by the compensation plan; as a factor in promotion tests; as a factor in determining the order of lay-off when forces must be reduced because of lack of funds or work, and the order in which names are to be placed on reemployment lists; and as a means of discovering employes who should be promoted, demoted, transferred or dismissed.

Section 18. 1. The rules shall provide for the hours of work, holidays, and attendance regulations in the various classes of positions in the classified service.

2. Written leave of absence without pay may be granted by the appointing authority

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