## COUNTY OF SAN LUIS OBISPO CIVIL SERVICE COMMISSION

To assist you in the grievance and appeal process recognized by San Luis Obispo County; please refer to the Civil Service Rules, Ordinances and Procedural Guidelines. A complete Rule Book is available to you at no charge.

		•	4.04		10.00
Rule 1: AUTHORITY AND PURPOSE		Purpose	4.01	certification	10.03
Authority	1.01	Representation	4.03	Request for certification	10.01
Purpose	1.02	Right of participation	4.02	Right to return from provisional	
Severability	1.03	Rule 5: CLASSIFICATION		appointment	10.09
Rule 2: DEFINITIONS		Allocation/reallocation of		Substitute appointments	10.11
Allocation	2.01	positions to classes	5.04	Suspension of competition	10.08
Applicant	2.02	Class specifications	5.02	Temporary appointments	10.07
Appointing authority	2.03	Establish/revise/abolish		Rule 11: PROBATION	
Appointment	2.04	classes	5.01	Change in position other than	
Board of Supervisors	2.05	Position studies	5.03	through appointment	11.05
Break in service	2.06	Reallocated positions &		Duration of probationary	
Candidate	2.07	status of incumbents	5.05	periods	11.03
Certification	2.08	Reviews and appeals	5.06	Initial appointments	11.01
Class or class positions	2.09	Rule 6: APPLICANT AND APPLICATION	ON	Notice of rejection of	
Class specification	2.10	PROCEDURES	J14	probationer	11.07
Classification plan	2.11		6.05	Promotional	
Classified service	2.12	Applicant appeal Application filing	6.03	Appointments	11.02
Commission	2.13	Disqualification of applicants	6.03	Rejection not subject to appeal	11.06
Continuous service	2.14	Notification of applicants	6.04	Rejection of probationary	
County	2.15	Qualifications of applicants	6.02	employee	11.04
County Code or Civil Service			6.02	Rule 12: CHANGES IN ASSIGNMENT	AND
Ordinance	2.16	Rule 7: EXAMINATIONS		TERMINATIONS	71110
Days	2.17	Appeal to commission	7.14		
Demotion	2.18	Character of examinations	7.02	Assignment and	12.01
Dismissal	2.19	Districts, agencies,		reassignment	12.01
Eligible	2.20	departments brought unde	er	Disqualification of employee	12.15
Eligible List	2.21	Civil Service System:		Job abandonment	12.13
Employee	2.22	status of employees	7.17	Layoffs, procedure for	12.14
Examination	2.23	Examination announcements	7.04	Medically incapacitated	12.04
Hearing	2.24	Examination protests	7.13	Notice of layoff	12.03
Incumbent	2.25	Inability to appear	7.09	Order of layoff	12.05
Inexcusable absence	2.26	Nature of examinations	7.01	Reinstatement after separation	
Layoff	2.27	Non-competitive exams	7.06	Resignations	12.10
Official bulletin board	2.28	Notice of result of examination	7.11	Restoration to previous level	12.12
Performance rating	2.29	Permanent examination		Restoration to	12.12
Permanent status	2.30	records	7.16	reemployment list	12.09
Position	2.31	Promotional preference	7.07	Rights restored	12.11
Probationary status	2.32	Report of examination	7.15	Transfer	12.11
Probationer .	2.33	Review of examination	7.12	Two or more employees with	12.02
Promotion	2.34	Scheduling of examinations	7.03	equal layoff point totals	12.06
Provisional appointment	2.35	Time and place of		Voluntary reduction	12.13
Reassignment	2.36	examinations	7.08		_
Reemployment	2.37	Time off to take examinations	7.10	Rule 13: PERFORMANCE EVALUATIO	
Reinstatement	2.38	Types of competitive		Appeal	13.06
Rejection	2.39	Examinations	7.05	Evaluation procedure	13.02
Restoration	2.40	Veterans' preference	7.07	Performance evaluation	
Salary	2.41	Rule 8: MEDICAL EXAMINATIONS		rating standards	13.04
Salary range	2.42	Confidential nature of reports	of	Provision and purpose of	
Seniority	2.43	medical examinations	8.07	the evaluation plan	13.01
Service	2.44	Disqualification	8.04	Rating discussed with employee	213.03
Status	2.45	Exceptions	8.06	Retention of performance	
Substitute appointments	2.46	Medical standards groups	8.03	evaluation reports	13.07
Suspension	2.47	New employees, qualifying		Unsatisfactory and	
Temporary appointment	2.48	medical examinations	8.01	improvement needed	
Transfer	2.49	Present employees,		performance	13.05
Voluntary reduction	2.50	medical examinations	8.02	Rule 14: DISCIPLINARY ACTIONS	
Working day	2.51	Reviews and appeals	8.05	Demotions, suspensions and	
Rule 3: ORGANIZATION AND		Rule 9: ELIGIBLE LISTS		dismissals	14.01
ADMINISTRATION		Availability of eligibles	9.06	Dismissals, suspensions	
Closed meetings	3.07	Duration of eligible lists	9.02	or demotions; hearings;	
Communications	3.10	Establishment of eligible lists	9.02	findings	14.03
Effective date	3.13	Extension of eligible lists	9.04	Reasons for disciplinary actions	14.02
Minutes	3.11	Lateral transfer from other me		Letters of reprimand	14.04
Officers of the commission	3.02	systems	9.09	Rule 15: EMPLOYEE RECORDS AND	
Personnel director, duties	3.03	Merging of eligible lists	9.05	PAYROLL CERTIFICATION	
Public meetings	3.06	Removal from eligible list	9.07		
Quorum	3.09	Restoration to eligible list	9.08	Certification of salary	1 E O 1
Rules	3.12	Termination of eligible lists	9.08	accounts Confidentiality of personnel	15.01
Rules of order	3.08		5.05	Confidentiality of personnel	15.02
Regular meetings	3.04	Rule 10: CERTIFICATION AND		Records	15.03 15.02
Responsibilities of the	3.01	APPOINTMENT		Employee roster	13.02
commission	3.01	Appointment of related		Rule 16: EQUAL EMPLOYMENT	
Special meetings	3.05	employees	10.10	OPPORTUNITY	
	5.05	Certification	10.02	Discrimination prohibited	16.02
Rule 4: GRIEVANCE AND APPEALS		Effect of removal, withholding		Exceptions	16.03
PROCEDURES		or restoration	10.06	Hearings	16.05
Appeals	4.06	Failure of an eligible to		Purpose	16.01
Definitions and guidelines	4.04	accept or report	10.05	Redress for discriminatory	
Grievances	4.05	Insufficient number of eligibles	10.04	acts	16.04
Hearings of the commission	4.07	Order of precedence in		P:\Administration\FORMS\Grievance Appeal	List of Rules.doc