

RULES AND REGULATIONS OF WALLA WALLA COUNTY CIVIL SERVICE COMMISSION

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Table of Contents

CSC Rules and Regulations Title Page	1
Table of Contents	2
Rule I Definitions	5
Rule II Organization	8
Section 1. Commission Created.....	8
Section 2. Qualification.....	8
Section 3. Term of Office	8
Section 4. Removal	8
Section 5. Quorum Requirements	8
Section 6. Compensation.....	8
Section 7. Expenses	8
Section 8. Political Affiliation.....	8
Section 9. Chairman	9
Section 10. Meetings	9
Section 11. Chief Examiner.....	9
Section 12. Commission Duties	9
Section 13. Vacancies	10
Rule III – General Provisions	11
Section 1. Appointments To Be Based On Merit.....	11
Section 2. Authority To Fix Salaries Retained.....	11
Section 3. Payroll – Certification by Commission	11
Section 4. Enforcement	11
Section 5. Prohibited Practices.....	11
Section 6. Discrimination.....	12
Section 7. Political Activity Prohibited.....	12
Section 8. Violations	12
Section 9. Severability	12
Rule IV - Classification	13
Section 1. Classified Service Defined.....	13
Section 2. Classification Schedule	13
Section 3. Class Specifications	14

Section 4. Employees to Perform Duties of Their Proper Class.....	14
Section 5. Reporting Violations of Classification Regulations	14
Section 6. Reallocation	14
Section 7. Time for Filing Requests for Reallocation	15
Section 8. Maintenance of Classification Schedule	15
Section 9. Status of Employees Affected by Reclassification or Reallocation	15
Section 10. Classification Status of Employees Resulting from Consolidation of Classes.....	16
Rule V – Applications for Positions.....	17
Section 1. Announcement of Examinations	17
Section 2. Filing of Applications.....	17
Section 3. General Requirements for Filing Applications.....	17
Section 4. Rejection of Application.....	17
Section 5. Postponement and Cancellation of Examination	18
Section 6. Lateral Applications	18
Rule VI – Examinations.....	19
Section 1. Examinations Shall be Impartial	19
Section 2. Medical Examination	19
Section 3. Identity of Examinees Concealed	20
Section 4. Rating Examinations	20
Section 5. Reviewing Examinations	20
Section 6. Notification of Results	20
Section 7. Service Credit in Examinations	21
Section 8. Veteran’s Service Credit in Examinations.....	21
Section 9. Time Interval.....	21
Section 10. Contracted Examinations.....	21
Section 11. Area of Consideration for Promotions.....	21
Rule VII – Employment Lists.....	22
Section 1. Establishment of Employment Lists.....	22
Section 2. Duration of Lists.....	22
Section 3. Removal From Employment Lists	22
Section 4. Restoration of Names to Employment Lists	23
Rule VIII – Appointments, Promotions, and Transfers	24
Section 1. General Provisions	24

Section 2. Methods of Filling Vacancies	24
Section 3. Selective Certification	24
Section 4. Notice of Certification.....	25
Section 5. Provisional Appointment	25
Section 6. Appointments to Vacancies Resulting from Regular Employees on Indefinite Military Leave of Absence.....	25
Section 7. Appointments to Vacancies Resulting from Regular Employees on Leave of Absence without Pay for Extended Periods.....	25
Section 8. Transfers	25
Section 9. Acceptance of Temporary Appointment	25
Section 10. Acceptance of Unclassified Appointment	26
Section 11. Bumping.....	26
Rule IX – Tenure, Separation, Suspension, and Reinstatement.....	27
Section 1. Tenure of Office	27
Section 2. Resignations.....	27
Section 3. No Removal, Suspension, Demotion, or Discharge, Except for Cause	27
Section 4. Cause Enumerated.....	27
Section 5. Reduction of Force.....	28
Rule X – Probation	29
Section 1. Probation Period.....	29
Section 2. Separation of Probationary Employee.....	29
Rule XI – Appeals.....	30
Section 1. Appeal from Reclassification and Reallocation	30
Section 2. Appeal from Removal, Suspension, Demotion, and Discharge	30
Section 3. Appeal from Examination Results.....	32
Section 4. Appeal from Removal from Employment List	32
Section 5. Appeal from Examination Rejection	32
Rule XII – Hearings and Investigations	33
Section 1. Hearing Provided	33
Section 2. Investigations.....	33
Section 3. Investigations – Complaint - Answer	33
Rule XIII – Severability.....	34
Appendix.....	35

RULE I – DEFINITIONS

The following definitions shall govern the terms used in these rules and regulations.

"Allocate" shall mean the act of assigning each position to its proper class.

"Appointee" shall mean the person the appointing power appoints from the certified eligibles to fill a position.

"Appointing power" means the county sheriff who is vested by law with power and authority to select, appoint, or employ any deputy, deputies or other necessary employees subject to civil service. (See also RCW 41.14.10 (1))

"Appointment" includes all means of selecting, appointing or employing any person to any office, place, position, or employment subject to civil service. (See also RCW 41.14.10 (2))

"Certify" shall mean the act of the Commission in supplying an appointing power with the names of applicants who are eligible for appointment to the class and positions in the classified service for which clarification is requested.

"Class" shall mean a position or group of positions having similar duties and responsibilities, requiring similar qualifications, which can be properly designated by one title indicative of the nature of the work and which carry the same salary range.

"Commission" means the Walla Walla County Civil Service Commission, as provided in these rules. (See also RCW 41.14.10 (3))

"Commissioner" means any one of the three members of such Commission.

"Continuous service" shall mean employment in the classified service as a regular or probationary employee which is uninterrupted except for authorized leave of absence or separation due to layoff; however, time lost due to layoff shall not be included in the determination of length of continuous service.

"Current civil service status" means an employee in the classified service who has been appointed to regular status and satisfactorily completed a probationary period.

"Demotion" shall mean the assignment of an employee to a position in a lower class having a lower minimum and maximum salary than the position from which the assignment is made.

"Discharge" shall mean a regular employee who has been involuntarily separated from employment with the appointing authority and Walla Walla County.

"Eligible" shall mean a person listed on an active employment list and who has rights under these rules to be certified for appointment.

"Eligibility list" shall mean an employment list designating the names of persons who are eligible for appointment if there are no employees or former employees on the reemployment list and the position has not been filled by approved transfer or demotion.

"Employee" means all persons regularly employed in the office of county sheriff either on a part time or full time basis.

"Employment list" shall mean a list of all persons who have qualified for appointment to positions within a certain class under the provisions of these rules, and who have not yet been appointed to such class and who have not been removed from such list in accordance with these rules.

"Layoff" means separation from the classified service because of lack of funds or work or reduction in force, or other similar reason.

"Lateral Applicant" or "Lateral" is an applicant that has successfully graduated from the Washington State Basic Law Enforcement Academy, or, meets the requirements defined in WAC 139.05.210 to participate in the equivalency process of the in-state basic law enforcement training equivalency academy.

"Notice" If not otherwise specified within a rule this definition shall apply. Notice will be a combination of either first class mail to an affected person(s) last known mailing address by hand delivery, by email, or by personal contact. At least 2 methods must be attempted. When it is more efficient to effectively notify more than one person at the same time, these writings may be posted on the agency's bulletin boards or web page, the Commission web page, or other boards normally accessible by those affected. Public notice may occur by causing a notice to be published in a local newspaper, on various bulletin boards that are available to the public, or in/on other venues that are open and accessible by the public.

"Original appointment" shall mean regular appointment from an eligibility list to a position in the classified service subject to satisfactory completion of the probationary period.

"Position" means an office or employment, whether part time or full time, temporary or permanent, occupied or vacant, composed of specific duties.

"Probationary employee" shall mean any employee who is serving a probationary period prior to being permanently appointed to a position.

"Probationary period" shall mean that 12 month period during which an appraisal of an employee's skills, aptitudes and adjustments are made prior to permanent appointment in that position. A probationary period interrupted by illness or injury shall not exceed 12 months in total. (RCW 41.14.130)

"Promotion" shall mean the assignment of an employee to a higher class having a higher minimum and maximum salary than the position from which assignment is made.

"Promotional list" shall mean an employment list established by a promotional examination.

"Provisional employee" shall mean any employee filling a position without competitive examination pending the establishment of an employment list.

"Reemployment list" shall mean an employment list established by listing former regular employees who resigned in good standing, or have been separated from the classified service by layoff, demotion in lieu of layoff, or elimination of jobs through reallocation or consolidation.

"Regular employee" shall mean any employee in the classified service who has been permanently appointed after serving a probationary period to a position established by appropriate legislative action and normally involving continuous year round service.

"Resignation" means the termination of employment of an employee at the request of the employee.

"Suspension" means an enforced absence without pay for disciplinary purposes, or pending investigation of charges made against an employee.

"Transfer" shall mean the assignment of an employee from one position to another position having similar duties and carrying the same minimum and maximum salary as the position from which assignment is made.

"Vacancy" shall mean a position existing or newly created which is not occupied and for which funds are available.

"Veteran" shall mean an honorably discharged service person who meets the qualifications of RCW 41.04.005, as now written or here after amended.

RULE II – ORGANIZATION

Section 1. Commission Created - There is hereby created a Civil Service Commission composed of three members who shall be appointed by the board of county commissioners of Walla Walla County. (See also RCW 41.14.030(1))

Section 2. Qualification - No person shall be appointed to the Commission who is not a citizen of the United States, a resident of Walla Walla County for at least two years preceding his/her appointment, and an elector of Walla Walla County. (See also RCW 41.14.030(1))

Section 3. Term of Office - The Commissioners appointed shall serve for six years, and be eligible for reappointment. (See also RCW 41.14.030(1))

Section 4. Removal - Any member of the Commission may be removed from office for incompetence, incompatibility, dereliction of duty, malfeasance in office or other good cause. No member of the Commission shall be removed until charges have been preferred in writing, due notice and due process provided, and a full hearing conducted before the board of county commissioners in accordance with their rules and regulations of practice. Notwithstanding the forgoing, however, the remaining members of the Commission may vote to suspend the third member of the Commission whose conduct is challenged until such time as a hearing is completed and a resolution of the charges made. In the absence of a decision or inability to decide among the other commissioners whether their third member should be so suspended, the board of commissioners for Walla Walla County may make that decision in their stead. (See also RCW 41.14.030(1))

Section 5. Quorum Requirements - Two members of the Commission shall constitute a quorum and the votes of any two members concurring shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the Commission. (See also RCW 41.14.030(2)b.))

Section 6. Compensation - The members of the Commission shall serve without compensation and no member, after appointment, shall hold any salaried public office or engage in county employment other than Commission duties. (See also RCW 41.14.030(1))

Section 7. Expenses - The members of the Civil Service Commission shall be reimbursed for necessary expenses incurred while actually engaged in the performance of their official duties in the same manner as provided by law for other county officers.

Section 8. Political Affiliation - At the time of appointment not more than two commissioners shall be adherents or members of the same political party. (See also RCW 41.14.030(1))

Section 9. Chairman - Immediately after appointment the commission shall organize by electing one of its members as chair. (See also RCW 41.14.050)

Section 10. Meetings - The Commission shall meet at least once a month and may hold such additional meetings as may be required for the proper discharge of its duties. Meetings may be called either by the chairman of the Commission or by two members of the Commission, and written notice shall be given to all members of the Commission concerning the time and place of each such meeting. (See also RCW 41.14.050)

Section 11. Chief Examiner - The Commission shall appoint a chief examiner who shall serve as secretary of the Commission and render such assistance as may be necessary. (See also RCW 41.14.050)

The chief examiner shall be appointed as a result of competitive examination comprised of either a written test or an oral examination or both; which examination must be open to all properly qualified citizens of the county; provided, that no appointee of the Commission, either as chief examiner or as assistant to the chief examiner, shall be an employee of the sheriff's department. The chief examiner shall keep the records for the commission, preserve all reports made to it, superintend and keep a record of all examinations held under its direction, and perform such other duties as the commission may prescribe. The chief examiner may be subject to suspension, reduction, or discharge in the same manner and subject to the same limitations as are provided in the case of members of the classified service. (See also RCW 41.14.050)

It is the intent of the Civil Service Commission to provide a personnel evaluation process for the Chief Examiner half way through the trial service period and thence annually based on the original hiring date. The standard documents provided through county Human Resources/Risk Management will be used.

Section 12. Commission Duties - It shall be the duty of the Civil Service Commission:

- (1) To make suitable rules and regulations not inconsistent with the Sheriff's Civil Service Act, RCW 41.14. Such rules and regulations shall provide in detail the manner in which examinations may be held, and appointments promotions, transfers, reinstatements, demotions, suspensions and discharges shall be made, and may also provide for any other matters connected with the general subject of personnel administration, and which may be considered desirable to further carry out the general purpose of controlling statute, or which may be found to be in the interest of good personnel administration. The rules and regulations of the Civil Service Commission shall be printed, photocopied, mimeographed, multigraphed or reproduced in other suitable fashion, for free public distribution. Such rules and regulations may be changed from time to time, as the Commission may see fit. (See also RCW 41.14.060(1))
- (2) To give or make provisions for practical tests which will consist only of subjects which will fairly determine the capacity of persons examined to perform duties of

the position to which appointment is to be made. Such tests may include physical fitness or manual skill or both, in addition to written and oral exams. (See also RCW 41.14.060(2))

(3) To make investigations concerning and report upon all matters touching the enforcement and effect of the provisions of controlling statute, and the rules and regulations prescribed herein; and, as necessary to inspect all departments, offices, places, positions, and employments affected by the controlling statutes, and ascertain whether those controlling statutes and all such rules and regulations are being obeyed. (See also RCW 41.14.060(3))

(4) To conduct hearings and investigations in accordance with controlling statutes, regulations, and the rules of practice and procedure adopted by the commission. (See also RCW 41.14.060(4))

(5) To hear and determine appeals or complaints respecting the allocation of positions, the rejection of an examinee, and such other matters as may be referred to the Commission. (See also RCW 41.14.060(5))

(6) To provide for, formulate, and hold competitive tests to determine the relative qualifications of persons who seek employment in any class or position, or for promotion to any class or position, and as a result thereof establish eligibility lists for the various classes of positions, and provide that persons laid off, or who have accepted voluntary demotion in lieu of layoff, because of curtailment of expenditures, reduction in force, or for like causes, head the list in the order of their seniority, to the end that they shall be the first to be reemployed or reinstated in their former job class. (See also RCW 41.14.060(6))

(7) To certify to the appointing power, when a vacant position is to be filled, on written request, the names of the three persons highest on the eligibility list for the class. If there is no such list, to authorize a provisional or temporary appointment list for such class a temporary appointment expires after four months. However, the appointing authority may extend the temporary appointment beyond the four-month period up to one year if the commission continues to advertise and test for the position. If, after one year from the date the initial temporary appointment was first made, there are less than three persons on the eligible list for the class, then the appointing authority may fill the position with any person or persons on the eligible list. (See also RCW 41.14.060(7))

(8) To keep such records as may be necessary to comply with the statutory provisions establishing the commission. (See also RCW 41.14.060(8))

Section 13. Vacancies - Any vacancy in the Commission shall be filled by the county commissioners for the unexpired term. Confirmation of the appointment of commissioners by any legislative body shall not be required. (See also RCW 41.14.030(1))

RULE III – GENERAL PROVISIONS

Section 1. Appointments to Be Based On Merit - All appointments to and promotions to positions in the classified service of the office of County Sheriff shall be made solely on merit, efficiency and fitness, which shall be ascertained by open competitive examination and impartial investigation. Entrance and promotional examinations shall be held at such times and places as are necessary to meet the requirements of the appointing authority, provide economical administration, and be generally convenient for applicants, and in any event, will be held no less frequently than once every four years. Announcements concerning these examinations will be in accordance with Rule V, Section 1. No person in the classified service shall be reinstated in or transferred, removed, suspended or discharged from any place, position or employment contrary to the provisions of these rules and regulations and RCW 41.14. (See also RCW 41.14.080)

Section 2. Authority to Fix Salaries Retained - All offices, places, positions, and employments coming within the purview of this act, shall be filled by the appointing power with the consent of the board of county commissioners, and nothing herein contained shall infringe upon such authority that the appointing power may have to fix the salaries and compensation of all employed hereunder. (See also RCW 41.14.140)

Section 3. Payroll - Certification by Commission - No treasurer, auditor or other officer, or employee subject to this chapter shall approve the payment of or be in any manner concerned in paying, auditing, or approving any salary, wage, or other compensation for services to any person subject to the jurisdiction and scope of this act, unless a payroll estimate, or account for such salary, wage or other compensation, containing the names of the persons to be paid, the amount to be paid to each such person, the service on account of which same is paid, and any other information which, in the judgment of the Civil Service Commission, should be furnished on such payroll, bears the certificate of the Civil Service Commission, or of its chief examiner or other duly authorized agent, that the persons named therein have been employed in compliance with the terms of this act and the rules of the Commission, and that the payroll, estimate or account is, insofar as is known to the Commission, a true and accurate statement. The Commission shall refuse to certify the pay of any public officer or employee whom it finds to be illegally or improperly appointed, and may further refuse to certify the pay of any public officer or employee who willfully or through culpable negligence, violates or fails to comply with the civil service act or with any rule or regulation of the Commission. (See also RCW 41.14.150)

Section 4. Enforcement - The Commission shall bring and conduct all civil suits which may be necessary for the proper enforcement of the civil service act and the rules of the Commission. The Commission shall be represented in such suits by the prosecuting attorney of Walla Walla County. (See also RCW 41.14.170)

Section 5. Prohibited Practices - No commissioner or any other person shall, by himself/herself, or in cooperation with others, defeat, deceive, or obstruct any person in respect of this right of examination or registration according to the rules and regulations,

or falsely mark, grade, estimate, or report upon the examination or proper standing of any person examined, registered, or certified pursuant to this act, or aid in so doing, or make any false representation concerning the same, or concerning the person examined, or furnish any person any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or persuade any other person, or permit or aid in any manner any person to impersonate him/her, in connection with any examination or registration or application or request to be examined or registered. (See also RCW 41.14.180)

Section 6. Discrimination - The right of any person to an appointment or promotion to any position in the sheriff's office shall not be withheld because of that person's sex, race, color, national origin, political affiliation, or belief, marital status, age or physical, mental or sensory handicap, unless shown to be a bona fide occupational qualification, nor shall any person be dismissed, demoted, reduced or altered in grade for any such reason. (See also RCW 41.14.180)

Section 7. Political Activity Prohibited - No public officer, whether elected or appointed, shall discharge, promote, demote, or in any manner change the official rank, employment, or compensation of any person under civil service or promise or threaten to do so for giving or withholding, or neglecting to make any contribution of money, or service, or any other valuable thing, for any political purpose. (See also RCW 41.14.190)

Section 8. Violations - Any person who willfully violates any of the provisions of these rules and regulations shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than one hundred dollars and/or by imprisonment in the county jail for not longer than thirty days. The superior court shall have jurisdiction of all such offenses. (See also RCW 41.14.220)

Section 9. Severability - If any section, sentence, clause, or phrase of these rules and regulations should be held to be invalid or unconstitutional, the validity or constitutionality thereof shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of these rules. (See also RCW 41.14.900)

RULE IV – CLASSIFICATION

Section 1. Classified Service Defined - Employment in the Sheriff's Office of Walla Walla County is divided into the classified and unclassified service. The unclassified position appointments authorized by this section include selections from the following positions; Undersheriff, Inspector, Chief Criminal Deputy, Chief Civil Deputy, Jail Superintendent, Administrative Assistant or Administrative Secretary, up to the limit of the number of positions authorized per RCW 41.14.070(2).

The initial selection of specific positions to be exempt shall be made by the sheriff, who shall notify the Commission of the selection. Subsequent changes in the designation of which positions are to be exempt may be made only with the concurrence of the sheriff and the Civil Service Commission, and then only after the Civil Service Commission has heard the matter in open meeting. (RCW 41.14.070(2))

Should the position or positions initially selected by the sheriff to be exempt (unclassified) pursuant to this section be under the classified civil service at the time of such selection, and should any such position be occupied, the employee occupying such position shall have the right to return to the next highest position or a like position in accordance with their current civil status, at the time the position is reclassified as exempt. Alternatively, the employee in the position, if so selected by the appointing authority, may accept the unclassified position. Any regular employee accepting an exempt position will have the right to return to classified service upon conclusion of such exempt appointment, provided: Such employee applies to return to classified service within 30 calendar days of either (a) termination of employment in the exempt position, or (b) termination of employment in any other exempt position in which the employee subsequently serves provided there is no break in service with Walla Walla County of more than 30 calendar days. This right to return to classified civil service status includes the right to return to the employee's regular position held prior to accepting the exempt appointment, if the position still exists and is open, or to a like position. (See also RCW 41.14.290)

The classified service of Walla Walla County Sheriff's Department shall consist of all deputy sheriffs and other employees of the office of sheriff not specifically included in the unclassified service.

Section 2. Classification Schedule - The Commission shall produce and maintain a detailed schedule of the classification of positions in the classified service.

This schedule should contain:

A list of classes of positions which are of approximately equivalent difficulty and responsibility, so that they may be appropriately filled by persons possessing the same general qualifications, and for which service equitable compensation can be paid under similar working conditions for the same pay range.

A class title, descriptive of the work of each class, which shall identify each class and which shall be coded by number.

Written class specifications for each class, examples of work which are illustrative of the duties of the positions affected in the class, requirements of the work in terms of knowledge, ability and skills necessary for the performance of the work, and a statement of the experience and training desirable for recruitment into the class.

An allocation list showing the class number and title of each position in the classified service and the name of the employee holding such position.

Section 3. Class Specifications - The specifications of the classes of position in the classification schedule shall be used as a guide in the classification of positions and have the following force and effect:

The specifications are descriptive and not restrictive. They are intended to indicate the kinds of positions that are allocated to the several classes as determined by their duties and responsibilities. Specifications are to be interpreted in their entirety and in relation to others in the classification schedule. Particular phrases or examples are not to be isolated and treated as a full definition of the class.

In determining the class to which any position should be allocated, the specification of each class shall be considered as a whole. Consideration shall be given to the duties, specific tasks, responsibilities, qualification requirements and relationships to other classes, as together affording a statement of the employments that the class is intended to embrace.

Describe qualifications commonly required of all incumbents of the different classes, such as acceptable physical conditions, United States citizenship, suitable age, honesty, sobriety, nonuse of illegal chemicals and drugs, and the ability to read and write the English language. Each of these shall be deemed and implied qualification requirements for entrance to each class even though they may not be specifically mentioned in the specifications.

Section 4. Employees to Perform Duties of Their Proper Class - No appointing power shall require or permit an employee to perform duties outside of their proper class, except for limited periods of time and only in emergencies reported to and approved by the Commission, subject to the limitations of Rule VIII, Section 5.

Section 5. Reporting Violations of Classification Regulations - Whenever any employee believes he/she is being required to perform duties outside the proper scope of their class, the employee shall report the facts to the Commission, which shall investigate fully the facts involved and shall report its findings to the appointing power and the employee involved.

Section 6. Reallocation - Whenever it becomes necessary in the administration of the sheriff's office to change, add to, or take from a position, duties which may change the

allocation of the position, the appointing power shall report such fact to the Commission with a request to make such reallocation.

Section 7. Time for Filing Requests for Reallocation - Requests by the appointing power for reallocation of a position shall be made, whenever possible, before the budget estimate is submitted for the succeeding budget period.

Section 8. Maintenance of Classification Schedule - The Commission shall be responsible for the proper maintenance of the classification plan so that it will reflect continuously, on a current basis, the duties being performed by each employee in the classified service and the class to which each position is allocated. The Commission may make necessary amendments to the classification schedule, including the addition of required new classes, revision of existing classes and deletion of obsolete classes. Change and reallocations within the classification schedule shall be made as follows:

The Commission may analyze the duties and responsibilities of proposed new positions and using such appraisal as a basis, assign the position to the appropriate class within the classification schedule. A new class specification shall be prepared to cover each additional position which is created and for which the classification schedule does not provide a satisfactory job description.

Changes in the duties and responsibilities of a position involving the addition, reduction, or modification of assignments shall be reported to the Commission by the appointing power. If the changes are determined to be permanent and are sufficiently significant to justify reallocation to a different classification, the Commission shall assign the position to the class which is appropriate under the modified circumstances.

The Commission shall periodically review the classification of positions and audit duties and responsibilities and on the basis of this reappraisal, make such changes as are necessary to keep the classification schedule up to date and in step with current conditions.

Reclassification or reallocation of positions under the provisions of this section shall be the responsibility of the Commission, but it shall give due consideration to the recommendations of the appointing power.

Section 9. Status of Employees Affected by Reclassification or Reallocation - The status of employees affected by reclassification or reallocation occurring in the administration of the classification schedule shall be resolved in the following manner: Any employee whose position is allocated to a class in the classification plan which is a higher level than the class in which the employee has established current civil service status shall be considered a provisional appointee to the higher class, and as such, shall be eligible to compete on a promotional basis for the reallocated or reclassified position, notwithstanding existing eligibility list for the higher class. Promotional examinations shall be given to the effected employee, and to all employees who are qualified for the newly reallocated position and notice of such promotional examinations, in accordance

with Rule V, Section 1 shall published within 60 days of the effective date of the reallocated position being established.

The names of those employees who successfully pass such examination shall be placed, in accordance with their score(s) on the exam(s), on the promotional list for that class of position. The scores will be integrated with any promotional candidates whose names are already on that list, and any ties in scores will be decided by the date of hire, i.e., the person with the earlier date will be advanced over the person with a later date of hire.

The names of eligible employees will be certified in accordance with these rules.

If the employee affected by the reallocation or reclassification is appointed as a result of this examination and certification, the employee shall have probationary status in the new class. If the employee is not appointed to the higher classification as a result of the examination, the employee shall be assigned, or, upon the approval of the appointing power, be transferred to any other available position in the classification in which the employee has current civil service status, or be demoted or laid off in accordance with the provisions of these rules and regulations and especially Rule IX, Section 5.

Any employee, whose position is allocated to a lower class, shall be assigned, or upon the approval of the appointing power be transferred to a vacant position having the same classification as that in which the employee has current civil service status, or the employee shall be granted current civil service status in the lower class without further examination and the employee's name will be placed on the appropriate eligibility list for the higher class in which the employee holds current civil service status in accordance with Rule IX, Section 5.

Incumbents of positions which are reallocated to a class which the Commission determines to be substantially equivalent to the position occupied by such personnel at the time reallocation action is taken, shall be given current civil service status in the position to which they are allocated, without requiring any probationary period to be completed.

Any employee affected by reallocation or reclassification shall be given the opportunity to meet with the Commission or its duly appointed representative to discuss the changes made, the basis there for, and to provide the employee an opportunity to respond.

Section 10. Classification Status of Employees Resulting from Consolidation of Classes - When the class of work of an employee is consolidated with another class, the employee shall retain the classification status possessed in the former class prior to such consolidation. The employee's name shall be automatically placed on the appropriate eligibility list for the former class and the employee shall be reinstated to a position in the former class in accordance with their seniority on such list should such class be reestablished.

RULE V – APPLICATIONS FOR POSITIONS

Section 1. Announcement of Examinations - Public notice of examinations shall be given at least 20 days in advance of the last date for filing of applications by announcement in one newspaper of general circulation published within the county, by posting announcements in the sheriff's office, by posting announcements on bulletin boards in the corridors of such municipal buildings as the Commission may see fit, and by making the announcement known in such other places and in such other manners as the Commission may deem advisable.

Section 2. Filing of Applications - All applicants for positions in the classified service must file written application on the form prescribed by the Commission. All applications shall be mailed or delivered to the Walla Walla County Civil Service Commission, at the address set forth in the announcement of examination. All applications must be filed within the time limit fixed in the official announcement of examinations. Defective applications may either be ignored or may be returned to the applicant with a notice to amend the same as the Commission may see fit so long as all defective applications are treated in a similar manner. Amendments or corrections must be made within the time limit fixed in the official announcement of examination. Applications not submitted according to the provisions of this section may be disregarded by the Commission.

Section 3. General Requirements for Filing Applications - No person shall be admitted to any examination administered by the Civil Service Commission for a position in the classified service until he/she shall have filed an application upon a form provided by the Commission. Every person making an application must meet the requirements as shown in the announcement of examination for the particular position for which that person is applying, and any qualifications set forth in these rules.

The Commission, after screening the recommendations of the appointing power, may prescribe limits of age, height, weight and other specific requirements, physical or otherwise, as in its judgment are required by the nature of the work to be performed, and are bona fide occupational qualifications.

An applicant for a position of any kind in the classified service must be a citizen of the United States, be able to produce proof of such citizenship, and be able to read and write the English language.

Section 4. Rejection of Application - The Commission may reject any application or applicant for cause, and the following are non-exhaustive examples of cause that shall be sufficient:

1. That the applicant lacks any of the minimum qualifications set forth in the examination announcement.
2. That the applicant is not within the prescribed age limits.
3. For any of the causes enumerated in Rule IX, Section 4.
4. That the applicant has made a false statement in the applicant's application with regard to any material fact including any falsities in lateral applications.

5. That the applicant has been dismissed from previous employment in the classified service.
6. That the applicant, after notification, did not promptly appear at the time and place designated for the examination.

Section 5. Postponement and Cancellation of Examinations - Any examination may be postponed or cancelled at the discretion of the Commission. In either case, each applicant shall be notified of the cancellation by first-class mail, email or by hand delivery. Notice is complete upon depositing the mail, postage prepaid, into the postal system of the United States, by email, or by completion of hand delivery if that alternative is used.

Section 6. Lateral Applications – It is the policy of the Commission and the Sheriff to allow for special testing for those who qualify as a “lateral applicant”. To qualify, the applicant must meet the following requirements: Applicant must have graduated from the Washington State Criminal Justice Basic Law Enforcement Academy (CJTC BLEA). If they have not, they must be able to challenge the process for an equivalency certification consistent with the requirements stated in WAC 139.05.210. Consistent with the requirements stated in WAC 139.05.210, eligibility for attendance in Equivalency Academy will be determined by CJTC, based on academy reciprocity. Applications shall be made on a form provided by the Commission. The application documents will be reviewed and updated as needed to meet state and local requirements.

RULE VI – EXAMINATIONS

Section 1. Examinations Shall be Impartial - All examinations shall be impartial and shall relate to the matters which test fairly the capacity and fitness of the candidate to discharge efficiently the duties of the position to be filled. Examinations may be written, oral, physical or performance related, or any combination of these. They may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness or other qualifications or attributes which, in the reasonable judgment of the Commission, enter into the determination of the relative fitness of the applicants. Applicants must be physically present for the oral testing process.

Section 2. Medical Examination - Applicants for positions in the classified service may be required to undergo a medical examination, at their expense, to evaluate their physical fitness for service in the position(s) for which they apply. Appointees to permanent positions shall be required to complete satisfactorily a medical examination prior to employment. Said examination will include a blood test to test for nonuse of illegal chemical and drugs and such test is a requirement of civil service employment. The cost of the required exam shall be borne by the county.

All employees may be required by the sheriff, with the approval of the Commission, to undergo reasonable, periodic medical examinations to determine their continuing physical and mental fitness to perform the duties of their position, provided that such examinations are to be paid for by the county. Only approved medical physicians or osteopathic doctors may conduct such physical examinations called for herein.

If an applicant or employee is reported by an examining health professional to be physically or mentally unfit to perform the duties of the position to which he/she is applying, or is currently occupying, such applicant or employee shall have a period of three calendar days from the date of his/her notification of such determination by the health professional to indicate, in writing, to the Commission his/her intention to submit the question of his/her physical or mental fitness through a physician of his/her own choice. During this three day period, the appointing power shall meet with the affected employee informally and discuss the information concerning the health professional's report with the affected employee and present the employee an opportunity to respond. If there remains a problem, the employee shall file his/her written notice of objection and arrange for the employee's own medical evaluation. Should there be a resulting difference of opinion, a third medical health professional, mutually agreed on by the original examining professional and the physician or doctor chosen by the applicant (or employee), and the third doctor or physician's decision shall be final and binding as to the physical and mental fitness of the applicant or employee. Should the applicant be found physically or mentally unfit, he shall be demoted or separated entirely from the classified service, according to the circumstances involved, at the discretion of the appointing authority. Such a demotion or separation shall be effective five days from the date of final determination of the physical or mental fitness of the employee, subject to Rule XI. During any determination of the medical competency of an employee, the employee may

be placed on suspension with pay pending the outcome of the evaluation by the various professionals involved.

Section 3. Identity of Examinees Concealed - The identity of all persons taking a competitive written examination administered by the Civil Service Commission shall be concealed from the examiners by use of an identification number which shall be used on all examination papers. This number shall be used from the beginning of the examination until the papers have all been rated.

Section 4. Rating Examination - Appropriate techniques and procedures shall be used in rating results of examinations and in determining the relative ratings of the competitors. Final examination grades shall be expressed on a scale of 100 for maximum possible attainment. Testing is comprised of (1) a written segment and (2) an Oral segment. The applicant shall achieve a minimum score of **70% of the total maximum score** on each segment to qualify for further testing or consideration. The weighting of test portions shall be in accordance with Appendix 1. (See Section 8 for veteran's preference ratings).

Physical and other relevant tests as to physical ability shall be given separately from the written and oral examination, and shall precede the written and/or oral examination. Failure to successfully complete the physical portion of the entrance examination will preclude taking the written and oral portion of the examination. This prerequisite to the written and oral portion of the entrance examination applies only where there is a physical test associated with the position in question. For promotional exams, applicants may take the written exam prior to the physical ability portion of the test.

Section 5. Reviewing Examinations - If the nature of the examination permits, the Commission may allow a candidate who has taken an examination to discuss the questions and answers with relation to their relevance and accuracy with the chief examiner alone or in the presence of one or more commissioners if the candidate wishes. Such a candidate may challenge the accuracy of his/her rating on the examination or any features of the examination or its administration he/she believes to be improper. Any changes resulting from such a challenge shall be duly noted and reported to the Commission by the chief examiner. This informal meeting and review shall not alter the candidate's right to appeal an adverse grade in accordance with Rule XI, Sec. 3.

Section 6. Notification of Results – Primary notification of test results will be by electronic posting on the Walla Walla County Civil Service page or the Walla Walla County Sheriff's page of the Walla Walla County web site. In addition, each applicant taking the examination will be given notice by the Civil Service Commission, of the results of the applicant's final earned rating or failure and his/her relative position on the employment list. Any applicant shall have the right to personally inspect his/her examination papers within ten calendar days after the electronic posting of the employment list resulting from the examination. Such personal inspection shall be made in the presence of the Commission or its authorized representative, and no notes may be made by the applicant. Any error in grading or rating, if called to the attention of the Commission within the inspection period, shall be corrected as appropriate. Corrections

shall not, however, invalidate any appointment previously made, except that, in the case of a promotional examinee, any error discovered within ten calendar days after the posting of the promotional list shall be corrected and any promotions made on the basis of the error will be adjusted accordingly. A copy of this paragraph shall be provided to the applicants at the time of the Oral Examination process.

Section 7. Service Credit in Examinations - Regular employees who receive a passing grade on examinations for promotional appointment in the classified service shall receive a credit for continuous service added to such grade. Such credit shall be computed in the following manner: one-half of one point shall be added for each full year of continuous service, up to a maximum of twenty years, as a regular employee in the classified service.

Section 8. Veteran's Service Credit in Examinations - Veterans, as defined in RCW 41.04.005, have certain statutory rights of preference in entrance and promotional exams. As a predicate to claiming these rights, a veteran must prove honorable discharge or disability discharge with an honorable record and meet the qualifications of the statute. If qualified and benefits under RCW 41.04.010 for preference are claimed within eight years of release from active service, the following credits will be given the veteran:

Ten percent if the veteran is receiving no veteran retirement payments, but not for any promotional exam, and said credit may only be claimed until the first appointment in civil service.

Five percent if the veteran is receiving veteran's retirement payments, subject to applicable restrictions.

Five percent where the veteran was previously working for the state or a political subdivision and was called to war for a period of one year or more, to be utilized on the first promotional exam, providing he/she complies with RCW 73.16.035.

Section 9. Time Interval - Any person who competes in an examination for a particular class shall not be eligible to compete in another examination for the same class within three months of the first examination unless otherwise authorized by the Commission.

Section 10. Contracted Examinations - Various sections in these Rules indicate the Civil Service Commission will create, provide for, or in some other way, be responsible for a variety of testing processes. The Commission reserves the right to contract with outside organizations to provide such tests. Test results provided under contract to the Commission are considered to be tests administered under the supervision of the Commission.

Portions of examinations administered by outside contractors are conducted according to the procedures adopted by the contractor and may not include the use of concealed identities as mentioned in Section 3 of this Rule.

Section 11. Area of Consideration for Promotions – Geographical areas for considering applications will be determined by the Commission upon recommendation of

the appointing authority prior to the examination notice. The examination notice will specify the area of consideration.

RULE VII – EMPLOYMENT LISTS

Section 1. Establishment of Employment Lists - The Commission shall establish and maintain such eligibility and promotional employment lists for the various classes of positions in the classified service as are necessary to meet the needs of the service. Candidates receiving a passing grade in examinations shall be notified and take rank upon the proper employment list in the order of their relative grades. Ties in grades shall be resolved by priority in time of filing application. Whenever it becomes necessary to hold a subsequent examination to obtain additional eligibles, the Commission shall consolidate the new lists with the existing lists for the same class, provided that names so consolidated do not conflict with the requirements of Section 2 herein.

Section 2. Duration of List - Employment lists are considered to be continuing lists of qualified applicants. While the lists themselves may be continuous, the applicants' scores shown on any such list are valid only for a period of two years from the date the score is certified as shown on the list. Lists may contain names and scores with various expiration dates. Applicants or employees (except those regular employees on layoff or who have taken voluntary demotion in lieu of layoff, or who have been advised of intended layoff) may not have their names on any employment list or combination of employment lists for more than two years without retaking the examinations required.

Section 3. Removal From Employment List - The Commission, or its duly appointed representative, may at any time remove the name of an eligible from an employment list for any one or more of the following causes:

1. A written request from an eligible that the his/her name be removed.
2. Failure to respond to notice to appear for employment interview within the time limited in such notice.
3. Refusal of a permanent appointment.
4. For attempted deception, deception or fraud in connection with any application or test.
5. For willfully or corruptly making any false statement, certification, mark, grading, or report in regard to any test for appointment held or made under the provisions of these rules and the Sheriff's Civil Service Act.
6. In any case where the Commission finds that an eligible is, or has in any manner, become disqualified for the position for which the eligible is listed.
7. Failure to notify the Commission of changes in address.
8. Appointment to a permanent position through certification from any employment list for any class at the same or higher salary. Any person whose name is so removed may have his/her name restored for the duration of his/her eligibility to the list, or lists, other than the one from which appointment was made by making written application for such action to the Commission within ten calendar days from the date of removal.
9. Reapplication - No applicant who has been removed from the eligibility list for failure to meet sheriff's office standards in connection with a pre-employment

background investigation or a conditionally offered psychological evaluation may reapply within two (2) years of the date of removal from the eligibility list.

Prior to removing any name from the list, the Commission shall mail notice of the intended removal to the eligible at his/her last known address or by hand delivery. Said notice shall specify the grounds for removal, the effective date of the removal and provide an opportunity for an informal meeting with the Commission or its representative to discuss the action prior to the effective date of removal.

Section 4. Restoration of Names to Employment Lists – Whenever any person’s name is removed from an employment list for any one or more of the causes mentioned in the preceding section, that person shall immediately be notified thereof unless his/her whereabouts are unknown. Such person may, within 10 calendar days from the date notice of removal was mailed or hand delivered to said eligible, make a written request to the Commission for restoration of his/her name to such list for the duration of the person’s eligibility. The request shall set forth the reasons for the conduct resulting in the removal of the name from the list, and shall further specify the reasons advanced for the restoration of the name. The Commission shall, after full consideration of the request, determine whether to restore the name to the employment list or refuse such request. The person shall be notified of the Commission’s action and such decision shall be final. The appeal outlined in this section shall be in accordance with the procedures in Rule XI Section 4.

RULE VIII – APPOINTMENTS, PROMOTIONS AND TRANSFERS

Section 1. General Provisions – Vacancies in the classified service shall be filled by a returning veteran on military leave of absence, return to classified service, reemployment (from layoff or voluntary demotion in lieu of layoff), transfer, promotional appointment, demotion (but not for disciplinary reasons) and original appointment. Whenever an appointing power wishes to fill a vacancy, the appointing authority shall first give employees who are returning to classified service, in layoff status or who have been notified of intended layoff, including those who have taken voluntary demotion in lieu of layoff, an opportunity to qualify for any class within the office of the appointing authority. To the extent any openings are not so filled, the appointing authority shall thereafter request eligible employees be certified by the Commission. Insofar as practicable, each vacancy shall be anticipated sufficiently in advance to permit the Commission to determine who may be available for appointment, or, if necessary, to establish a class or a list of eligibles.

When vacancies are to be filled by appointment, the list shall be used in the following order:

- By returning veteran after military leave of absence;
- By appointment of employee returning to classified service;
- By appointment of eligibles from reemployment lists, as outlined above;
- By transfer, if the transferee is otherwise eligible;
- By appointment of eligibles from promotional lists;
- By demotional appointment;
- By appointment of eligibles from eligibility lists not otherwise outlined above.

Section 2. Methods of Filling Vacancies - Upon receipt of a written personnel requisition for eligibles to fill a vacancy, the Commission shall certify the names of the three (3) persons highest on the eligibility lists for the class to which the vacant position has been allocated, who are willing to accept employment. If more than one vacancy is to be filled in the same class, an additional name shall be certified for each additional vacancy. Those eligibles certified but not hired by the appointing power shall return to their original positions on the employment list once the position has been filled or 30 days has lapsed, whichever comes first. Whenever there are not sufficient names on a promotional list, the Commission may augment those names by a sufficient number of names from the appropriate eligibility list to make a complete certification. When there are no names available for filling any vacancy, the appointing power may request that the vacancy be filled by provisional appointment or in any other manner provided by these rules.

Section 3. Selective Certification - Whenever the appointing power files a written personnel request with the Commission, the appointing power may, as an exception to the normal process, require that the certification be limited to either male or female applicants. The appointing power shall justify in the request why the gender specific certification is necessary for the successful operation of the department. Selective

certification requests based on race, creed, color, disability, or national origin shall not be accepted by the Commission.

Section 4. Notice of Certification - Eligibles certified in response to a properly executed personnel requisition form shall be notified by the Commission to appear for an interview with the appointing power within ten (10) calendar days of the date of notice of certification by the Commission.

Section 5. Provisional Appointment - Whenever there are urgent reasons for filling a permanent position in a class for which appropriate employment lists are not then available, the Commission may authorize the appointing power to fill the vacancy by a provisional appointment. In such case, the Commission may recommend persons to the appointing power or may approve the appointment of a person nominated by the appointing power provided that the person nominated possesses the qualifications essential to the performance of the work of the class. Provisional appointments shall be terminated at such time as an appointment can be made from an employment list and shall be for not longer than four months. No person shall receive more than one provisional appointment or serve more than four months as provisional appointee in any one fiscal year.

Section 6. Appointments to Vacancies Resulting from Regular Employees on Indefinite Military Leave of Absence - A position vacant as the result of the regular employee being on indefinite military leave of absence shall be considered as a permanent position and shall be filled in the manner provided for in these rules. The employee on military leave of absence has certain reemployment rights in accordance with RCW 41.04.005 and .010 and RCW 73.16.033 and 38 USC Section 2021.

Section 7. Appointments to Vacancies Resulting from Regular Employees on Leave of Absence without Pay for Extended Periods - A position vacant as a result of a regular employee being granted leave of absence without pay for extended periods in excess of six (6) months may be considered as a permanent position vacancy, if requested by the appointing power and approved by the Commission, and filled in the manner provided for in these rules.

Section 8. Transfers - A position may be filled by transferring an employee who is otherwise qualified and on the appropriate list for the position if the transfer is to be permanent. Transfers of more than thirty days duration must be approved by the appointing power and the Commission after taking into consideration the affected employees' preference as far as practicable. Requests for transfer by the employee shall be executed on a prescribed form prior to the proposed effective date of the transfer.

Section 9. Acceptance of Temporary Appointment - The acceptance by an eligible of a provisional appointment shall not affect the eligibles' standing on the eligibility list for permanent appointment. Such service shall be counted as part of the probationary period in case of such appointment to a permanent position, if such service is in the same position as the permanent appointment.

Section 10. Acceptance of Unclassified Appointment - Where a regular employee accepts an unclassified position with the appointing authority, the affected employee will have the right to return to regular position or to a like position at the conclusion of such unclassified appointment, provided that the affected employee applies, within 30 calendar days of either the termination of employment in such exempt position, or determination of employment in any other exempt position in which employee subsequently serves, provided that there has been no break in service with the county for more than 30 calendar days. Since this right is provided for by Statute under RCW 41.14.290, an employee returning from exempt service to classified service may have the right to bump an employee who currently occupies such classified position upon the unclassified employee's return. Bumping will be accomplished in reverse order of seniority, i.e. the employee with the least seniority within the class to which the exempt employee will be returning will be first subject to bumping. The "bumped" employee will also have certain rights outlined in Section 11. Should the returning employee refuse the appointment to the first such position so determined, the returning employee will then be laid off subject to reemployment rights, as outlined elsewhere herein.

Section 11. Bumping - Certain statutes confer preferential rights of employment upon employees, for example, veterans returning to employment and unclassified appointees returning to classified service. The reemployment of these employees may displace other employees from current positions. This process is referred to as "bumping". The employee displaced or "bumped" will be displaced in reverse order of seniority. A bumped employee will be transferred, demoted in lieu of layoff, laid off, or promoted to any eligible open position, subject to statutory preferences or competitive promotional exams. Ten days' notice will be given the bumped employee and prior to implementing the bumping, the appointing power will confer with the affected employee and afford that employee an opportunity to respond.

Any probationary or part time employee in a class will be "bumped" prior to a regular employee. If a bumped employee is offered employment hereunder that employee must accept such employment or be laid off without further bumping rights, but with rights for reemployment in the affected class.

RULE IX – TENURE, SEPARATION, SUSPENSION AND REINSTATEMENT

Section 1. Tenure of Office - The tenure of every person holding an office, place, position, or employment under the provisions of these rules shall be only during good behavior and the satisfactory performance of that person's duties. This provision, however, shall not be interpreted to prevent the removal or discharge of an employee for cause, or because of lack of funds or curtailment of work, or other similar circumstances, when made in accordance with these rules.

Section 2. Resignations - To resign in good standing, an employee shall present the reasons therefore in writing to the appointing power at least two weeks before the effective date thereof. A copy of the resignation shall be forwarded to and recorded by both the appointing power and the Commission.

The Commission may permit the withdrawal of a resignation only upon a written request filed up to ten (10) days prior to its effective date, provided such request for withdrawal bears the favorable recommendation of the appointing power.

Section 3. No Removal, Suspension, Demotion or Discharge, Except for Cause - No regular employee shall, as a result of disciplinary action, be removed or discharged, suspended without pay, demoted, reduced in rank, deprived of vacation privileges or other special privileges, except for cause, and only upon a written accusation by the appointing power or any citizen or taxpayer. The procedure for citizen complaints is outlined in Rule XII, Sections 2 and 3. A written statement of such accusation, in general terms, shall be served upon the accused, and a duplicate filed with the Commission. The appointing power shall provide a pre-termination opportunity for a due process hearing before the appointing power prior to implementation of the discipline. At this meeting, the substance of the appointing power's evidence shall be disclosed to the employee and an opportunity provided the employee to respond.

Section 4. Causes Enumerated - Any regular employee may be removed, discharged, suspended without pay, demoted, or reduced in rank or be deprived of vacation privileges or other special privileges for any of the following reasons, which list is not exhaustive, but merely exemplary:

1. Incompetency, inefficiency, or inattention to or dereliction of duty;
2. Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, discourteous treatment of a fellow employee, or any other act of omission or commission tending to injure the public service, or any other willful failure on the part of the employee to properly conduct himself/herself, or any willful violations of the provisions of these rules and regulations, or the rules of conduct of the appointing authority.
3. Mental or physical unfitness for the position which the employee holds, including usage of illegal drugs or chemicals.
4. Dishonest, disgraceful or prejudicial conduct.

5. Drunkenness or use of intoxicating liquors, narcotics, or any other habit forming drug, liquid, or preparation to such extent that the use thereof interferes with the efficiency or mental or physical fitness of the employee, or which precludes or prevents the employee from properly performing the function and duties of any position under civil service, provided that should the usage be of an illegal substance or chemical, that any usage by the employee will be grounds for appropriate discipline.
6. Conviction of a felony or of a misdemeanor involving moral turpitude.
7. Failure to report a known violation of law, to file an incident report where required, or filing a false incident report.
8. Any other act or failure to act which, in the judgment of the civil service Commission, is sufficient to show the officer to be an unsuitable and unfit person to be employed in the public service.

Section 5. Reduction of Force - The appointing power may layoff any employee, after prior notice in writing, without prejudice, because of lack of funds or curtailment of work. No regular employee, however, shall be laid off while there are provisional or probationary employees serving in the same class or position. The order of layoff due to reduction of force shall be made in inverse order of seniority in the class involved, based upon seniority within the classification. Prior to any layoff, the affected employee shall be given an opportunity for meeting with the appointing power and an opportunity to respond to the intended action.

The Commission shall place the names of employees who are so separated on reemployment lists by class in order of their seniority at the time of separation, but in advance of all other promotional or appointment lists.

RULE X – PROBATION

Section 1. Probation Period - To enable the appointing power to exercise a greater degree of choice in the filling of positions, no appointment, employment or promotion in any position in the classified service shall be deemed complete until after the expiration of a period of one year's probationary service. In a case of reduction of force, a regular employee rehired within six months or less within the same classification will not serve another probationary period. A person who is rehired after being laid off during their probationary period will be credited with time served and need not serve more than a total of twelve months probationary status provided that the rehire is into the same job. Should the person so rehired from a probationary status layoff be placed in another position, a new probationary period will begin.

Service in another class: Service in a class or office other than the one to which an eligible is regularly appointed may be credited toward completion of a probationary period if the Commission has approved the written statement of the appointing authority to the effect that the probationary period may be properly judged on the basis of service in the other class or office.

Section 2. Separation of Probationary Employee - During the period of probationary service the appointing power may terminate with or without cause the employment of any person appointed if the appointing power deems such person unfit or unsatisfactory for service in the office of the county sheriff. The appointing power shall notify the Commission in writing upon such termination of a probationary employee. Should the probationary employee be a regular employee who is in probationary status in a new classification, the employee shall be subject to termination from the probationary status position, but shall maintain their regular employee status for other purposes. Thus, should such an employee be found unfit for the new position, they will be able to return to a position within their prior class, if such a position is vacant. In the event such a position is not vacant, they will have to either accept demotion in lieu of layoff or go to layoff status.

Prior to separation of a probationary employee a meeting will be afforded the affected employee by the appointing power to review the intended action and permit the employee an opportunity to respond.

RULE XI – APPEALS

Section 1. Appeal from Reclassification and Reallocation - If an employee, by reason of reclassification, is laid off or loses his/her employment in the classified service, such employee shall have the right of appeal to the civil service commission. If an employee believes his/her position has been improperly allocated or reallocated to a class, the employee may appeal to the Commission. The procedure for such appeals shall be as follows:

A written appeal shall be prepared in duplicate.

The appeal shall set forth the reasons therefore.

The appellant shall file the original of the appeal with the Commission and a copy with the appointing power.

The Commission shall consider all such appeals in a manner provided by Rule XII Section 1, and shall provide reasonable opportunity for each appellant and the appointing power to be heard.

The Commission shall notify, in writing, the appellant and the appointing power of its decision, which shall be final.

Any decision of the Commission, under this provision, which allocates a position of an employee to a different class in the classification schedule, or reverses or modifies the reclassification or reallocation decision prompting the appeal, shall be retroactive to the date the appeal was filed.

Section 2. Appeal from Removal, Suspension, Demotion and Discharge - Any regular employee who has been removed, suspended, demoted or discharged, may, within ten days from the time of his/her removal, suspension, demotion or discharge, file with the Commission a written appeal, whereupon the Commission shall conduct an investigation upon receipt of the written appeal. The Commission shall, within ten days from receipt thereof, set a date for a public hearing, which will be held within thirty days from the date of receipt of the appeal. The investigation shall be confined to the determination of the question of whether the removal, suspension, demotion or discharge was made in good faith for cause.

After such investigation and hearing, the Commission shall render a written decision within ten days and may affirm the removal, suspension, demotion or discharge, or if it finds that the personnel action was not made in good faith for cause, shall order the immediate reinstatement or reemployment of such person in the office, place, position or employment from which the employee was removed, suspended, demoted or discharged, which reinstatement shall, if the Commission so provides, be retroactive, and entitle such person to pay or compensation from the time of the removal, suspension, demotion or discharge. The Commission, in lieu of affirming a removal, may modify the order by

directing the suspension, removal, demotion or discharge be without pay for a given period, and subsequent restoration to duty, or demotion in classification, grade or pay. The findings of the Commission shall be certified in writing to the appointing power and shall be forthwith enforced by such officer.

All investigations made by the Commission pursuant to this section shall be by public hearings after reasonable notice to the accused of the time and place thereof, at which hearing the accused shall be afforded an opportunity of appearing in person and by counsel, and presenting his/her defense. The hearing so conducted will be subject to the provisions of RCW 42.30.110.

The Commission shall conduct hearings and investigations under these rules, and the Commission or any designated commissioner shall not be bound by the technical rules of evidence in the conduct thereof. All hearings shall be tape recorded and all witnesses at such hearing shall be sworn in by oath administered by the chairman or designated commissioner. No informality in any proceeding or hearing or in the manner of taking testimony before the Commission or designated Commissioner shall invalidate any order, decision, rule or regulation made, approved or confirmed by the Commission.

Any investigation or hearing provided for in these rules may be made by the Commission or by any commissioner designated by the Commission for that purpose. No order, decision, rule or regulation made by any designated commissioner conducting any hearing or investigation alone shall be of any force or affect whatsoever; unless and until concurred in by at least one of the other two Commission members.

In the course of any investigation or hearing, the Commission designated commissioner, or chief examiner, may administer oaths, subpoena and require the attendance of witnesses and the production of books, papers, documents and accounts by them, pertaining to the investigation and also cause the deposition of witnesses residing within or without the state to be taken in the manner prescribed by law for like depositions in civil actions in the superior court; and the oaths administered, and the subpoenas issued hereunder shall have the same force and effect as the oaths administered and the subpoenas issued by a superior court judge in that judge's judicial capacity, and the failure of any person so subpoenaed to comply with the provisions of this section shall be deemed a violation of RCW 41.14 and punishable pursuant to its terms.

If the order for removal, suspension, demotion or discharge is concurred in by the Commission or a majority thereof, the accused may appeal therefrom to the superior court of the county in which the accused resides. Such appeal shall be taken by serving the Commission, within 30 days after entry of its order, a written notice of appeal stating the grounds there for and demanding that a certified transcript of the record and of all papers on file with the Commission affecting or relating to its order get filed by the Commission with the court. The Commission shall, within ten days after the filing of notice, make, certify and file such transcript with the court. The court shall thereupon proceed to hear and determine the appeal in a summary manner. Such hearing shall be confined to the determination of whether the order for removal, suspension, demotion or

discharge made by the Commission, was or was not made in good faith for cause, and no appeal shall be taken, except upon such ground or grounds. The decision of the superior court may be appealed to the Supreme Court or the court of appeals.

Section 3. Appeal from Examination Results - Any applicant who has taken an examination may appeal to the Commission for review of the applicant's rating in any part of the examination to assure that uniform rating procedures have been applied equally and fairly. An appeal must be filed in writing with the Commission with ten calendar days after the date the notification of the results of the examination was mailed to the applicant. The procedure outlined in Section 1 of this rule will apply to this appeal.

A rating in any part of the examination shall not be changed unless compliance with the foregoing conditions has been made and unless it is found by the Commission that a substantial error has occurred. The Commission's decision with respect to a review of the challenged portion of the examination shall be final and shall be entered in its minutes. A correction in the rating shall not affect a certification or appointment which may have already been made from the register, subject to the provisions of Rule VI, Section 6.

The Commission's decision with respect to any appeal shall be final and conclusive and no appeal may be taken therefrom.

Section 4. Appeal from Removal from Employment List - An eligible whose name has been removed from an employment list may appeal to the Commission for reconsideration. The appeal must be filed in writing with the Commission within ten calendar days after the date on which notification was mailed to the applicant. The appeal procedures outlined in Section 1 of the rule apply to this appeal.

The Commission's decision with respect to this appeal shall be final and conclusive and no appeal therefrom may be taken.

Section 5. Appeal from Examination Rejection - Any applicant whose application for admission to an entrance or promotional examination has been rejected may appeal to the Commission for consideration of the applicant's qualifications. The Commission shall consider the appeal, if filed in writing with the Commission within ten calendar days after the date on which notification was mailed to the applicant. The procedure outlined in Section 1 of this rule will apply to this appeal.

The Commission's decision with respect to this appeal shall be final and conclusive and no appeal may be taken therefrom.

Applicants may be admitted to an examination by the Commission pending consideration of a written appeal. Admission to a written examination under such circumstance, however, shall not constitute the assurance of a passing grade in training and experience, or otherwise be construed as any property interest in the results of the written examination should the appeal go adversely to the appellant.

RULE XII – HEARINGS AND INVESTIGATIONS

Section 1. Hearing Provided - In any case of appeal as provided for in Rule XI, Sections 1, 3 and 4, the Commission shall, within ten calendar days set a date for a hearing which will be held within 30 calendar days from the date of receipt of the appeal. The Appellant shall be notified in a reasonable time of the place and time of the hearing and shall be afforded the opportunity to appear in person and by counsel, and present testimony and other evidence in support of the appellant's position. The procedures outlined in Rule XI, Sections 1 and 2 (4), (5) and (6) shall apply in any hearing conducted hereunder.

Section 2. Investigations - The Commission shall make investigation upon its motion or upon the petition of any citizen, including the appointing authority. The complaint or petition will be duly verified, and state that irregularities or abuses exist in the administration of the civil service system in the Walla Walla County sheriff's office, setting forth in concise language, in writing, the necessity for such an investigation.

Section 3. Investigations - Complaint - Answer - Whenever such investigation and hearing is conducted by the Commission upon the petition of a citizen, or other person, as provided in Section 2 of this rule, the Commission shall provide a copy of the petition or complaining document to the appointing power and to any other person against whom the complaint is made. Within ten days following service of the complaining document on the appointing power and any other person affected, the party against whom the complaint is directed may file with the Commission, in writing, an answer to the complaint or petition. The procedure of such investigation will be as provided in Rule XI, Section 2. The right of appeal to the superior court is provided for by RCW 41.14.120 for any decision rendered by the Commission as a result of said investigation.

RULE XIII – SEVERABILITY

If any provision of these Rules and Regulations is held to be invalid, the remainder of these Rules and Regulations shall not be affected and shall continue in full force and effect to the fullest extent possible.

APPENDIX

Appendix items are new or modified rules which will be incorporated into the body of the Rules and Regulations in January of each year, or at such other times as may be appropriate. Policies and Procedures are statements that will define how the commission interprets its rules, how it intends to apply those rules, and descriptions of the processes it will use to do so. The date of approval will be noted on each item.

- A. WEIGHTING OF TEST SCORES: (approved by the commission on April 13, 2011) The weighting of applicant tests shall be 25% written, 75% oral.

Weighted Test Scoring – (see Rule VI Section 4)

Procedure:

As part of the application process for entry level deputy sheriff positions in the Walla Walla County Sheriff's Office, applicants are required to complete a standardized written examination followed by an oral interview styled examination for those achieving a minimum score of 70 percent on the written test. Each of these tests is scored separately. The scores of applicants completing both examinations are combined into a single order of merit score giving a weight of 25 percent to the written test score and 75 percent to the oral test score.

The weights given to the two scores represent the observations of the Civil Service Commission gained from past professional experience, discussions at civil service commission training sessions, and discussions at our meetings. The Commission finds there to be general agreement that significantly more can be learned about an applicant in a face to face interview format than from a standardized test. We conclude that for deputy sheriff positions, which require a great deal of face time with the public, the oral examination will give a far better picture of how the applicant will respond in a typical duty situation. For the purposes of determining list placement, we quantify the value of the oral examination to be three times the value of the written portion.

Applicants who believe their combined score is lower than it should be due to adverse circumstances beyond their control may request an exception to this policy. Such requests shall be in writing explaining the circumstances of why and how much their scores should be adjusted by the Commission. Such requests shall be considered at the regular meeting of the Commission in the month following the month of receipt of the request for an exception to this policy.

POLICY & PROCEDURES: examples

A: INTERVIEW PANEL GUIDELINES

Selecting the Interview Panel

1. The makeup of the interview panel will be determined through consultation between the department director, position supervisor and the Civil Service Commission. Generally, and dependent upon the level of position being interviewed, interview panels will be three to five members in size.
2. At a minimum, the interview panel shall consist of a supervisor of the position and a representative from the Civil Service Commission. Consideration may be given to including panel members that are representative(s) from other work units in the County, a coworker, member of the professional community, or representative of a stakeholder group that may have some interaction with the positions' function such as a City board, commission, or committee.
3. Interview panels should be diverse to the extent possible, e.g., representing management and employee group(s), minorities, gender, etc.

Roles and Responsibilities of the Interview Panel

1. Panel discussions, applicants' ratings and the identity of the applicants interviewed must be kept confidential. Panel members must also treat information, received from and about applicants as confidential. Failure to maintain confidentiality from the panel interview process may be cause for disciplinary action.
2. An employee may not serve on an interview panel where a conflict of interest may exist; e.g., a close relative/immediate family member is a finalist candidate for the position. It is the applicant's responsibility to inform the Human Resources Office of any possible conflicts at the time he or she is asked to serve on the panel or after reviewing the copy of the candidates' applications to be interviewed. Technical advice and guidance will be provided to the interview panel members by the Civil Service Commission representative serving on the panel.
3. Interview questions and the interview format shall be determined by the Civil Service Commission and the supervisor/department director. Interview questions shall be non-biased, job specific and related, and as appropriate, situational in nature. Follow-up and clarifying questions are allowable for the panel members to ask, however, these follow-up questions must pertain to the candidates' responses seeking clarification of their initial answer or to clarify their response.

Under no circumstance shall any panel member ask questions or make comments pertaining to a candidates race, religious creed, sex, skin color, national origin, ancestry, age, marital status, sexual orientation, or the presence of any sensory, mental or physical disability. The County is an equal employment opportunity employer and does not tolerate any form of discrimination in its human resource and personnel management practices, including recruitment and selection for positions.

The objective in our interview panel process is to treat each candidate equally and fairly by asking each candidate the same set of questions and allowing each to respond accordingly. Our goal is to identify the best possible candidate(s) for the position based on their experience, education, training and likelihood of success in the position.

4. Interview panel rating sheets shall be completed by each panel member for each candidate interviewed. Panel members are encouraged to make notes on the rating sheets for each interview question and to numerically rate the responses relative to the expectations set for the position and what would be considered to exceptional versus poor responses.

Besides the interview responses provided by the candidate, panel members should also consider the types/levels of work experience, knowledge, skills, abilities, awards, training/education, and applicable test results which might indicate that an applicant possesses a high potential for success in performing the representative duties required for the position. The various types of indicators are discussed below:

Experience is a type of current or prior work performed. Work performed in any state, local or Federal agency or in the private sector may be used as experience indicators.

Outside activities are voluntary types of experiences or tasks that may relate to the knowledge, skills, or abilities required for the position.

Knowledge is an understanding of an organized body of information relating to a particular subject matter area.

Skill is the observable and verifiable power to accomplish a physical activity, such as typing skill, or such as skill in interpersonal situations.

Ability is the power to perform an activity or function.

Awards include honorary or monetary awards given in recognition of a significant accomplishment related to a major duty of the position being filled or the exceptional performance of a type of work being credited.

Training/Education includes all relevant undergraduate or graduate level college courses, post-high school technical courses and other training.

Indicators may be drawn from any of the sources of information available to the panel, i.e., the class specification, county values, principles and philosophies, job standards, etc. In addition, panel members should draw on their own knowledge of the position being filled. As many different types of success indicators as possible should be identified for the position.

5. Following the completion of all candidate interviews, the panel shall tally their respective candidate ratings and reach a consensus decision for recommending the top candidate(s) for consideration for appointment (Yes or No recommendation). All interview panel members should be in agreement with, or at least willing to live with a decision for recommendation. Consensus-reaching techniques should be employed. It is recommended that panels begin their work by establishing ground rules for conducting discussions and resolving disagreements, e.g., members will be permitted, in turn, to state their position and rationale without interruption. If a panel is unable to reach consensus on an issue, it will be brought to the attention of the appointing official.

6. All interview panel questions, rating sheets, notes, applications and related applicant materials shall be returned to the Civil Service representative at the conclusion of the interview process for retention and filing, as appropriate.

7. At the time the interview panel convenes, panel members shall sign and date below signifying their awareness of and agreement to abide by these guidelines. This signed document shall be maintained with the completed recruitment file for the position being filled.

POSITION: _____

INTERVIEW DATE _____

Civil Service Representative

Supervisor of position

Panel Member

Panel Member

Panel Member

Panel member

B. CIVIL SERVICE PERSONNEL EVALUATION AND APPRAISAL PROCESS.

It shall be the policy of the Walla Walla County Civil Service Commission (CSC) to produce and process an evaluation/appraisal document for its employee, the Secretary/Examiner each calendar year on or near the original employment anniversary of that employee.

The CSC will use the standard county appraisal/evaluation document as supplied by the Human Resources office.

Blank copies of the form will be distributed to each of the commissioners, to the Sheriff and the senior command staff as requested and to the Secretary/Examiner. Each is asked to provide their opinion on the document. At the end of one week after dispersal the CSC Chair will receive any completed documents, in any manner convenient to the raters.

Once received, the Chair, or in the absence of the Chair one of the other commissioners, will review all and use them to create one overall report which will summarize the ratings on all documents received. All documents other than that created by the Chair shall be destroyed. If there are any very specific positive or negative issues or instances that should be brought to the attention of the employee they will be noted and discussed in specifics without identification of the source. The employee will have an opportunity to add comments and responses to the form.

The final form will be presented to the employee for signature but that signature is not mandatory.

The chair or commissioner will make any final comment and sign. A copy of the final document will be given to the employee.

Approved by agreement of the Commission on April 9, 2015