



Chehalis Civil Service Rules and Regulations

CHAPTER 1.00.00 Definitions

Effective Date - *****

Revision Notes - Format Change **/**/2023

1.1. DEFINITIONS

Appointing Authority - The City Manager

Assessment Center (Lab) - A job related, objectively oriented to attempt to provide more complete data than can ordinarily be gathered from personal interviews, supervisory ratings, school records or written and oral tests alone. The Assessment Center provides a means of gathering relevant information, under standardized conditions, about an individual's capabilities to perform a specific job. In essence, assessment gives a candidate the opportunity to show his/her abilities in a variety of situations which may not be readily observable in the day-to-day activities. When using an Assessment Center, the minimum grade shall be 70%.

Bumping - The replacement of an employee by another employee who is subject to reduction in force.

Cause - Any action or inaction which the Civil Service Commission deems appropriate justification for disciplinary action, including termination, suspension or reduction in rank.

Certification - The process of Secretary/Chief Examiner relaying to the appointing authority. Upon request, the names of the top three ranked on an eligibility list will be provided.

Class - A group of positions sufficiently similar in duties, responsibilities, authority and minimum qualifications to permit combining them under a single title, and to permit the application of common standards for selection and compensation.

Classified Service - All positions under the jurisdiction of the Civil Service Commission.

Competitive Exam - A promotional examination open to any qualified specified classification or group as determined by the Commission.

Disciplinary Action - The termination, suspension, or any disciplinary letter of reprimand, or reduction in rank of any employee within the classified service.

Eligibility Lists - The ranked list of eligible applicants after the examination process.

Eligible - A person ranked on an eligibility list.

L.E.O.F.F. - Washington State Law Enforcement Officers and Fire Fighters Retirement Systems Act.

Medical and Physical Standards - Applicable to the Police Department shall be consistent with R.C.W. 41.12.040 and to the Fire Department R.C.W. 41.08.040.

Position - A group of duties and responsibilities assigned by competent authority requiring the employment of a person and authorized by the City Council through budget appropriations. Such positions may be filled or vacant, full-time or part-time, seasonal, temporary or project.

Probation - A working test period during which employees are required to demonstrate their abilities and capacities to perform the duties of the position to which they have been appointed.

Promotion - The movement of an employee from a position in one class to another class imposing increased duties and responsibilities, requiring enhanced qualifications and performance, and providing a higher maximum rate of pay.

Public Notice - Giving notice by posting on the city of Chehalis website.

R.C.W. - Revised Code of Washington.

Reduction in Force - Layoff necessitated by the need to reduce the staffing levels.

Reduction in Rank - The movement of an employee, with or without cause, from one class to another having a lower maximum rate of pay.

Regular Employee - An employee who has successfully completed the probationary period for his/her present position class.

Resignation - The voluntary action by an employee of terminating his/her employment.

Rule of Three - The certification by the Commission of the top three names on an eligible list to the appointing authority.

Seniority - Seniority is the period of unbroken time served with the City of Chehalis from the date of hire within a particular department of the City of Chehalis. Approved leaves of absence are not considered a break in service.

Suspension - A temporary removal from duty of an employee with or without pay, for disciplinary purposes or for the purpose of investigation of accusations brought against an employee.

Temporary Appointment - An appointment of a person to a position for a limited duration.

Termination - The involuntary cessation of employment with the city for cause.

Time-in-Grade - Time-in-grade shall be calculated from the date of probationary appointment to a position in a particular class, provided the probationary period is successfully completed and discounting times of disability leave, leaves of absence without pay, and suspensions.

Written Notice - The service of notice in writing either to the person directly or by email.

Year - The word year shall be defined as a calendar year, starting January 1 and ending December 31.



Chehalis Civil Service Rules and Regulations

CHAPTER 2.00.00 The Civil Service Commission

Effective Date: *****

Revision Notes: Format Change **/**/2023, 2.5.1 Adopted 05/31/2016

2.1. ORGANIZATION

2.1.1. The members of the Civil Service Commission shall serve in conformity with the provisions of Chapter 41.08 and Chapter 41.12, R.C.W., which are by reference hereto made a part hereof as though fully set forth unless otherwise modified by ordinance. The Commission shall, at the first regularly scheduled meeting on even numbered years, elect a Chairperson and Vice-Chair. Should a Chairperson resign or be removed from the position prior to the expiration of his/her term, the Commission, upon appointment of a new member, shall proceed to the election of a new Chairperson.

2.2. POWERS AND DUTIES

2.2.1 The Civil Service Commission shall:

Adopt rules for the regulation in accordance with applicable RCW's of personnel administration within the Classified Service consistent with duties and responsibilities of the Department Chiefs in the management of the departments.

- A. Appoint a Secretary/Chief Examiner in conformity with 3.1.1.
- B. Approve minutes of its own meetings and records of its procedures.
- C. Provide for the holding of competitive tests, under the supervision of the Secretary/Chief Examiner to determine the relative qualifications of persons for employment in the Police and Fire Departments and the preparation of a list of ranked, eligible candidates and certification of same,
- D. Conduct all civil suits necessary for the proper enforcement of these rules and regulations; provide for investigation and hearings on challenges arising from the administration of these rules and regulations; investigate and report on all matters relating to the enforcement and effect these rules and regulations; have such powers and duties as are imposed upon the Commission by Chapter 41.08 and Chapter 41.12, R.C.W.

2.3. RULES AND REGULATIONS

2.3.1 After adoption, these rules may be amended by submission and reading of the proposed amendment at any regular meeting. Public notice of the proposal shall be given, and a vote thereon shall be taken at the next regular meeting. If approved by at least two (2) members of the Commission, the amendment shall be adopted and shall be in immediate effect.

2.3.2 Proposed rule changes will have a 1st reading, then be placed on the agenda for consideration and adoption at the next meeting.

2.4. MEETINGS

2.4.1 All meetings of the Commission shall be public. If an executive session is requested by a presiding member, a legal counsel or staff, a majority of the Commission must agree to holding the executive session. All activities of the Commission shall be conducted in a manner which is in total compliance with what is commonly referred to as the “Open Public Meeting Act of 1971”, as amended, of the State of Washington (Chapter 42.30 R.C.W.).

2.4.2 The Commission shall hold at least one regularly scheduled meeting a month. The time and place for regular meetings will be determined by the Commission. Meetings may be cancelled or rescheduled as needed. Unscheduled or special meetings may be called at any other time by the Chairman, any two members, or the Secretary/Chief Examiner. Two members shall constitute a quorum and two affirmative votes shall be required for the passage of any official business. The Secretary/Chief Examiner shall attend all meetings, record the votes taken and how the commissioners voted, and shall prepare the minutes and present them to the Commission for approval at the next regular meeting. Robert’s Rules of Order shall be the final authority on all questions of procedure in parliamentary law not otherwise provided by these rules and regulations. Regular meetings shall be held on the last Tuesday of each month, at Chehalis City Hall, at 6:00 P.M. but may be rescheduled per Commission order.

2.5. TERM OF OFFICE

2.5.1 The term of office of such Commissioners shall be for six (6) years, except that the first three members of such Commission shall be appointed for different terms, as follows: one to serve for a period of two years, one to serve for a period of four years, and one to serve for a period of six years.



Chehalis Civil Service Rules and Regulations

CHAPTER 3.00.00 Secretary/Chief Examiner

Effective Date: *****

Revision Notes: Format Change **/**/2023, 3.1.2 adopted 05/31/2016

3.1. SECRETARY/CHIEF EXAMINER

3.1.1. Upon the vacancy or anticipated vacancy in the office of the Secretary/Chief Examiner, the Chair of the Commission, or at his or her request an appointed City Representative, shall propose one (1) or more persons to the Commission for the office of Secretary/Chief Examiner. The Commission shall orally examine the candidates as to their experience in office and clerical work, ability to keep accurate records and minutes, familiarity with the Civil Service laws, rules and regulations, and knowledge of parliamentary practice and procedure. After such examination, the Commission, by majority vote, shall appoint a qualified candidate to the office of Secretary/Chief Examiner, who will then serve at the pleasure of the Commission.

3.1.2 The Secretary/Chief Examiner shall attend the meetings of the Commission and shall administer personnel functions of the classified service, enforce the provisions of the Civil Service laws and these rules, except those functions and duties reserved to the Civil Service Commission, and shall perform all lawful and necessary duties delegated to him/her by the Commission, and all functions essential to the effective administration of the Civil Service system.



Chehalis Civil Service Rules and Regulations

CHAPTER 4.00.00 Classification

Effective Date: *****

Revision Notes: Format Change **/**/2023

4.1. PROCEDURE AND EFFECT

4.1.1. The Secretary/Chief Examiner, or an agency selected for that purpose by the Commission, shall classify all positions in the classified service, assigning to each class of positions the appropriate title as well as the experience, knowledge, capacity, skills, functions, education, and other qualifications, including the minimum prerequisites, to be required for appointment. The classification plan shall be developed and maintained so that all positions substantially similar in their duties, responsibilities, authority, and character of work are included within the same class, and that the same schedules of compensation may be applied with equity to all positions within the class. The classification plan so developed shall be transmitted to the Civil Service Commission for adoption. The Secretary/Chief Examiner shall allocate every position in the classified service to one of the classes established which shall be used in all personnel, budget, accounting, and other financial documents and communications of the City. Additional classes may be established, and existing classes may be divided, combined, or abolished in the same manner as originally adopted.

4.2. NEW POSITIONS AND THE CLASSIFICATION PLAN

4.2.1 Appointing authorities intending to establish a new position or positions in the classified service shall notify the Secretary/Chief Examiner, and except as otherwise provided by law or these rules, no person shall be appointed or employed for any such position until it has been properly classified as herein provided and an appropriate eligible list established therefore.

4.3. RECLASSIFICATION

4.3.1 Positions whose duties have changed materially so as to necessitate reclassification shall be allocated to a more appropriate class, whether new or already created, in the same manner as originally classified. No reclassification to a class having either a greater or a lower maximum salary range shall be effective, however, unless recommended jointly by the appointing authority and the Secretary/Chief Examiner and unanimously approved by the Commission, nor shall reclassification be used for the purpose of avoiding the restrictions surrounding demotions and promotions.



Chehalis Civil Service Rules and Regulations

CHAPTER 5.00.00 Application Procedures and Applicants

Effective Date: *****

Revision Notes: Format Change **/**/2023

5.1. ANNOUNCEMENT OF VACANCY

5.1.1. Vacancies within the Classified Service will be advertised by Public Notice by the appointing authority.



Chehalis Civil Service Rules and Regulations

CHAPTER 6.00.00 Qualification of Applicants

Effective Date: *****

Revision Notes: Format Change **/**/2023, 6.4.2.B modified 10/26/2022, 6.5.3 adopted 01/31/2017

6.1. REQUIREMENTS ENTRY LEVEL

6.1.1 An applicant for any position under said Civil Service must be able to be lawfully employed in the United States; one who can read and write the English language; one who possesses an educational training equivalent to a high school education; and one who is in excellent physical condition.

6.2. AGE LIMITATIONS

6.2.1 Unless otherwise provided in these rules, no person will be admitted to examinations for any position who is less than twenty-one (21) years of age at the time for police officer or eighteen (18) for firefighter.

6.3. MEDICAL EXAMINATIONS

6.3.1 A complete medical examination shall be completed after a conditional appointment is offered. No applicant shall report for duty until approved certification of fitness for duty has been received from the examining physician and until the certifying physician certifies the applicant has substantially met the minimum medical and physical standards of the City of Chehalis which are in effect at time of application.

6.4. QUALIFICATIONS FOR POLICE OFFICER LATERAL ENTRY

6.4.1 Every person who shall make application for the position of Police Officer, Lateral Entry within the Chehalis Police Department shall comply with all the general qualifications set forth in the Rules & Regulations concerning Civil Service employees. In addition, the candidates may be required to submit to psychological testing, polygraph testing, and comprehensive background checks.

6.4.2 In addition to the qualifications set forth in 6.1, 6.2, and 6.3 of the Civil Service Rules, the following requirements must be met for an individual to be eligible for placement on the eligibility list for Police Officer, Lateral Entry:

- A. Law enforcement experience to be defined in this regulation as full time Police Officer, Deputy Sheriff, Marshal or State Commissioned Officer who has completed basic general authority law enforcement academy.
- B. Satisfactory completion of the Washington State Criminal Justice Training Commission’s Basic Law Enforcement Training Academy (Candidates will be required to submit a copy of their diploma), or ability to obtain an Equivalency Law Enforcement Certificate from the Washington State Criminal Justice Training Commission as specified in WAC 139-05-210 within the candidate’s probationary period.
- C. Employment as a full-time officer within forty-eight months prior to testing for the position of Police Officer, Lateral Entry.
- D. In addition, any candidate must possess, at the time of appointment, a valid Washington State Driver’s license.

6.4.3 The applicant must score a minimum of 70 percent on the “applicant scoring sheet” to be placed on the eligibility list.

6.5 QUALIFICATION FOR FIREFIGHTER LATERAL ENTRY

6.5.1 Every person who shall make application for the position of Firefighter Engineer, and Firefighter Paramedic within the Chehalis Fire Department shall comply with all the general qualifications set forth in the Rules & Regulations concerning Civil Service employees. In addition, the candidates may be required to submit to psychological testing, and comprehensive background checks.

6.5.2 In addition to the qualifications set forth in 6.1, 6.2, and 6.3 of the Civil Service Rules, the following requirements must be met for an individual to be eligible for placement on the eligibility list for Firefighter Engineer, Lateral Entry:

- A. A minimum of two years of full-time paid firefighter experience (greater than 40 hrs/week) and
- B. International Fire Service Accreditation Congress (IFSAC) Firefighter I certification or equivalent, and equivalency of training to be certified by Chief of Department where training took place.

For Firefighter Paramedic:

- C. Entry level: Possess or be able to obtain Washington State and Lewis County EMT or Paramedic certification within 60 days of appointment, and
- D. Lateral: Employment as a fulltime firefighter within twelve months prior to testing for the position

6.5.3 Firefighter experience as defined in this Regulation shall be a full time Firefighter in a fire department at least similar in organization and responsibilities as Chehalis Fire Department.

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CHAPTER 7.00.00 Examinations	Effective Date: *****
Revision Notes: Format Change **/**/2023, 7.5.2 adopted 10/29/2019	

7.1. ENTRY LEVEL TESTING PROCEDURES

7.1 All testing will be conducted through a national testing service as set by the Commission. Scores will be forwarded to the Secretary/Chief Examiner who will compile the eligibility lists.

7.1.1 All examinations shall be practical and impartial and shall consist of subjects which will fairly determine the capacity of persons examined to perform the duties of the position to which appointment or promotion is to be made.

7.2. FIRE AND POLICE OFFICER TESTING PROCESS

7.2.1 All candidates for entry level police officers shall be tested through a national testing service.

7.2.2 All candidates for entry level fire service officers shall be tested through a national testing service.

7.2.3 The eligibility list will include all the candidates who receive a passing score of 70% as an average over the testing fields. There is no maximum number of candidates on the entry level list.

7.2.4 Candidate names will remain on the list for a period of one year from the date of testing. If a candidate retests during that twelve-month period, the higher of the two scores will be on the eligibility list.

7.2.5 The preparation of the eligibility list is under the supervision of the Secretary/Chief Examiner. In the preparation of the eligibility list, the Secretary/Chief Examiner will evaluate the candidate's eligibility for veteran's credit and prepare the list accordingly. The Chehalis Civil Service Commission will be provided a list for review.

7.3 VETERAN'S CREDIT

7.3.1 In all competitive examinations, unless otherwise provided in this section, to determine the qualifications of applicants for public offices, positions, or employment, either the state, and all of its political subdivisions and all municipal corporations, or private companies or agencies contracted with by the state to give the competitive examinations shall give a scoring criteria status to all veterans as defined in RCW 41.04.007, by adding to the passing mark, grade or rating only, based upon a possible rating of one hundred points as perfect a percentage in accordance with the current law.

7.4. ASSESSMENT CENTERS

7.4.1 Assessment Center evaluations shall be used for promotional examinations. When using Assessment Centers, all candidates shall participate in all portions of the process. Passing score will be a combined score of all portions of a minimum of 70%.

7.4.2 Education Points - for Assessment Centers only

- A. Education points will be added to a candidate's score only if education credits and/or degrees were received from a college and/or university accredited by the Council for Higher Education.
- B. In addition, said college and /or university must have been accredited at the time the education credits and/or degrees were earned by the candidate.
- C. The Secretary/Chief Examiner is charged with the responsibility of reviewing all applicants' education information to determine compliance with this requirement.

7.4.3 Education points to be assessed as follows:

- A. Each candidate for promotion within the Fire and Police Departments who has earned an AA degree who attains a total combined passing score of 70% or more, as outlined in 7.2 of this rule, shall receive education points of 2% of the candidate's score.
- B. Each candidate for promotion within the Fire and Police Department who has earned a BA or BS degree and who attains a total combined passing score of 70% or more, as outlined in 7.2 of this rule, shall receive education points of 4% of the candidate's score.
- C. Credit for candidates who hold multiple different degrees is additive rather than based on the highest one obtained.
- D. Candidates shall be eligible for education points only upon receiving a total passing score of 70.0% or greater.

7.4.4 Longevity Points for assessment centers only shall be assessed as follows:

- A. Each candidate for promotion within the Fire and Police Departments with at least eight years but less than 12 years of applicable fire or police experience shall receive longevity points in the amount of 2% of the candidate's combined passing score of 70% or more as outlined in 7.2 of this rule.

- B. Each candidate for promotion within the Fire and Police Departments with 12 or more years of applicable fire or police experience shall receive longevity points in the amount of 4% of the candidate's combined passing score of 70% or more as outlined in 7.2 of this rule.

- C. Total combined education and longevity percentage points assessed shall not exceed 10%

7.4.5 Need for promotional exams

- A. As the needs of the City may require, promotional examinations may be conducted on an as needed basis. The Commission may designate the examinations to be open, and applications will be accepted from any qualified individual. The Commission may designate the examinations to be "closed" meaning they will be available to current department personnel only. No employee in the classified service shall be certified for admission to a promotional examination until the employee has gained regular status in a position of the classification from which he/she is seeking promotion.

7.5. PROMOTIONAL REQUIREMENTS

7.5.1 Fire Department Promotions:

- A. Applicants for position of CAPTAIN shall have successfully completed their probationary periods as Fire Fighter and at least three (2) additional years as a paid full time Fire Fighter. Candidates shall be eligible to participate in the promotional process after successfully completing their probationary period and one (1) additional year but will not be eligible for promotion to Captain until completing the two years after probation.

7.5.2 Police Department Promotions:

- A. Applicants for the position of SERGEANT shall have served for seven (7) years as a full-time certified law enforcement officer.



Chehalis Civil Service Rules and Regulations

CHAPTER 8.00.00 Eligibility Lists

Effective Date: *****

Revision Notes: Format Change **/**/2023,

8.1. ESTABLISHMENT OF ELIGIBILITY LISTS

8.1.1 Eligibility lists shall be prepared which rank individuals qualified for certification to the appointing authority based upon the results of examinations and, if applicable, veteran's credit.

8.2. DURATION

8.2.1 Eligibility lists shall be valid for one year following the date of formal establishment by the Commission.

8.3. REMOVAL OF NAMES FROM LISTS

8.3.1 Reasons for removal from Eligibility Lists

A. Upon request by the Chehalis Police Department or the Chehalis Fire Department, based on a background investigation conducted by such department, that the applicant is not suitable for the position and giving reasons therefore, the Secretary/Chief Examiner will send to the applicant e-mail address, a letter advising the applicant of the request by the Department to remove him or her from the eligibility list. The letter will include a notice to the applicant that he or she has 10 days from the date of the letter to file a written appeal challenging the request for removal and, that, if received, the appeal will be heard by the Civil Service Commission at the next regularly scheduled meeting or at other such time as set by the Commission. At that time the Commission will grant or deny the request to remove the applicant. If no appeal is received within the 10-day period and the reasons to remove are determined by the Secretary/Chief Examiner to be reasonable, the applicant will be removed from the eligibility list. A removal from the list will not be final until the appeal time has expired, no appeal has been filed, and the Secretary/Chief Examiner has removed the applicant, or an appeal has been timely filed and the Commission has heard and granted the removal request. (See Addendum 1)

B. Failure to respond to a notice of certification.

- C. If an appointment is declined by a written statement from the eligible.
- D. If a promotional candidate has twice waived consideration for a position in that class for which the eligibility list was established.
 - E. If an eligible accepts appointment and fails to report for duty at the time and place without giving satisfactory reasons for the delay to the appointing authority.
 - F. Employees who have left service voluntarily and who ask to return to employment within two years of separation will be placed at the #1 position of the entry level eligibility list for a period of one year.
 - G. Upon notification to the Secretary/Chief Examiner that the applicant has taken another employment position.

8.3.2 The Secretary/Chief Examiner shall keep written records of any person's name that is removed, the reasons for the removal, and shall so advise the Commission of names(s) that are removed.

8.4. NOTICE OF ADDRESS CHANGE

8.4.1 Each individual on the eligibility list shall be responsible for notifying the testing service and/or the Secretary/Chief Examiner of a change of address. Failure to do so may cause the removal of the individual's name from the eligibility list.

8.5. REVOCATION OF LISTS

8.5.1 The Secretary/Chief Examiner may cause the revocation of eligibility lists due to fraud, error, obviously inappropriate standards or other good cause upon written reasons filed with and approved by the Commission.

Chehalis Civil Service Rules and Regulations	
CHAPTER 9.00.00 Appointments	Effective Date: *****
Revision Notes: Format Change **/**/2023,	

9.1. APPOINTING AUTHORITY

9.1.1 The appointing authority shall be the City Manager for all position within the classified service.

9.2. BASIS FOR EMPLOYMENT

9.2.1 All appointments within the Police and Fire Departments, whether entry-level or promotional, shall be made solely on merit, efficiency, and fitness, which shall be ascertained by competitive examination and impartial investigation.

9.2.2 The appointing authority shall have the power to appoint under the Rule of Three. The Commission shall certify the names of those persons highest on the eligibility list for the class to which the vacant position has been allocated. If more than one vacancy is to be filled, an additional name shall be certified for each additional vacancy.

9.3. CERTIFICATION OF ELIGIBLES

9.3.1 Upon request by the appointing authority, the Secretary/Chief Examiner shall certify the eligibility list. The appointing authority shall also be furnished copies of each application and any other appropriate information of record on the persons certified.

9.4. APOINTMENT ACCEPTED OR DECLINED

9.4.1 Whenever a candidate whose name has been certified for appointment fails to answer an inquiry of the Secretary/Chief Examiner or of the appointing authority within ten (10) business days, the candidate is deemed to have declined appointment and be removed from the eligibility list. If the applicant accepts the appointment and arrives for duty within such time as the appointing authority shall prescribe, the applicant shall be deemed to be appointed.

9.5. EMERGENCY APPOINTMENT

9.5.1 To meet the immediate requirements of an emergency condition which threatens life or property, the appointing authority may employ any person or persons whom they may be legally empowered to appoint without restriction of civil service law and rules. Such employment shall be limited to the duration of the emergency period, but not to exceed sixty (60) consecutive days except as approved by the Civil Service Commission at the request of the Appointing Authority.

9.6. PROVISIONAL APPOINTMENT

9.6.1 A provisional appointment may be made if an incomplete list exists for the class in which the vacancy occurs. The Appointing Authority may nominate to the Secretary/Chief Examiner the name of a person qualified for a provisional appointment. The Secretary/Chief Examiner may certify such provisional appointment to the appointing authority after determining by interview that the person possesses the necessary training, experience, and other qualifications for the position. Upon certifying a provisional appointment, the Secretary/Chief Examiner shall immediately endeavor to recruit candidates for the class and conduct appropriate examinations.

9.6.2 If the Secretary/Chief Examiner has conducted continuous and positive recruitment for a period of 30 days without attracting the number of successful candidates necessary to fill a certification, the person holding the provisional appointment or filing for the position may be given a probationary appointment, provided that the person has passed the examination given for that class.

9.7. TEMPORARY APPOINTMENT

9.7.1 When a circumstance occurs requiring the immediate services of a person or persons who cannot be secured from an eligibility list, the appointing authority may appoint a person(s) without following the normal procedures governing appointments provided the appointing authority immediately report in writing to the Secretary/Chief Examiner the temporary appointment and justification for such appointment. If an eligibility list is available, the Appointing Authority shall follow the established rules governing appointments unless all listed candidates refuse the temporary appointment. The Secretary/Chief Examiner shall report such appointments to the Commission.

9.7.2 Temporary appointments are governed by the following:

- A. Appointments must be reported in writing to the Secretary/Chief Examiner pursuant to the above.
- B. Compensation and minimum qualifications are consistent with those for comparable classified positions.
- C. The appointment shall last no more than six months.
- D. A temporary employee may be terminated from temporary service without the right to appeal or hearing after being given one full working day's notice prior to the effective date of termination.
- E. Service in a temporary appointment shall not constitute a part of an employee's probationary period.

9.8. LIMITS TO PROVISIONAL OR TEMPORARY APPOINTMENTS

9.8.1 No provisional or temporary appointment shall continue for a period exceeding six (6) months and no person shall work for more than a total of six (6) months under multiple appointments in such capacity within any twelve (12) month period. No time spent as a provisional or temporary appointee shall be credited to a probationary period, or be utilized for computing any privilege accruing under Civil Service law or these rules and regulations. Notification of all temporary appointments will be furnished by the departments to the Secretary/Chief Examiner.

9.9. DECLINING APPOINTMENT

9.9.1 When certification of an eligible is made for any position, such eligible may decline such appointment, or prior to certification, may waive the same, upon given reasons satisfactory to the Commission without losing his/her position on the eligible list. The right to waive certification may only be used once. Unless excused by the Commission, the refusal of an appointment tendered shall be sufficient cause for dropping the name of the eligible from the eligibility list.

Chehalis Civil Service Rules and Regulations	
CHAPTER 10.00.00 Probationary Period	Effective Date: *****
Revision Notes: Format Change **/**/2023, 10.3.1 adopted 12/27/2022	

10.1. PURPOSE

10.1.1 The probationary period is an integral part of the examination process. It shall be utilized as an opportunity to observe the employee's work, to provide special training, to assist the employee in adjustment to a new position, and as an aid in making the decision to reject any employee whose work performance or personal conduct is unsatisfactory.

10.2. DURATION AND TERMINATION - ENTRANCE

10.2.1 The probationary period for all personnel shall be twelve months, except for entry level police officers which will be twelve months after the completion of the Washington State Basic Law Enforcement Academy. During the probationary period the appointing authority may terminate an appointment if, during the performance test thus afforded, upon observation or consideration of the performance of duty, the person is found unfit or unsatisfactory, PROVIDED, however, that the appointing authority shall forthwith notify the Commission in writing of such termination of employment. Such action by the appointing authority is not subject to appeal. An employee is also subject to the Reduction in Force Rule during this probationary period.

10.3. DURATION AND TEMINATION - PROMOTION

10.3.1 At any time during the one-year promotional probationary period the appointing authority may terminate a promotional appointment if, during the performance test thus provided, upon observation or consideration of the performance of duty, the person is found unfit or unsatisfactory, PROVIDED, however, that the appointing authority shall forthwith notify the Commission in writing of such termination of a promotional appointment. The appointed employee shall have the right to revert to a position in the last held regular class. Such action by the appointing authority is not subject to appeal. An employee is also subject to the Reduction in Force Rule during this probationary period.

10.4. ACTION NOT REQUIRED

10.4.1 If no action is taken by the appointing authority to terminate or reduce in rank a probationary employee during the probation period and the employee holds the position for the required period, the employee shall be deemed to have satisfactorily completed the probationary period and shall be regular.

10.5. REMOVAL FROM ELIGIBILITY LIST

10.5.1 If an appointment is not made regular because of dissatisfaction with the employee's performance during the probationary period and the employee is terminated or reduced in rank, the employee shall no longer be on the eligibility list for that position.



Chehalis Civil Service Rules and Regulations

CHAPTER 11.00.00 Maintenance of Standards

Effective Date: *****

Revision Notes: Format Change **/**/2023, 11.6.1 adopted 12/29/2022

11.1. PURPOSE

11.1.1 In order to promote well-balanced efficient and competent classified service, it is expected that all personnel within the classified service shall maintain the standards of qualification they had to meet for initial employment.

11.2. RESPONSIBILITY

11.2.1 It shall be the responsibility of the Chief of Police and the Fire Chief to develop, implement and supervise training programs that will result in the maintenance of standards.

11.3. MENTAL FITNESS

11.3.1 Each member of the classified service shall be ready to accept assignments of training which shall be designed to increase, or at the minimum, maintain the level of competency, efficiency and attention to duty.

11.4. PHYSICAL FITNESS

11.4.1 Each member of the fire department service shall be required to take and pass a standard physical fitness examination annually, which shall be designed to increase or at the minimum, maintain the level of competency, efficiency and attention to duty.

11.5. DISCIPLINARY ACTION

11.5.1 Any member of the classified service who fails to maintain an acceptable level of mental and physical fitness may be subject to a reduction in rank or dismissal from the classified service.

11.6. PERFORMANCE RECORD

11.6.1 A written performance record for all classified personnel below the rank of Chief shall be maintained by the Chief of Police and the Fire Chief regarding each employee. Evaluations shall take place during the probationary term not less frequently than every other month for the remaining term of service of all classified personnel below the rank of Chief.

Chehalis Civil Service Rules and Regulations	
CHAPTER 12.00.00 Disciplinary Action	Effective Date: *****
Revision Notes: Format Change **/**/2023, 11.6.1 adopted 12/29/2022	

12.1. TENURE OF EMPLOYMENT

12.1.1 No employee of the Police or Fire Department who shall have been regularly appointed into the Civil Service under provisions of Chapter 41.12 and Chapter 41.08 R.C.W., and these rules and regulations, shall be suspended, terminated or reduced in rank except for cause, or as stated under Chapter 13, Reduction in Force.

12.2. CAUSE FOR DISCIPLINARY ACTION OR NON-ACCEPTANCE

12.2.1 The following may be considered justifiable cause for disciplinary action:

- A. Incompetence, inefficiency, or inattention to or dereliction of duty.
- B. Violation of law, of official rules or regulations, or orders, or failure to obey any lawful or reasonable direction when such failure or violation amounts to insubordination or serious breach of discipline.
- C. Dishonesty, intemperance, immoral conduct, discourteous treatment of the public or 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 violation of the provisions of Chapter 41.12 and Chapter 41.08 R.C.W., or of these rules and regulations.
- D. Acceptance for individual personal use of a fee or gift of any kind in the course of work other than that accorded the public generally.
- E. Mental or physical unfitness for the position which the employee holds.
- F. The use of narcotics or any other habit-forming drug or the excessive use of intoxicating liquors, to such an extent that the use thereof interferes with the efficiency or mental or physical fitness of the employee from properly performing the function and duties of any position under Civil Service.
- G. Drinking intoxication liquors or using debilitating drugs while on duty.
- H. Conviction of a felony, or a misdemeanor involving moral turpitude.
- I. Misuse of public funds.

J. Falsifying reports or records.

K. Any other act or failure to act which in the judgment of the Civil Service Commission is sufficient to show the offender to be an unsuitable or unfit person to be employed in the public service.

12.3. PROCEDURE FOR TERMINATION, SUSPENSION, OR REDUCTION IN RANK

12.3.1 Disciplinary action involving termination, suspension, or reduction in rank shall only be initiated against an employee by the appointing authority, Chief of Police or Chief of Fire Services or any citizen upon written accusation. A written statement of such accusation in general terms shall be served upon the employee and a duplicate filed with the Civil Service Commission.

12.4. DEMAND FOR INVESTIGATION

12.4.1 Any full-time member of the classified service so terminated, suspended or reduced in rank may file a written demand for an investigation in the manner delineated in Chapter 14 of these rules and regulations.



Chehalis Civil Service Rules and Regulations

CHAPTER 13.00.00 Reduction in Force

Effective Date: *****

Revision Notes: Format Change **/**/2023,

13.1. REDUCTION IN FORCE

13.1.1 An employee may be separated from employment because of lack of appropriate funds for his/her position, lack of work, or departmental reorganization.

13.1.2 No regular employee shall be reduced in force until all probationary and temporary employees in the affected class are dismissed.

13.1.3 The appointing authority shall determine, by class, which positions are to be reduced in force.

13.1.4 The employee having the least time-in grade in the class subject to reduction shall be the employee to be reduced and shall have bumping rights over any employee in a lower classification, provided he/she has more total seniority than the employee being bumped and has held regular status in this department in that classification. Bumping by employees will be limited to the same department or layoff unit of classified service.

13.1.5 An employee being reduced in force may take a voluntary demotion to a vacant position for which he/she qualifies. An employee bumped to a lower class, or who takes a voluntary demotion, shall not have his/her salary decreased unless it would be above the top step of the lower class that would be filled. In that case, the employee shall be paid at the rate pertaining to the top step of that lower class' salary range.

13.1.6 An employee shall be provided a thirty (30) calendar day written notice of such action. Upon receipt of the notice, the employee will have his/her name placed upon the Reduction in Force register. An employee's name shall remain on the Reduction in Force register for two (2) years from the date of separation, unless otherwise provided herein. Any reappointed employee who has previously completed a probationary period in the class to which the employee was reappointed shall not have to go through another probationary period.

13.1.7 No new employee shall be hired until all reduced-in-force employees either have been reemployed, have declined employment, or have failed to maintain a current address with the commission and, therefore, are not available for rehire, unless the reduced-in-force employee did not hold a regular status in the class, or cannot qualify for the vacant position.

13.1.8 An employee who is on authorized leave of absence or military duty will be considered as a working employee during reduction-in force procedures.

13.1.9 A reduced-in-force employee cannot compete for promotional examinations unless he/she has received notice to return to work and otherwise meets the minimum qualifications for the promotional class.

13.1.10 Any complaint by a regular employee filed in writing with the Secretary/Chief Examiner alleging that a layoff was not made in good faith and in accordance with this procedure and/or the law shall be investigated by the Civil Service Commission. Such procedure shall be governed in the manner delineated in Chapter 14 hereof. If the Commission finds that the layoff was not made in good faith or made contrary to this procedure or the law, it may order reinstatement and back pay of the regular employee or employees.

Chehalis Civil Service Rules and Regulations	
CHAPTER 14.00.00 Investigation, Hearing, and Appeal	Effective Date: *****
Revision Notes: Format Change **/**/2023,	

14.1. RIGHT TO AN INVESTIGATION

14.1.1 Any regular employee within the classified service who receives a disciplinary action, or is reduced in rank, may within ten (10) days from the time of disciplinary action or reduction in rank, file with the Secretary/Chief Examiner a written demand for an investigation.

14.2. COMMISSION TO INVESTIGATE

14.2.1 Within a reasonable time after the demand for an investigation is filed with the Secretary/Chief Examiner, the Commission shall cause an investigation to be held. Such investigation shall be conducted by and before the entire Commission.

14.3. NATURE AND NOTICE OF HEARING

14.3.1 All investigations made by the Commission pursuant to the provisions of these rules and regulations shall be had by public hearing, after reasonable notice to the appointing authority and the employee of the time and place of such hearing.

14.4. SCOPE OF INVESTIGATION

14.4.1 The Commission's investigation shall be confined to the determination of the question of whether such disciplinary action or reduction in rank was or was not made for political or religious reasons and was or was not made in good faith for cause, and shall be conducted according to the provisions of Chapter 41.12 and Chapter 41.08 R.C.W.

14.5. APPEALING COMMISSION'S DECISION

14.5.1 The employee may appeal the decision of the Commission to the Superior Court of Lewis County. Such appeal shall be served on the Commission within thirty (30) days after the entry of their decision and shall be processed according to the provisions of Chapter 41.12 and Chapter 41.08 R.C.W.

14.6. BASIS OF APPEAL HEARING

14.6.1 The court hearing on such appeals shall be confined to the determination of whether the conclusions of the Commission were as a matter of law, arbitrary, capricious, or contrary to law.

Chehalis Civil Service Rules and Regulations	
CHAPTER 15.00.00 Waiver by Commission	Effective Date: *****
Revision Notes: Format Change **/**/2023,	

15.1. WAIVER BY COMMISSION

15.1.1 The Civil Service Commission may, in its discretion, for good and sufficient cause, waive any requirement or qualification for appointment or promotion hereinabove set forth. Any applicant desiring waiver of any such qualification shall make applicant therefore to the Commission in writing. The burden shall be upon the applicant to establish good and sufficient cause, before the Commission at a hearing where applicant, the appointing authority and any other interested party may appear and present any evidence relevant to the requested waiver. Said hearing shall only be had after public notice and due process requirements are met. The Commission shall, within twenty days of said hearing respond to the request for waiver, setting forth its reasons for either denying or granting the request.



Chehalis Civil Service Rules and Regulations

CHAPTER 16.00.00 Effective Date of Rules

Effective Date: *****

Revision Notes: Format Change **/**/2023,

16.1. EFFECTIVE DATE OF RULES

16.1.1 These rules shall supersede all former Rules and Regulations of the Chehalis Civil Service Commission and shall become effective.

Joseph Mano, Chair

Sheila Johnson-Teeter, Member

Dennis Dawes, Vice-Chair