

1 Sec 13.5-1 Civil Service Commission; Generally

2 (a) There is created a civil service commission. The
3 commission shall consist of five (5) members who shall be
4 appointed by the mayor with the advice and the consent of
5 the city council for terms of ~~threetwo~~ (32) years and until
6 their successors have been appointed and qualified.

7 (b) All appointments to the civil service commission, both
8 original and to fill vacancies, shall be so made so that
9 not more than three (3) members shall at the time of
10 appointment be members of the same political party.

11 (c) The civil service commissioners shall hold no other
12 lucrative office or employment under any municipality. Each
13 commissioner, before entering upon the duties of his
14 office, shall take the oath prescribed by the constitution
15 of the state.

16 (d) The mayor may remove any commissioner for
17 incompetence, neglect of duty or malfeasance in office. The
18 mayor shall, within ten (10) days, report in writing such
19 removal to the city council, with the reasons therefor. Any
20 vacancy in the office of commissioner shall be filled by
21 appointment made by the city council.

22 (e) The civil service commissioners shall receive an
23 annual salary to be fixed by the city council.

24 Sec 13.5-2 Same; Meetings, Rules And General Powers

25 (a) ~~The civil service commission shall hold regular~~
26 ~~meetings for the deliberation and discussion of the matters~~
27 ~~under its control at least two (2) times in every calendar~~
28 ~~month.~~ Special meetings may be called by the chairman of
29 such board, a notice thereof to be given by the chief
30 examiner to each member of the commission. Two (2) civil
31 service commissioners shall constitute a quorum.

32 (b) The civil service commission shall make rules to carry
33 out the purposes of this article, and for examinations,
34 appointments and removals in accordance with its
35 provisions. The commission may, from time to time, make
36 changes in its original rules. All rules of the commission
37 and changes therein shall be forthwith printed for
38 distribution by the commission. The commission shall give
39 notice, by publication, of the places where such printed

1 rules may be obtained. Such rules shall be available at the
2 commission's office.

3 (c) The civil service commission shall have only the
4 powers and duties provided for it by ordinance.

5 (d) The civil service commission shall have the general
6 direction and supervision of classified civil service
7 system in the city.

8 ~~(e) The civil service commission shall, on or before~~
9 ~~January 15 of each year, make to the mayor, for~~
10 ~~transmission to the city council, a report showing its own~~
11 ~~action, the rules in force, the practical effects thereof,~~
12 ~~and any suggestions it may approve for the more effectual~~
13 ~~accomplishment of the purposes of this article. The mayor~~
14 ~~may require a report from the commission at any other time.~~

15 **Sec 13.5-3 Chief Examiner Generally**

16 (a) The civil service commission shall employ a chief
17 examiner who shall, under the direction of the commission,
18 have the following duties:

19 (1) Prepare, administer, supervise and grade all
20 examinations held by the commission.

21 (2) Establish and maintain eligibility lists for
22 appointments and promotions.

23 (3) Certify to the appointing authority the names of
24 persons who are qualified to fill a vacant position.

25 (4) Certify the appointment, removal, suspension,
26 promotion and transfer of all employees in classified
27 service positions.

28 (5) Publish notice of examinations and fees in
29 accordance with section 13.5-8.

30 (6) Cooperate with the personnel director in
31 maintaining comprehensive personnel records of all
32 employees in the classified service.

33 (7) Maintain a manual of rules promulgated by the
34 civil service commission pursuant to section 13.5-2.

35 (8) Distribute to all elected city officials and
36 department heads the manual of rules promulgated by
37 the civil service commission and all amendments and

1 changes thereto within fifteen (15) days of their
2 effective date.

3 (9) Assist the personnel director in exercising
4 leadership in the development of effective personnel
5 administration within all departments of the city
6 government.

7 (10) Establish and administer a plan, approved by the
8 commission for resolving those employee grievances
9 relating to matters of promotion, transfer, discharge
10 and disciplinary suspensions subject to review by the
11 commission.

12 (11) Establish and administer procedures, approved by
13 the commission, for disciplinary actions such as
14 demotions in rank or pay grade or discharge which
15 provide for presentation of charges, hearing rights
16 and appeals for all employees in the classified
17 service.

18 (12) Make a biannual report to the civil service
19 commission, with copies to the city council, on or
20 before January 15 and June 15 of each year regarding
21 the work of the civil service commission including a
22 summary of all appointments, suspensions, discharges
23 and promotions made during the preceding year.

24 (13) Certify to the city treasurer during the first
25 week of each calendar quarter classified positions,
26 all appointments to offices and places in the
27 classified civil service and all vacancies occurring
28 therein whether by dismissal, resignation or death,
29 and all findings made or approved by the commission
30 relating to the removal, suspension or discharge of
31 any employee within the classified civil service.

32 (14) Act as ex officio secretary of the civil service
33 commission, keep minutes of all its proceedings,
34 preserve all reports made to it and keep records and
35 copies of all examinations held under its direction.

36 (15) Perform such other duties as the commission shall
37 prescribe.

38 (b) The civil service commission may employ a civil
39 service assistant who shall have those duties that the

1 commission may from time to time prescribe. In the absence
2 of a chief examiner, the civil service assistant shall be
3 responsible for those duties of the chief examiner
4 described under subsection (a) hereof which the commission
5 may from time to time designate.

6 (c) The commission shall recommend to the city council the
7 annual salary of the chief examiner and civil service
8 assistant, but such salaries shall be fixed by the city
9 council.

10 Sec 13.5-4 Establishment Of Classified Civil Service; Exemptions

11 (a) The civil service commission shall classify all the
12 offices and places of employment in the city with reference
13 to the examinations provided for in this article, including
14 the police and fire departments. The offices and places so
15 classified by the commission shall constitute the
16 classified civil service of the city. No appointments to
17 any of such offices or places shall be made except under
18 and according to the rules provided by section 13.5-2 or by
19 ordinance.

20 (b) Exempt from classified service shall be the following:

21 (1) Those officers who are elected by the people.

22 (2) Those officers who are elected by the city
23 council pursuant to any city charter.

24 (3) Those officers and employees who are classified
25 in the executive or exempt service by the city
26 council.

27 (4) Heads of any principal departments of the city.

28 (5) Members of the law department.

29 (6) Employees in the offices of mayor, city clerk and
30 aldermen.

31 (7) Employees of the human resources department.

32 (8) Seasonal employees (employees whose employment
33 does not exceed one hundred twenty (120) days in any
34 calendar year).

35 (9) A municipal golf professional for the municipal
36 golf courses and all such employees, not to exceed

eight (8) in number, who assist in the operation of the municipal courses.

(10) Reserved.

(11) Police officers in the grade of deputy chief, commander and fire officers in the grade of deputy chief, assistant chief, fire marshal and battalion chief, provided, however, that those individuals in the grade of captain (now commander) as of January 1, 1990, shall continue to be within the classified civil service so long as they are employed within their present rank.

(12) Police and fire cadets.

(13) Executive secretaries for department heads.

(14) The civil service chief examiner.

(15) The civil service assistant.

(16) Community service officers.

(c) Employees in positions which require a four-year college degree or equivalent experience, excluding firefighters, fire lieutenants, officers, police sergeants and police lieutenants, shall be exempt from the civil service hiring rules. If any such positions are represented by a collective bargaining unit the effected employees shall be entitled to any and all rights and privileges granted under the applicable collective bargaining agreement. Upon successful completion of the required probationary period such employees shall also be entitled to all rights and privileges granted under civil service rules. This paragraph shall apply to effected employees hired after March 12, 1996.

Sec 13.5-5 Examinations Required

All applicants for offices or places in the classified civil service, except (a) those set forth in section 13.5-4 (b) as provided in section 13.5-17, or provided for in any labor agreement, shall be subject to examination, which shall be public, competitive and open to all citizens of the United States, with specified limitations as to residence, age, health, habits and moral character, which limitations shall be set forth in the rules of the civil service.

1 Sec 13.5-6 Safety Personnel Qualifications

2 (a) The following qualifications are required to be
3 eligible for the position of police officer:

4 (1) The applicant must be at least twenty (20) and
5 under thirty-five (35) years of age at the time of
6 written examination but must be at least twenty-one
7 (21) and under thirty-six (36) years of age at time of
8 appointment, pursuant to the Illinois Municipal Code
9 as amended [65 ILCS 5/10-1-1 et seq.]. Candidates on
10 the list who are passed over because they have not
11 reached their twenty-first birthday, or candidates who
12 become over age, shall retain their standing on the
13 eligibility list until the list is exhausted or
14 expired, pursuant to the Illinois Municipal Code as
15 amended [65 ILCS 5/10-1-1 et seq.]

16 (2) The applicant must be a United States citizen.

17 (3) The applicant must be in good health and in good
18 physical and mental condition so as to be able to
19 competently perform the duties required of a police
20 officer. The applicant must be able to pass physical
21 agility standards for a police officer as established
22 by the Illinois Training and Standards Board at the
23 time of the written test during the application
24 process. Vision must be 20/20 with both eyes open or
25 correctable to 20/20 with corrective lenses.

26 (4) The applicant must possess good moral character
27 and the highest personal integrity. The applicant's
28 background will be checked through fingerprinting and
29 local, state and Federal Bureau of Investigation
30 criminal records.

31 (5) The applicant must possess a valid, Class D,
32 Illinois driver's license prior to being hired, and at
33 the time of testing, must present either a valid,
34 Class D, Illinois driver's license or a valid, out-of-
35 state driver's license of similar classification.

36 (6) The applicant must have achieved a high school
37 diploma with a grade point average of 2.5 out of 4.0
38 (or an equivalent on a scale with a maximum grade
39 point average other than 4.0) or a G.E.D. with a
40 minimum composite score of no less than 2480 points,

1 or at least sixteen (16) hours of college credit with
2 a grade point average of 2.5 out of 4.0 (or an
3 equivalent on a scale with a maximum grade point
4 average other than 4.0) regardless of high school
5 grade point average or G.E.D. composite score.

6 (7) The applicant, upon being hired, must make
7 application to the local police pension board for
8 acceptance into the police pension fund.

9 (b) The following qualifications are required to be
10 eligible for the position of firefighter/paramedic:

11 (1) The applicant must be at least twenty (20) and
12 under thirty-five (35) years of age at the time of
13 written examination but must be at least twenty-one
14 (21) and under thirty-five (35) years of age at time
15 of appointment, pursuant to the Illinois Municipal
16 Code as amended [65 ILCS 5/10-1-1 et seq.]. Candidates
17 on the list who are passed over because they have not
18 reached their twenty-first (21st) birthday, or
19 candidates who become over age, shall retain their
20 standing on the eligibility list until the list is
21 exhausted or expired, pursuant to the Illinois
22 Municipal Code as amended [65 ILCS 5/10-1-1 et seq.].

23 (2) The applicant must be a United States citizen.

24 (3) The applicant must be in good health and in good
25 physical and mental condition so as to be able to
26 competently perform the duties required of a
27 firefighter. Applicant must present a copy of their
28 valid Candidate Physical Ability Test (CPAT)
29 certificate and ladder climb certificate by the time
30 of application deadline. CPAT cards will be considered
31 valid within one (1) year of the issuance date. Vision
32 must be 20/20 with both eyes open or correctable to
33 20/20 with corrective lenses.

34 (4) The applicant must possess good moral character
35 and the highest personal integrity. The applicant's
36 background will be checked through fingerprinting and
37 local, state and Federal Bureau of Investigation
38 criminal records.

39 (5) The applicant must possess a valid, Class D,
40 Illinois driver's license prior to being hired, and at

the time of testing, must present either a valid, Class D, Illinois driver's license or a valid, out-of-state driver's license of similar classification. The applicant must obtain a Class B non-CDL license within six (6) months of hire.

(6) The applicant must have achieved a high school diploma with 2.5 GPA on a 4.0 scale or a GED with a 2480 min. score or at least 16 hours of college credit with a 2.5 GPA or an equivalent acceptable to the commission. Applicants who were home-schooled must have achieved certification through the Regional Superintendent of Schools for proof of education.

(7) In accordance with the civil service commission rules and when a conditional offer is made, the applicant may be required to possess a valid, emergency medical technician (EMT-Paramedic) classification/certification. If the applicant is unable to provide the EMT-Paramedic certification, he/she will be disqualified. At any time thereafter the course of employment, the employee must be able to certify as an EMT-Paramedic if required by the city. If the applicant is unable to obtain the EMT-Paramedic certification, the employee will be subject to dismissal.

(8) The applicant, upon being hired, must make application to the local fire pension board for acceptance into the fire pension fund.

Sec 13.5-7 Character Of Examinations

(a) Civil service examinations shall be practical in their character, and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the positions to which they seek to be appointed, and shall include tests of physical qualifications and health, and when appropriate, of manual skill. No questions in any examination shall relate to political or religious opinions or affiliations.

(b) The civil service commission shall establish the passing grade ("cutting score") for a written examination prior to said examination being given. The commission shall use its best judgment in establishing the cutting score and

1 shall take into account the recommendation of the preparer
2 of said examination, as well as the results of said
3 examination if previously given by the commission.

4 Sec 13.5-8 Notice Of Examinations

5 Notice of the time and place and general scope and the required
6 fee for every examination shall be given by the civil service
7 commission by publication for two (2) weeks preceding such
8 examination in a daily newspaper of general circulation
9 published in the city, shall be posted on the city's web site
10 for not less than two (2) weeks preceding such examination, and
11 such notice shall also be posted by the commission in a
12 conspicuous place in their offices for two (2) weeks before such
13 examination. A non-refundable application fee of twenty dollars
14 (\$20.00) shall be collected at the time the application is
15 submitted.

16 Sec 13.5-9 Registers Of Eligibles Generally

17 (a) The civil service commission shall prepare a register
18 for each grade or class of positions in the classified
19 service of the city of the persons whose general average
20 standing upon examination for such grade or class is not
21 less than the minimum fixed by the rules of said
22 commission, and who are otherwise eligible. Such persons
23 shall take rank upon the register as candidates in the
24 order of their relative excellence as determined by
25 examination. Each register of eligibles shall be maintained
26 for one (1) year, following which a new register may be
27 prepared. Additionally, the personnel director or his
28 designee may request the commission to extend a register
29 for any period of time not exceeding one (1) year should
30 the personnel director determine that an extension is in
31 the best interests of the city. The commission shall not
32 unreasonably withhold approval of such a request.

33 (b) Each promotional register shall be maintained for
34 three (3) years, following which a new promotional register
35 shall be prepared; provided, however, that should a
36 promotional register be exhausted prior to three (3) years,
37 a new promotional register may be prepared. Additionally,
38 the personnel director or his designee may request the
39 commission to extend a promotional register for any period
40 of time not exceeding six (6) months should the personnel
41 director determine that an extension is in the best

1 interest of the city. The commission shall not unreasonably
2 withhold approval of such a request.

3 Sec 13.5-10 Registers Of Eligibles For Police And Fire
4 Departments

5 (a) A separate register of eligibles in accordance with
6 the preceding section shall be prepared for the fire
7 department, except that such register shall be maintained
8 for two (2) years.

9 (b) A separate register of eligibles in accordance with
10 the preceding section shall be prepared for the police
11 department. Each year the commission shall administer the
12 examination for the position of police officer, and those
13 persons who achieve a passing score as determined by the
14 commission and are otherwise eligible shall take rank upon
15 the register as candidates in the order of their
16 examination scores. The register of eligibles shall be
17 maintained for one (1) year, following which a new register
18 shall be prepared. Additionally, the human resources
19 director or his designee may request the commission to
20 extend a register for any period of time not exceeding one
21 (1) year should the human resources director determine that
22 an extension is in the best interests of the city.

23 (c) The register of eligibles for each rank within each of
24 the fire and police departments shall be made from the
25 existing dates of appointment and promotion to the present
26 rank held by each present member of such departments as of
27 June 30, 1954, subject to such rules with relation to
28 present employees as the civil service commission may make.

29 (d) Any other requirements of this chapter
30 notwithstanding, appointees to the position of police
31 officer may, in all cases, be chosen first from the ranks
32 of community service officers and/or police cadets who have
33 successfully completed the program, if any, and then, if
34 any vacancies still exist, from the civil service register
35 of eligibles for the rank of police officer.

36 Sec 13.5-11 Promotions

37 The civil service commission shall, by its rules, provide for
38 promotions in the classified service, on the basis of
39 ascertained merit and seniority in service and examination, and
40 shall provide, in all cases where it is practicable, that

vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desired to submit themselves to such examination; and it shall be the duty of the commission to submit to the appointing power the names of the six (6) applicants for each promotion having the highest rating; provided, however, that if there are less than six (6) persons in the next lower rank, the human resources director, acting in consultation with the appropriate department head, may promote from among those persons eligible. The human resources director, for purposes of promotions, shall determine what positions shall be considered the next lower rank. The method of examination and the rules governing the same, and the method of certifying, shall be the same as provided for applicants for original appointment.

Notwithstanding anything to the contrary set forth in either this Code or in state law, an individual who has been passed over the promotion for the last available vacancy to be filled from a particular promotional list may be submitted for any or all promotions to be made from the next succeeding promotional list; provided, however, that said individual has successfully passed the succeeding promotional exam and has been placed upon such list. Such individual shall be considered in addition to the six (6) applicants normally submitted for promotion. No individual shall be deemed to have been passed over for promotion unless said individual has previously been submitted to the appointing authority for promotion.

Sec 13.5-12 Original And Temporary Appointments

- (a) When a position classified under this article is to be filled, the human resources director shall follow the applicable labor agreement requirements concerning job bidding. If the position in question is still vacant after said bidding requirements have been satisfied, the human resources director may, if the vacancy is not a police officer or fire fighter position, allow all other members of the classified and exempt service to bid on the vacant position. After the bidding procedures have been met and the vacancy still exists, the human resources director shall notify the civil service commission of that fact and the commission shall certify to the human resources director the names of the six (6) candidates standing highest upon the register of eligibles who are available for employment for the class or grade to which the position

1 belongs. The human resources director, acting in
2 consultation with the appropriate department head, shall
3 fill each position by the appointment of one (1) of the six
4 (6) persons certified to him by the commission.

5 (b) Whenever a register of eligibles for original
6 appointment contains less than six (6) candidates, the
7 personnel director may request that the civil service
8 commission prepare and certify a superseding register. Upon
9 such request, the commission shall, as expeditiously as is
10 possible, prepare and certify such register. Any
11 individuals who remain on the prior register shall be given
12 notice of the preparation of the new register and shall be
13 given the opportunity to take the appropriate examination
14 based upon their prior application. Such notification of
15 individuals shall occur no more than once.

16 (c) An original appointment shall be on probation for a
17 period of six (6) months, but all time spent attending
18 training schools and seminars, except appointments to the
19 police department and fire department, shall be excluded in
20 calculating the probation period. Appointments to sworn
21 positions in the police department and fire department
22 shall be on probation for a period of at least one (1)
23 year, or as set forth in the relevant labor agreement. The
24 commission may strike off names of candidates from the
25 register after they have remained thereon more than two (2)
26 years. At or before the expiration of the period of
27 probation, the head of the department or office in which a
28 candidate is employed may request the discharge of said
29 candidate by presenting, in writing, the reasons for such
30 request to the human resources director. A copy of the
31 discharge request shall be contemporaneously served upon
32 the probationary employee in person or by certified mail to
33 the address on file with the human resources department. An
34 affected employee may have an informal conference with the
35 human resources director, provided that a request for such
36 conference is made within three (3) business days of
37 receipt of the discharge request. The employee may bring a
38 representative of his choosing to the conference provided,
39 however, that the name of the representative is given, in
40 writing, to the human resources director at least two (2)
41 business days prior to said conference. If, upon
42 examination of the reasons for discharge, and after a
43 conference if so requested, the human resources director

1 concurs in the discharge request, the probationary employee
2 shall then be discharged. The reason for such discharge
3 shall be filed with the civil service commission for this
4 information. Upon completion of the probationary period,
5 the employee's appointment shall be deemed complete.

6 (d) To prevent the stoppage of public business, or to meet
7 extraordinary emergencies, the personnel director may make
8 a temporary appointment to remain in force not exceeding
9 one hundred twenty (120) days and only until a regular
10 appointment, under the provisions of this article, can be
11 made. However, if such temporary appointee shall qualify
12 upon the register of eligibles for the class or grade to
13 which he is temporarily assigned during the period of such
14 temporary assignment he may be permanently appointed
15 irrespective of his ranking on the register for said class
16 or grade. The civil service commission shall approve all
17 such permanent appointments. Such approval shall not be
18 unreasonably withheld.

19 Sec 13.5-13 Removals And Suspensions; Generally

20 (a) No officer or employee in the classified civil service
21 of the city who shall have been appointed under the rules
22 and after examination, shall be removed or discharged, or
23 suspended for a period of more than thirty (30) days,
24 except for cause, upon written charges and after an
25 opportunity to be heard in his own defense. Such charges
26 shall be investigated by or before the civil service
27 commission, or by or before some officer or board appointed
28 by the commission to conduct such investigation. The
29 finding and decision of such commission or investigating
30 officer or board, when approved by the commission, shall be
31 certified to the appointing officer, and shall be forthwith
32 enforced by such officer.

33 (b) Nothing in this article shall limit the power of any
34 officer to suspend a subordinate for a reasonable period,
35 not exceeding thirty (30) days, except that any employee or
36 officer suspended for more than seven (7) days or suspended
37 within six (6) months after a previous suspension shall be
38 entitled upon request, to a hearing before the commission
39 concerning the propriety of such suspension.

40 (c) In the course of investigation of charges, each member
41 of the commission, and of any board so appointed by it, and

1 any officer so appointed, shall have the power to
2 administer oaths, and shall have power to secure by its
3 subpoena both the attendance and testimony of witnesses,
4 and the production of books and papers relevant to such
5 investigation.

6 (d) Nothing in this section shall be construed to require
7 such charges or investigation in cases of persons having
8 the custody of public money, for the safekeeping of which
9 another person has given bonds.

10 Sec 13.5-14 Same; Exception

11 Section 13.5-13 shall not apply to any officer or employee in
12 the classified civil service whose position is covered by a
13 labor agreement the effective date of which is subsequent to
14 January 1, 1987, in which case an appeal of a removal, discharge
15 or suspension shall be had solely through the grievance
16 procedure established in the relevant labor agreement. The
17 removal, discharge and suspension procedures contained in any
18 labor agreement effective prior to January 1, 1987 shall remain
19 in full force and effect until the termination of such
20 agreement.

21 Sec 13.5-15 Preference Points

22 (a) *Original appointment.*

23 (1) Notwithstanding any other provisions contained in
24 state law, persons who were engaged in active duty in
25 the military or naval service of the United States for
26 more than one hundred eighty (180) days shall receive
27 a preference for original appointments to the
28 classified civil service by adding five (5) points to
29 the final grade average which they receive as a result
30 of any examination held for original appointment. The
31 numerical result thus attained shall be applied by the
32 civil service commission in determining the position
33 of such persons on any eligible list which has been
34 created as a result of any examination for original
35 appointment taken on or after August 15, 1992 for
36 purposes of preference in certification and
37 appointment from such eligible list. The preference
38 points provided for in this subsection shall apply
39 only to examinations held for original appointments
40 and shall not apply to promotional examinations.

1 (2) Police officer applicants:

2 1. Who have earned an associate degree, or who have
3 earned at least sixty (60) semester hours or
4 ninety (90) quarter hours shall receive two (2)
5 points; or

6 2. Who have earned a bachelor's degree from an
7 accredited college or university, shall receive
8 five (5) points.

9 (3) Firefighter applicants who have successfully
10 completed a certified paramedic training course in the
11 Southern Fox Valley System and have received
12 certification within one (1) year of application shall
13 receive in the case of certification as an EMT-I,
14 three (3) points; or in the case of certification as
15 an EMT-P, five (5) points.

16 (4) Applicants for employment who reside within the
17 corporate limits of the City of Aurora shall receive
18 five (5) points. Preference points for City ~~of Aurora~~
19 residency shall not be used in determining promotions.

20 (5) Firefighter applicants who have been certified by
21 the Aurora Fire Department as having successfully
22 completed the Aurora Fire Department Explorer program
23 shall receive three (3) points. Firefighter applicants
24 who have been certified by the Aurora Fire Department
25 as having successfully completed the Aurora Fire
26 Department Explorer program and served in that program
27 as an officer, shall receive five (5) points.

28 (6) The total preference points under subsections
29 (a), (b), (c), and (e) of this section may not,
30 however, be more than five (5) points.

31 (7) Persons eligible for preference points shall make
32 application for said points in accordance with the
33 rules of the civil service commission. These points
34 shall be applied by the civil service commission in
35 determining the position of applicants on any
36 eligibility list which has been created as the result
37 of the written examination for original entrance for
38 purposes of preference in certification and
39 appointment.

(b) *Promotions, military preference points.* The Civil Service Commission shall give preference for promotional appointment according to 65 ILCS 5/10-1-16.

In addition thereto, the commission shall give preference for promotional appointment to persons whose names appear on promotional eligible registers that may hereafter be created, by adding to the final grade average of any promotional examination, seven-tenths of one percent (.7) for each six (6) months of inactive duty training (also known as "weekend drills"), active duty training (also known as "annual training," "active duty for training," and "active duty special work") and mobilization for reserve military and national guard service not exceeding thirty (30) months.

Sec 13.5-16 Bribery, Etc.

(a) No person seeking employment or promotion shall give, render or pay any money, service or other valuable thing to any person for, or on account of, or in connection with his test, appointment, proposed appointment, promotion or proposed promotion to or any advantage in, a position in the classified service.

(b) No city employee shall give, render or pay any money, service or other valuable thing to any person for, or on account of, or in connection with his test, appointment, proposed appointment, promotion or proposed promotion to or any advantage in, a position in the classified service.

Sec 13.5-17 Appointment Of Fully Qualified Police Officers Without Examination

(a) Whenever the chief of police determines that there is a present need to hire a fully-qualified officer to fill a vacancy the commission will be notified in writing upon hire.

(b) For purposes of this section, a "fully-qualified officer" shall mean an individual who meets the Police Pension eligibility requirements and who possesses a valid Illinois peace officer certification through the Illinois Law Enforcement Training and Standards Board or an individual with equivalent qualifications from an out-of-state agency who is able to obtain a waiver from the Illinois Law Enforcement Training and Standards Board to serve as a full-time police officer, and who is presently

1 or who has previously been employed as a full-time
2 certified police officer.

3 (c) A fully-qualified officer hired pursuant to this
4 section shall be hired in accordance with the provisions of
5 any collective bargaining agreement applicable to the
6 position.

7 (d) The Human Resources Department shall determine all
8 other pre-hire conditions and provisions not specifically
9 addressed in this section or by the applicable collective
10 bargaining agreement.