

# Jackson County Fire District 4



## CIVIL SERVICE RULES

*Approved by  
JCFD4 Board of Directors: May 14, 2025*

*Adopted by  
JCFD4 Civil Service Commission: TBA*

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## **PREAMBLE**

The Civil Service Rules are adopted and intended:

- a) To comply with the provisions of ORS 242.704 as substantially accomplishing the general purposes of ORS 242.702 through ORS 242.824. Therefore, unless specifically referenced in these Rules, ORS 242.702 through ORS 242.824 do not apply to the District, and the Rules as adopted herein are the Civil Service System for Jackson County Fire District 4.
- b) To provide an equal opportunity to qualified persons to gain employment or advancement in a Civil Service classification on a basis of demonstrated merit and fitness to be ascertained by open recruitment and competitive examinations.
- c) To establish a system of personnel administration based on merit principles and scientific methods governing the appointment, tenure, promotion, transfer, removal, and discipline of its employees covered by these Civil Service Rules and other incidents of employment.

**RULE 1**  
**INTRODUCTION TO CIVIL SERVICE COMMISSION**

- 1.1 COMPOSITION OF THE COMMISSION. The Board of Directors (Board) of Jackson County Fire District 4 (District) has established a three-member (3) Civil Service Commission (Commission). Commission members are not members of the Board and are not employees of the District. Rather, all Commission members are independent individuals appointed by the Board for an uncompensated term of four (4) years.
- 1.2 DUTIES OF THE COMMISSION. The Commission's primary responsibilities are as follows:
- a) Work cooperatively with the Board of Directors and Fire Chief to maintain a current plan of classification based upon the relative duties and responsibilities of Civil Service positions within the District,
  - b) Oversee proper administration of all Civil Service exams to develop a program of recruitment, selection, advancement and tenure; to maintain current entrance and promotion registers; and to provide equal opportunity to qualified persons to gain employment or advancement in a Civil Service classification on a basis of demonstrated merit and fitness ascertained by open recruitment and competitive examinations.
  - c) Work cooperatively with the Fire Chief to certify eligible and qualified candidates for Civil Service positions as outlined in these Rules.
  - d) Adopt and oversee proper administration of the Rules and establishing a system of personnel administration governing the appointment, tenure, promotion, transfer, removal, and discipline of its employees covered by these Rules,
  - e) To provide an exemption from ORS 242.702 through 242.824 as provided in ORS 242.704 (1).

**RULE 2**  
**SCOPE OF CIVIL SERVICE RULES**

2.1 POSITIONS GOVERNED BY CIVIL SERVICE RULES. These Rules outline the District's and Commission's policies and procedures for conducting Civil Service examinations and making appointments, promotions, demotions, transfers, reinstatements, suspensions, and discharges for Civil Service positions. Except when otherwise specifically provided herein, these Rules are intended to supersede and substitute for the Oregon Statutes governing Civil Service for Firefighters (ORS 242.700).

Positions in the classified service include only those positions with the District, the principal duties of which consist of preventing or combating fire or preventing the loss of life or property from fire. As of 2025, District positions within the classified service are:

- a) Firefighter
- b) Fire Captain

2.2 POSITIONS EXEMPT FROM CIVIL SERVICE RULES. These Rules do not apply to non-Civil Service positions and those recognized as exempt service. Exempt service positions, the principal duties of which are executive and managerial, include:

- a) The Fire Chief and executive uniformed positions,
- b) Other uniformed or non-uniformed District positions wherein the principal duties of which do not consist of preventing or combating fire or preventing the loss of life or property from fire,
- c) Volunteer, student intern, part-time and seasonal positions,
- d) Any other non-employee position, including but not limited to independent contractors, consultants, members of District Boards (including the Board of Directors),
- e) Temporary relief employee positions, including any temporary appointment and,
- f) The District's Chief Examiner.

2.3 CHANGES TO THE RULES. The Commission may change these Rules at any time as described in 4.1 as it determines necessary to fulfill its responsibilities. The Commission will consider the recommendation of the Fire Chief and Board of Directors with regard to any such changes. No change shall expand the scope of statutory authority of the Commission unless approved by the Board of Directors.

### **RULE 3**

### **DEFINITIONS**

3.1 DEFINITION OF TERMS. As used in these Rules, unless the context clearly requires otherwise:

- a) "Act" means the State Civil Service Law for Fire Fighters (ORS 242.702 242.824 to 242.990).
- b) "Allocation" means the assignment of an individual position to an appropriate classification on the basis of time, difficulty, and responsibility of the work actually performed in the position.
- c) "Appointing Authority" means the Fire Chief of the District who is vested with authority to appoint to any Civil Service position; discipline and dismiss employees; and set compensation subject to these rules, applicable labor agreements and law.
- d) "Appointment" means the selection or employment of an individual to hold a position subject to these rules.
- e) "Bargaining Unit" means the recognized organization representing a group or groups of employees; said bargaining unit maintains a "Collective Bargaining Agreement" (labor agreement) with the District.
- f) "Board of Directors" means the publicly elected governing body of the District as defined in Oregon Revised Statutes.
- g) "Business Days" means any days the District offices are open. Does not include observed holidays.
- h) "Certification" means the process of the Civil Service Commission approving the results of an examination in establishing an eligibility register.
- i) "Chief Examiner" means the person appointed by the Commission to oversee the assigned scope of work of the Civil Service program.
- j) "Civil Service" means the Civil Service System established by these Rules.
- k) "Class" or "Classification" means a position or group of positions in the classified service sufficiently alike in duties, authority, and responsibilities that the same qualifications may reasonably be required for, and the same schedule of pay can be equitably applied to, all positions in the group.
- l) "Classified Services" means all positions under the jurisdiction of the Civil Service Commission.
- m) "Commission" means the Civil Service Commission created under these Rules.
- n) "Commissioner" means a Civil Service Commission member.

- o) "Demotion" means a transfer of an employee from a position in one (1) class to a position in another class having a lower maximum salary rate.
- p) "District" means the Authority having Jurisdiction and rightfully established by ORS 478, Rural Fire Protection Districts.
- q) "Eligible" means a person ranked on a current eligibility register.
- r) "Employees" mean persons whose principal duties consist of preventing or combating fire or preventing the loss of life or property from fire, as defined by these Rules.
- s) "Entrance Examination" means an open assessment test for positions in a particular class, admission to which is not limited to persons employed by the District.
- t) "Entrance Register" means a list of persons who, through the taking of an open entrance examination, have been found qualified to be appointed to a position in a particular class.
- u) "Examination" means an evaluation or series of evaluations designed to assess candidates for a particular position and produce a list of eligible candidates who demonstrate the minimum qualifications of the position.
- v) "Examiner" means a person appointed by the Chief Examiner to conduct or monitor an examination or portions of an examination.
- w) "Executive" means any uniformed position of the District serving in a senior staff position in a position in which the principal duties are managerial and executive.
- x) "Exempt Service" means positions within the organization that are not covered by the provisions of Civil Service.
- y) "Fire Chief" means the individual appointed by the Board of Directors to oversee and manage the District. The Fire Chief has the authority to appoint, discipline, and dismiss all Civil Service employees subject to these rules, District policies, and terms of any labor agreement to which the District is a party.
- z) "Human Resources" means the administrative staff of the District assigned responsibility for recruitment, selection, and administration of the District's personnel system, except for any functions exercised by the Fire Chief pursuant to these Rules.
- aa) "Job Classification" means the written description of a Class containing a title, statement of duties, authority and responsibilities, and the desired minimum qualifications for the Class.
- bb) "Lay-Off" means a separation from the service for reasons not reflecting discredit on an employee and for reasons outside the employee's control.
- cc) "Leave of Absence" means an absence not protected by State and Federal leave laws.

- dd) "Military Leave" means the leave of absence granted to employees entering the armed forces of the United States and leaves authorized by state and federal law in connection with any military service, including training to the extent required by law.
- ee) "Personnel Action" means any action taken with reference to appointment, compensation, promotion, transfer, lay-off, dismissal, or any other action affecting the status of employment.
- ff) "Personnel Rules" means the Personnel Rules adopted by the Board of Directors.
- gg) "Probationary Period" means a working evaluation period of 12 consecutive months during which an employee is required to demonstrate the ability and capacity to perform the duties of the position to which the employee has been appointed.
- hh) "Promotion" means a transfer of an employee from a position in one (1) class to a position in another class having a higher maximum salary rate. This excludes any premium pay granted uniformly to all classified personnel for the attainment and for maintenance of state certified, job-related skills needed by the District.
- ii) "Promotional Register" means a list of eligible candidates, presently employed by the District, who have been found qualified by promotional examination for appointment to a position in a particular class.
- jj) "Promotional Examination" means a test which is limited to employees in the Classified Service who meet the minimum qualifications as stated in the announcement and administered in order to qualify participating employees for possible future promotion.
- kk) "Public Notice" means required written, printed, or electronic notification in accordance with Oregon Law. (ORS 193.020, 193.010, and 193.310)
- ll) "Reclassification" means a change in allocation to an individual position by raising it to a higher Class, reducing it to a lower Class, or moving it to another Class at the same level on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in such position.
- mm) "Reduction in Force" means any lay-off necessitated by the District in order to reduce the number of personnel.
- nn) "Regular Employee" means an employee who has been appointed to a position in the classified service in accordance with the Rules of the Civil Service Commission and who has successfully completed the Probationary Period.
- oo) "Rules" means the Civil Service Rules adopted by the Civil Service Commission as provided by the Act.
- pp) "Suspension" means a temporary removal from duty, with or without pay, of an employee for disciplinary purposes or for the purpose of investigation of accusations brought against the employee.

- qq) "Temporary Appointment" means an appointment to a position in the classified service, generally limited to 180 days, in the absence of names of qualified candidates on the Register for the Class. Temporary appointments do not include any special assignments or acting in capacity assignments for development opportunities.
- rr) "Termination" means the involuntary cessation of employment with the District for cause.
- ss) "Transfer" means any change of an employee from one (1) position to another in the same Class.
- tt) "Vacancy" means a position within the classified service that is funded and is not filled.
- uu) "Voluntary Demotion" means a demotion requested by an employee in order to retain employment when lay-off from the employee's position is imminent or for other reasons where the action is still entirely voluntary on the part of the employee.
- vv) "Work Day" as used in relation to periods of time under these rules means a calendar day unless otherwise specified including weekends and excluding holidays recognized by the U.S. Postal Service.

**RULE 4**  
**ADOPTION AND AMENDMENT OF RULES**

- 4.1 **ADOPTION OF CIVIL SERVICE RULES.** Rules relating to the administration of the Civil Service Act shall be adopted by the Commission only after a public hearing open to any citizen, officer, or employee of the District. Prior to adoption, Rules will be forwarded to the Board of Directors for review and comment. Prior public notice of at least five (5) days, including publication, of the hearing shall be given, setting forth the place and time of the hearing and the purpose for which it has been called. Rules adopted by the Commission shall become effective on the date specified by the Commission and shall be posted on all official bulletin boards of the District.
- 4.2 **AMENDMENT OF RULES.** A request for a change in the Civil Service Rules may be submitted at any time by the Board of Directors, Fire Chief, District employee, or other interested party in a written communication to the Commission indicating the proposed change and the reasons, therefore. After necessary study and notice as provided in 4.1, the Commission may amend the Civil Service Rules as it believes proper by a simple majority vote.
- 4.3 **APPLICATION OF RULES.** Any personnel action taken prior to the adoption of a new or amended set of Civil Service Rules shall be governed by the rules in effect at the time of the action. It shall not be affected by the proposed new or amended rules unless such rule provides for retroactive effect. Any certified register in place at the time these Rules are amended will remain in effect and be administered under the Rules in place when the register was certified. All subsequent registers will be administered under the revised Rules. These rules do not apply to positions in the exempt service. All employment-related issues pertaining to these positions are governed solely by District personnel and staffing policies and laws.
- 4.4 **PERSONNEL RULES OF THE BOARD OF DIRECTORS.** Personnel Rules relating to salaries, wages, leave, attendance, hours of work, holidays, retirement, or any other factor of employment having direct implications in the classified and exempt service shall be established and administered by the District and Board of Directors in conformance with the laws pertaining to such matters.
- 4.5 **DISTRICT RULES OF CONDUCT.** Rules governing the general conduct of employees, work regulations, and assignment schedules shall be adopted by the Board of Directors and administered by the District. Such rules shall be readily available for review by employees.
- 4.6 **SEVERABILITY.** If any of these Rules or portions thereof are hereafter declared by a court of competent jurisdiction to be illegal or unconstitutional, the part declared unconstitutional and/or illegal shall be deemed severable, and such shall not affect the remaining Rules.

## **RULE 5**

### **CIVIL SERVICE COMMISSION**

- 5.1 **CIVIL SERVICE COMMISSION.** The Civil Service Commission shall consist of three (3) voting members who shall serve without compensation and non-voting positions of Chief Examiner and Civil Service Secretary. Members shall be known to believe in the principles of Civil Service. Commissioners shall be appointed by the Board of Directors.
- 5.2 **TERM OF OFFICE.** The term of office of each Commissioner shall be for a period of four (4) years. If a Civil Service Commissioner resigns before the end of a term, a new Commissioner shall be appointed to serve the remainder of such term. Commissioners may be reappointed from one (1) term to the next.
- 5.3 **QUORUM.** Two (2) voting members of the Commission shall constitute a quorum and the votes of any two (2) members of such Commission concurring shall be sufficient for the decision of all matters and the transaction of business to be decided or transacted by the Commission.
- 5.4 **CHAIRPERSON.** Members of the Civil Service Commission shall elect a Chairperson who shall continue in office until subsequent reorganization of the Commission becomes necessary or desirable. The Commission shall function under the applicable statutes and shall be consistent with the Rules herein or hereinafter adopted.
- 5.5 **MEETINGS.** The Commission shall hold such meetings as may be required for the proper discharge of its duties with a meeting once each quarter. Special meetings of the Commission may be held at such time and place as may be determined from time to time by the Commission. If there is no business scheduled for the Commission, the quarterly meeting may be postponed until such time as there is business for the Commission to transact. Regardless of the above provision, the Commission shall meet at least once during each fiscal year.
- All meetings of the Commission shall be conducted in a manner consistent with the provisions of the Oregon Public Meetings Law and shall be properly advertised. Sturgis Standard Code of Parliamentary Procedure shall serve as a guide on questions of parliamentary procedure.
- 5.6 **SELECTION OF CHIEF EXAMINER AND SECRETARY.** The Commission shall appoint a Chief Examiner. The position of Chief Examiner is an at-will appointment. The duties of the Chief Examiner include performing all lawful and necessary duties delegated by the Commission and all functions essential to the effective administration of the Civil Service system. The Chief Examiner may additionally serve as Secretary for the Commission. In the event that the Chief Examiner does not serve as Secretary for the Commission, the District may appoint any assistants as necessary to maintain records of the Commission's proceedings and preserve all reports made to the Commission. All actions of the Chief Examiner, Secretary, and any assistants shall be subject to review and approval or disapproval by the Commission.

## **RULE 6**

### **CLASSIFICATION PLAN**

- 6.1 **CLASSIFICATION PLAN.** A classification plan for all positions will be developed and administered by the District. A position description for each position in the classification plan will include a title, the status of the position, the essential functions, job qualifications, physical requirements, and working conditions.
- 6.2 **JOB CLASSIFICATIONS.** The definitions in Job Classifications are descriptive, not restrictive. They are intended to indicate the kinds of positions that are allocated to the several classes as determined by duties and responsibilities. Job Classifications are not to be construed as declaring what the duties and responsibilities of any position may be, or as limiting or modifying the power of any Appointing Authority to assign, direct, and control the work of supervised employees. The use of a particular expression or illustration as to the duties shall not be held to exclude others not mentioned that are of similar kind or quality, nor shall any specific omission necessarily mean that such factor is not included.

In determining the class to which any position shall be allocated, the Job Classification describing each class shall be considered as a whole. Consideration shall be given to the general duties, specific tasks, responsibilities, qualifications, and requirements and their relationship to other classes as a composite description of the kind of employment which the class is intended to embrace.

Personal qualifications commonly required of an employee in any class, such as good citizenship, honesty, loyalty, sobriety, industry, amenability to supervision, suggestions of superiors for improvement of service, and willingness to cooperate with associates, shall be implied as qualifications required for entrance to every class, even though such traits may not be specifically mentioned in the Job Classification. The minimum qualifications enumerated in the Job Classification shall relate to the reasonable standards of experience and training required at the time of original appointment of a new employee and shall not be construed as representing or measuring qualifications that employees already working in such a class may possess.

- 6.3 **USE OF CLASS TITLE.** The class title shall be the official title of every position allocated to the class for the purpose of personnel actions and shall be used on all payrolls, budget estimates, and official records and reports relating to the position. Any other working title desired and authorized to be used by the Appointing Authority may be used as a designation of any position for the purpose of internal administration or in contacts with the public.
- 6.4 **AMENDMENT OF PLAN.** Any officer or employee in the District Service may initiate a request to the Commission to amend the classification plan. The District will investigate the request and may make changes to the classification plan, as required, with notification to the Chief Examiner and Commission.

The Commission may elect to hold a public hearing on changes in the Classification Plan and if so elected, shall give at least five (5) days public notice prior to such hearing. After hearing suggestions and recommendations, the Commission shall review this information and act on classification revisions with such modifications as it believes proper.

6.5 NEW POSITIONS. When the Fire Chief determines a new position is needed, the District will develop a position description, in accordance with the process established in the collective bargaining agreement, and present it to the Commission. The District will promptly allocate such positions to the appropriate class therein on the basis of the position's essential functions consisting of preventing or combating fire or preventing the loss of life or property from fire. Positions not required to perform those duties, authorities or responsibilities will be exempt from classified service and the Civil Service Rules.

6.6 RECLASSIFICATION OF POSITIONS. If changes to an existing position description are required, the District will prepare a revised position description for review by the Commission. Any change that requires or removes the requirement for the position to perform duties of preventing or combating fire or preventing the loss of life or property from fire will be reviewed to determine the position's status in classified service.

The Commission will also review and approve any changes to the job qualification of the position based on the requirements being consistent with the essential functions of the position. Such changes will take effect upon establishing a new list.

6.7 EFFECT OF RECLASSIFICATION ON EMPLOYEE STATUS. Classifications may, from time to time, be amended, added to, consolidated, or abolished by the District with notification to the Chief Examiner and Commission but no person holding any position under any established classification shall be affected by such change so as to deprive the person of any of the benefits attached to the classification applicable to the position then held by the person. No person shall be promoted or advanced to a higher classification by such change without being eligible for appointment to such a higher classification by reason of the position of the person on the Promotion Register.

## **RULE 7**

### **APPLICATIONS AND EXAMINATIONS**

7.1 ANNOUNCEMENTS FOR ENTRANCE EXAMINATIONS WITH CLOSING DATES. Public announcements of entrance examinations with closing dates will be given at least two (2) weeks in advance of the last date for filing applications. Announcements will be posted on the District's website and advertised externally as deemed appropriate to attract diverse, qualified candidates.

ANNOUNCEMENTS FOR PROMOTIONAL EXAMINATIONS. Announcements will be posted for no less than two (2) weeks. Such announcements shall be posted on the official bulletin boards of the District.

CONTENT OF ANNOUNCEMENTS. Official notice of examinations shall state the duties and pay of positions in the classes for which the examinations are to be held, the qualifications required, the time and place and manner in making application for admission to such examinations, limited information regarding the examination, closing date for filing applications and any other information which may be pertinent. The District will take necessary steps to bring announcements to the attention of all eligible employees.

7.2 ELIGIBILITY TO COMPETE IN ENTRANCE EXAMINATIONS.

- a) Examinations designed to establish an Entrance Register shall be open to all persons who appear to meet minimum qualifications and other requirements for the class as stated in the job classification and as set forth in the announcement.
- b) The District shall establish and may revise requirements regarding experience, training, physical condition, and other factors that relate to the ability of candidates to perform effectively the duties of a class.
- c) It shall be the policy of the Commission to assist and encourage the employment of disadvantaged individuals who are able and qualified to perform the duties of the class for which they have applied.

7.3 ELIGIBILITY TO COMPETE IN PROMOTIONAL EXAMINATIONS. Promotional examinations shall be open to employees of the District who have acquired regular or probationary status, meet the minimum qualifications as stated in the job classification and as set forth in the announcement, and who have held a position in the classified service in another class or classes for a period of not less than twelve (12) months immediately preceding the filing date specified on the announcement.

7.4 APPLICATIONS. All applications must be completed and submitted as directed and filed with the District on or before the closing date specified in the examination announcement. Each application must include the required acknowledgement page, which constitutes a certification that all information contained therein is true to the best of the applicant's knowledge. The District may conduct training audits and pre-employment investigations to verify the past employment record and to obtain other information relating to the applicant's qualifications.

## 7.5 EXPERIENCE AND EDUCATION.

- a) Experience Requirements: At the discretion of the Fire Chief, employees who meet qualifications described elsewhere in the section, and who will meet the necessary experience requirements during the anticipated life of the certified promotional register, may be deemed eligible to take the promotional examination with the understanding that they may not be interviewed or appointed until the experience criteria are met.
- b) Education Requirements: Employees who meet qualifications described elsewhere in this section and who may meet the necessary education requirements within twelve (12) months of the certification of the promotional register, may be deemed eligible to take the promotional examination with the understanding that they may not be interviewed or appointed until the education requirements are met and documentation has been submitted to the District. If the education requirements are not completed and documentation has not been submitted within twelve (12) months of certification of the register, the employee's name will be removed from the list.

## 7.6 ADMISSION TO EXAMINATIONS. Each candidate whose application has been accepted for an examination shall be notified at least forty-eight (48) hours in advance of the examination by email, phone, in person etc. of the time and place of the examination, and such notice shall be the applicant's authorization for admission. No persons shall be permitted to take an examination without such authorization or other satisfactory evidence of the acceptance of the applicant's application.

A candidate for a promotional examination whose application has been accepted but who, for good cause is unable to appear, may, based on applicable employment law, be considered for the examination at the next available opportunity.

## 7.7 DISQUALIFICATION OF APPLICANTS. The District, with approval of the Chief Examiner, may reject the application of any person for admission to an examination or decline to examine any applicant who:

- a) Fails to meet the minimum qualifications established for the position or class (including but not limited to lawful employment eligibility, required education, experience, training, essential physical and other job-related requirements such as a satisfactory driving record) and failure to provide documentation to verify qualifications.
- b) Has engaged in, or attempted to engage in, dishonesty of any type during the application or examination process, including, but not limited to, fraud or deception by making any false statement, representation, misrepresentation, or coercion.
- c) Has pled guilty, no contest, or been convicted of a crime of moral turpitude (including, but not limited to, crimes involving dishonesty, breach of ethics, breach of public trust, etc.).
- d) Has previously been discharged from public service for misconduct, including receipt of a bad conduct or dishonorable discharge from the armed forces of the United States.
- e) Has used or attempted to use political pressure or bribery to secure an advantage in testing or appointment.

- f) Fails to follow instructions from testing staff during examination processes.
- g) Fails to be promptly present at the time and place designated for any portion of an examination.
- h) Has taken the same examination within the six (6) month period preceding the examination date; or
- i) Has otherwise violated the provisions of these Rules.

Any person whose application has been rejected by the District with approval of the Chief Examiner, will receive timely notice of the disqualification with the reason for the disqualification and may appeal such action to the Civil Service Commission under rule 12.

7.8 EXAMINATION ADMINISTRATION. The District will schedule examinations at times consistent with the staffing requirements of the District. Examinations may be postponed as necessary based on the business needs of the District. The Commission will be notified of any changes to the schedules. All examinations shall be conducted in such places as necessary for the reasonable convenience of applicants within the practical limits for proper administration and control.

The District will prepare and oversee the examination process. The examination plan will be reviewed by the Chief Examiner prior to the date of the examination.

7.9 FREQUENCY OF EXAMINATIONS.

- a) Entry examinations shall be given at least every thirty (30) months.
- b) Promotional examinations shall be given at least every thirty (30) months, except for those classes of less than four (4) positions; examinations may be given as necessary.

7.10 IDENTITY OF CANDIDATES. For entrance examinations only, the identity of persons taking written examinations shall not be disclosed except or until conditions of anonymity are impractical.

7.11 POSTPONEMENT OR CANCELLATION OF EXAMINATIONS. Examinations will only be held when there are a sufficient number of qualified applicants. For purposes of these Rules, "a sufficient number of qualified applicants" is defined as follows:

- a) Entrance examinations: minimum of four (4) qualified applicants
- b) Promotional examinations: minimum of two (2) qualified applicants.

In the event of an insufficient number of qualified applicants for any test, the Chief Examiner may postpone the last filing date or cancel the test. In such a case, written notice shall be given to the applicants and appointing authorities concerned. If this condition occurs during a promotional process within the organization, the Commission shall then direct the District to advertise outside of the organization for qualified candidates for the testing process.

- 7.12 CHARACTER OF EXAMINATIONS. Tests shall be practical and competitive, and must be designed to determine the qualifications, fitness, and ability of candidates to perform the duties of the class for which a register is to be established. They may be written, oral, and physical, in the form of a demonstration of skill, an evaluation of training and experience, or any combination of such types. They may take into consideration education, experience, aptitude, capacity, knowledge, character, physical fitness, length and quality of service, and other qualifications to determine the relative fitness of the candidate and shall not be related to political or religious preference.
- 7.13 RATING OF EXAMINATIONS. In all tests, a minimum rating shall be established which is required to achieve eligibility. Such minimum ratings shall also apply to the rating on any parts of the examination, and candidates may be required to obtain minimum scores on separate parts in order to receive an overall passing grade or to be rated on the remaining parts of the examination. The final earned score of each candidate shall be determined by adding the earned rating on each part of the examination in accordance with weights established prior to the examination. Ratings shall be based on a scale of 100 points.
- 7.14 RATING OF EXPERIENCE AND TRAINING. When experience and training are rated as part of an examination, the District shall develop procedures for the evaluation of those factors to facilitate the selection of the qualified candidates. Adopted procedures shall be given due regard to quality, recency and amount of experience, and relevance and amount of training. In establishing the value that a rating of experience and training shall bear to the total test and in determining the length of time for which experience credit shall be awarded, consideration shall be given to the amount of learning time required to perform the duties of the position efficiently.
- 7.15 NOTIFICATION OF EXAMINATION RESULTS. In examinations with components requiring minimum ratings in order to participate further, applicants will be sent a timely notice of a “no pass” rating or disqualification. The examination scoring of passing candidates will be completed and the resulting register established (or modified to incorporate the examination results, in the case of open-continuous entrance examinations) as soon as is practical after the date on which the examination was held. All candidates participating in a test shall be given written notice of their final rating. Each person participating in a test may, during the immediate 30-day period following notification of exam results, review his/her test papers and have the rating reviewed and corrected if an error is found. No correction shall invalidate any appointment previously made from the register. During this review, the applicant may not make copies or duplicate any of the reviewed materials. The right to review the test is limited to the applicant, Commissioners and their staff, the Fire Chief and Human Resources staff. Tests may be reviewed by appointment only during regular business hours at a location to be determined by the District.
- 7.16 PREFERENCE FOR VETERANS. Veterans’ preference will be granted to candidates receiving a passing examination score and accorded as provided by Oregon Revised Statutes. Evidence for veterans’ preference shall be the applicant’s form DD-214 (ORS 408.230).
- 7.17 PREFERENCE FOR VOLUNTEER AND STUDENT FIREFIGHTERS. In competitive entrance examinations, preference status shall be given to all active Fire District 4 volunteer firefighters or students in good standing who have served a minimum of one (1) year with the District, have met all program requirements at least 10 of the last 12 months, and who at the time of the entrance examination have continuously affiliated with the District, and meets the requirements of the position description. A District volunteer or student meeting these requirements shall qualify for two (2)

additional points provided a passing score has been attained on the entrance examination and physical agility test.

7.18 PREFERENCE FOR CURRENT AND PAST STUDENT FIREFIGHTERS. In competitive entrance examinations the District shall advance to the final assessment process a District student firefighter in good standing who has served at least one year as a student firefighter, and has been active as a volunteer or student for at least the immediate year (12 months) prior to the deadline for applications, has met all program requirements at least 10 of the last 12 months, meets the minimum requirements for the position, and receives a passing score on the physical agility exam.

## **RULE 8**

### **REGISTERS**

8.1 ESTABLISHMENTS OF REGISTERS. The Commission shall establish and maintain registers of eligible candidates necessary to provide an adequate supply of qualified candidates for positions in the classified service. Registers shall be established by class of employment and shall be District-wide in application.

8.2 KINDS OF REGISTERS.

- a) *Entrance Register.* An entrance register shall be established and maintained for each new or vacant position and shall consist of the names of all persons who have passed the entrance examination for that class.
- b) *Promotion Register.* A promotion register shall be established for each class or position to be filled on a promotional basis and shall consist of the names of all persons who have passed a promotional exam for the class.

8.3 ORDER OF NAMES. Candidates shall be ranked on the register in the order of their relative standing as determined by their final earned rating plus preference points to which they may be entitled. Candidates of equal standing shall take rank upon the register according to the order in which their applications were filed.

The current entrance register shall be headed by the names of persons who have been regular employees and who were laid off from their positions for reasons other than fault or delinquency on their part.

The current promotion register shall be headed by the names of persons who have been regular promoted employees and who were demoted from their positions for reasons other than fault or delinquency on their part.

The order of the names of such persons shall be such that the name of the person who was last laid off or demoted is first on the register.

8.4 DURATION OF REGISTERS.

- a. ENTRANCE REGISTER: Entrance examinations will be offered in the classified service whenever there is a current or anticipated vacancy and the current entrance register has expired. The expiration date for an entrance register shall be no less than 12 months. The Fire Chief may extend the term of an entrance register up to a total of 30 months from the date of original certification. The District has or anticipates a vacancy in a position for which there are fewer than three (3) names on the relevant entrance register or 20% or more of the names originally on the list have been employed with other organizations, or

The District may cancel an entrance register when:

1. The District has or anticipates a vacancy in a position for which there are fewer than three (3) names on the relevant entrance register or 20% or more of the names originally on the list have been employed with other organizations, or

2. The Fire Chief requests that the examination be offered on an open-continuous basis due to a continuing need to fill the position(s).

If an entrance register is extended or canceled, the District will notify the Chief Examiner and advise the Commission.

- b. PROMOTIONAL: Promotional examinations will be offered whenever there is a current or anticipated vacancy, and the current promotion register has expired. The expiration date for a promotion register shall be no less than 20 months or more than 30 months. The promotional register may be cancelled when:
  1. The Fire Chief has exhausted the register, or
  2. A register is comprised of a single individual prior to the expiration date. The remaining individual (if not selected prior for cause) will be placed on the new list based upon their score on the previous exam or will be allowed the opportunity to be re-tested and reranked on the basis of a higher examination score. The candidates' most recent score will be utilized for placement on the register.
  3. The Fire Chief requests that the register for Captain be expired in less than twenty (20) months to maintain the alternating two (2) year cycle.

There is no requirement for a register where there are fewer than four (4) positions in the class. A promotional examination may be conducted whenever a vacancy occurs or at the request of the Fire Chief when there is no current register.

8.5 REMOVAL OF NAMES FROM REGISTER. The District, with notification to the Chief Examiner, will remove names from a register whenever:

- a) The applicant receives certification and appointment to fill a permanent classified position with the same or higher salary range from any list.
- b) The applicant does not respond to a written inquiry of availability within five (5) calendar days. Note: Failure to maintain current contact information with the District will be treated as a failure to respond.
- c) The applicant has declined an offer of appointment from the register without a written request to remain on the register or fails to report for duty within the time specified in the offer.
- d) The applicant is certified to the Fire Chief but not selected three times.
- e) The applicant requests to have name removed from the current register.
- f) The Fire Chief rejects the applicant due to unfavorable employment history or below-standard performance, and the Commission approves the rejection.
- g) The individual is demoted due to lack of qualification.

- h) In the case of promotion registers, voluntary or involuntary termination from District employment.
- i) The applicant willfully violates any of these Rules.
- j) The register has expired or been cancelled as outlined in these Rules.
- k) The individual has pled guilty, no contest or been convicted of a crime of moral turpitude (including but not limited to crimes involving dishonesty, breach of ethics, breach of public trust, etc.) or other offense relevant to the position for which the individual is applying, after being placed on the register.
- l) Failing to successfully complete and/or pass pre-employment background investigations, reference checks and pre-employment medical evaluations may be cause for applicants to be rejected from further consideration by the District.

Any person whose name is removed from the register shall be promptly notified by the District of the reasons for such removal. Within ten (10) days of such notice, the applicant may appeal the decision to the Commission as set forth in 15.1.

- 8.6 **REVOCAION OF ELIGIBILITY REGISTER.** An eligibility register may be revoked within 30 days of certification by the Commission and another register prepared if the Commission deems it advisable on account of errors or of obviously inappropriate standards prescribed in connection with the examination and of plainly inadequate results obtained therefrom. If a register is revoked, written notice will be sent to all persons whose standing may be affected by the revocation.
- 8.7 **AVAILABILITY OF ELIGIBLE APPLICANTS.** It shall be the responsibility of eligible applicants to notify the District, in writing, of any changes in address, or other changes that may affect availability for employment. The District will determine the current availability of eligibles. Whenever an eligible candidate submits a written statement restricting the conditions under which that eligible candidate will be available for employment, the name will be withheld from certificates which do not meet the conditions specified.

## **RULE 9**

### **CERTIFICATION AND APPOINTMENT**

- 9.1 **CERTIFICATION OF ELIGIBLE CANDIDATES:** Upon completion of the examination process, the Commission shall certify the register with the names of all eligible candidates who have successfully completed and passed the examination process.

The District will provide notification to the applicants of the date and time the register is scheduled to be certified by the Civil Service Commission.

Rejection of Applicants or Eligibles. Job related reasons are considered valid reasons for rejection of an applicant or eligible candidate. Procedures outlined in ORS.242.766 shall be followed when rejecting an applicant or eligible candidate.

- 9.2 **APPOINTING AUTHORITY.** The District has designated the Fire Chief as its Appointing Authority for filling vacancies in Civil Service positions within the District. As the Appointing Authority, the Fire Chief is authorized to appoint individuals to Civil Service positions as outlined in these Rules. The District is an equal employment opportunity employer and does not discriminate against any qualified applicant on the basis of race, national origin, age, gender, religion, political affiliation or other status protected by applicable law. All appointments will be made based upon the District's evaluation of merit, efficiency, and fitness for the vacant position.

- 9.3 **REQUEST FOR NAMES OF ELIGIBLE CANDIDATES.** All vacancies in classified positions will be filled as provided in the Ordinance and these rules. The Fire Chief will submit a request for names of qualified eligibles to Human Resources when there is a need to fill a vacancy in a classified service. The request will include the position for which the vacancy(ies) exist, the number of vacancies, and the date the vacancy(ies) will exist (if not current). The Fire Chief will notify Human Resources of personnel requirements as far in advance as possible in order that sufficient time will be available to establish eligible lists.

When filling vacancies in Civil Service positions, the District and Commission use the following procedures:

- a) **Entrance Positions.** Human Resources provides the Fire Chief with a certified list of the names of the top 10 plus one for each vacancy. Thus, if there are two vacancies, Human Resources will give the Fire Chief the names of the top 12 candidates on the relevant register.
- b) **Promotional Positions:** Human Resources provides the Fire Chief with a certified list of the names of the top two (2) candidates plus one for each vacancy on the relevant register for the position vacancy. Thus, if there are two vacancies, Human Resources will give the Fire Chief the names of the top four (4) candidates on the relevant register.
  - a. If the certified list provided to the Fire Chief includes outside candidates, Human Resources provides the Fire Chief with two additional names from the relevant register. Thus, if there are two vacancies, Human Resources will give the Fire Chief the names of the top six (6) candidates on the relevant register.
- c) If Human Resources is unable to provide the expected number of names to the Fire Chief due to limited names on the register, the remaining certified list will be provided to the Fire Chief.

9.4 SELECTION FOR APPOINTMENT. The Fire Chief evaluates the qualifications of the candidates on the certified list and selects the candidates for appointment to the vacant position(s) at his/her discretion.

The Fire Chief will personally consider each candidate utilizing job-related criteria. Such consideration may involve interviews, review of application and examination of work products, feedback from internal and external references, work history, and/or other tools the Fire Chief deems appropriate.

The Fire Chief will not, however, hire a new employee until all laid-off employees have been given the opportunity to return in accordance with these rules. Once a candidate has been selected, the Fire Chief will then notify Human Resources of the name, position title, wage rate, and first day of work for the successful candidate.

If the Fire Chief determines that s/he cannot fill all the vacancies from the certified list provided from Human Resources, the Fire Chief may reject the certified list by sending a written notice of rejection, including the reasons for rejection to the Commission. The Commission will evaluate the Fire Chief's reasons and approve or decline the rejection. If the Commission declines the Fire Chief's rejection, the Commission will provide the Fire Chief with written notice of its decision. The Fire Chief will then select one of the candidates from the original certified list for appointment.

If the Commission approves the Fire Chief's rejection of the list, Human Resources will provide the Fire Chief with the names of the next ten (10) plus one for each vacancy on the entrance register or the names of the next two (2) plus one for each vacancy on the promotional register (four plus one for each vacancy for certified lists that include outside candidates). The process will repeat until a candidate is selected for appointment.

All newly hired and promoted employees will serve a probationary period of twelve (12) months, regardless of whether they are transferred or promoted during their initial probationary period.

Eligible candidates certified to the District but not appointed shall be notified. This rule does not apply in the case of eligible candidates who waive, decline or fail to appear for interview.

Restoration of names to register. The names of those eligible candidates certified but not appointed shall be restored to the register unless subject to removal from the register.

9.5 EMPLOYEE TRANSFERS. The Fire Chief may transfer employees from any Civil Service position to any similar Civil Service position within the same classification at any time at his/her discretion. Such transfers may occur within the same division or organizational unit, or to positions within any other division or organizational unit within the District.

Voluntary, non-disciplinary demotions will be treated as transfers under these Rules. Employees who wish to voluntarily demote to a position in a lower rank (including in cases of layoff) may make a written request to the Fire Chief for the demotion. However, except when required by an applicable collective bargaining agreement, employees wishing to voluntarily demote will not be permitted to bump any other employee out of a position. The Fire Chief may grant or deny the demotion at his/her discretion based upon the needs of the District.

If a transferred employee is covered by the terms of a current collective bargaining agreement, the District will comply with any applicable terms of that agreement relating to the transfer. Likewise, any employee covered by the terms of a current collective bargaining agreement must comply with the provisions of that agreement when exercising bumping or other layoff, transfer or voluntary demotion options.

- 9.6 TEMPORARY APPOINTMENTS. The Fire Chief may appoint a temporary relief employee at his/her discretion to fill a vacant entrance or promotion position if: 1) there are no candidates on the applicable entrance or promotion register, and 2) the appointment to the position does not exceed 180 days in any calendar year.

For employees and positions covered by a current collective bargaining agreement, the District will comply with any applicable terms of the collective bargaining agreement in making temporary appointments.

The acceptance or refusal of a temporary appointment will not affect an eligible candidates standing on an entrance list. If an employee is promoted while performing a temporary appointment to that position, the time served in the temporary appointment will constitute a part of the probationary service period, unless the employee requests otherwise.

- 9.7 LIMITED ADMINISTRATIVE ASSIGNMENT. The Fire Chief may assign classified employees to duties or projects which fall either within or outside their division or organization unit for an initial period not to exceed six (6) months. Such assignments will be designated Limited Administrative Assignments and are to be considered neither promotions nor demotions. Employees so assigned may remain in the assignments until the duties or projects are completed within the initial six (6) month period. Limited Administrative assignments are subject to employee agreement. Assignments that anticipate exceeding six (6) months duration, must be posted under an open process. A change in pay or grade is authorized under this assignment according to the current collective bargaining agreement and applicable District policy. The Chief Examiner may grant further extension to the assignment upon request.

## **RULE 10**

### **PROBATIONARY PERIOD**

- 10.1 **PURPOSE.** A probationary period is integral to the success of an employee new to a position and provides the District with the opportunity to observe the new employee's work, to provide training, to assist the employee in adjusting to the new position, and as an aid in making a decision to review and reconsider any employee whose work performance or personal conduct is unsatisfactory or below the employment standards of the District.
- 10.2 **DURATION.** Every employee certified and appointed or promoted to a position in the classified service shall serve a probationary period of twelve (12) consecutive months of actual service. In determining such one (1) year service, extended sick or disability leave time shall not be included.
- 10.3 **SUSPENSION OF PROBATIONARY PERIOD DUE TO ABSENCE.** If a probationary employee has taken ten or more consecutive shifts off during probation, the probation can be suspended from the beginning of the time off until their return to duty. Once the ten or more consecutive shifts off have been met, the probationary time missed may be added to the end of the initial probationary period. Time off can be for any type of approved leave, including but not limited to the following: vacation, illness, off the job injury, on the job injury, military leave, administrative leave or protected leave.
- 10.4 **EXTENSION OF THE PROBATIONARY PERIOD.** The District may extend the probationary period of a trial service member where additional review of the employees performance is required or where the employee has been on leave more than 10 shifts during the probationary period. Extensions shall be no greater than 3 months.
- 10.5 **EVAULATION OF PERFORMANCE DURING PROBATION.** During the probationary period, the District will evaluate the employee's work. Such evaluations will include judgements as to the employee's willingness and ability to perform assigned duties satisfactorily in accordance with the position description and District policy.
- 10.6 **DISMISSAL DURING ENTRANCE PROBATIONARY PERIOD.** At any time during the entrance probationary period, the Appointing Authority may terminate the appointment of the person certified without a statement of cause, if in the opinion of the District, continuance in service is not in the best interest of the District. The Appointing Authority shall notify the employee before the end of the probationary period in writing of any such termination of employment. Such action by the Appointing Authority is not subject to appeal or grievance proceedings.
- 10.7 **DEMOTION DURING PROMOTIONAL PROBATIONARY PERIOD.** At any time during the promotional probationary period, the Appointing Authority may terminate the promotional appointment of the person certified if, during the performance of duty, the person fails to qualify for the position for reason other than misconduct or delinquency. The appointed employee shall have the right to revert to a position in the last held regular class.
- 10.8 **REGULAR STATUS.** If no action is taken by the Appointing Authority to terminate a new employee or reduce in rank a probationary employee during the probationary period, the employee shall be deemed to have satisfactorily completed the probationary period and the appointment shall be considered to be regular status at the end of the specified period of time.

10.9 REMOVAL FROM ELIGIBILITY REGISTER. If an appointee does not achieve “regular status” because of the District’s dissatisfaction with the employee’s performance during the probationary period and the employee is terminated or reduced in rank, the employee’s name shall be removed from the eligibility register for the position.

## **RULE 11**

### **DISCIPLINARY ACTION**

- 11.1 **EMPLOYEE CONDUCT.** The expected standard of conduct for all employees in the service of the District will be in the public interest as opposed to individual interests. Therefore, in order to deliver the best possible service to the general public and to reflect credit on the service, high standards of conduct are essential. The tenure of every employee will be conditioned on good conduct and satisfactory performance of the duties.
- 11.2 **TENURE OF EMPLOYMENT.** No employee of the District who achieves regular status or is inducted into Civil Service under the provisions of these Rules shall be suspended without pay, demoted or discharged except for cause.
- 11.3 **CAUSE FOR DISCIPLINARY ACTION.** Any action which reflects poorly on the District can directly hinder the effective performance of the District functions. Such improper action by an employee will be considered just cause for disciplinary action. "Cause" for demotion, disciplinary suspensions without pay or disciplinary reductions in pay, and disciplinary discharge of covered employees includes, but is not limited to:
- a) Conviction of a felony.
  - b) Conviction of a Class A or Class B misdemeanor.
  - c) Incompetency or Inefficiency;
  - d) Dereliction of duty, inattention, being unfit for duty, tardiness, laziness, carelessness, or damage to or negligence in the care and handling of District property;
  - e) Dishonesty of any type (including false or deliberately misleading information or omissions from employment application);
  - f) Intemperance;
  - g) Violation of the District's Drug and Alcohol policy;
  - h) Insolence or Insubordination;
  - i) Discourteous treatment of the public or coworkers;
  - j) Immoral conduct;
  - k) Claim of sick leave under false pretenses or misuse of protected leave;
  - l) Absence from duty without authorized leave;
  - m) Misconduct in the performance of duties as an employee;
  - n) Any plea of guilty or no contest, or conviction of crimes of moral turpitude (such as crimes involving dishonesty) or other crimes related to the ability to perform job duties,

- o) Repeated or serious violations of the District's policies or standards of employee conduct, or
- p) Any willful failure of good conduct tending to injure the public service.

No classified employee holding regular status will be dismissed, demoted, suspended, without pay, or deprived of special privileges except for cause, and then only upon receiving written notice from the Fire Chief or designee stating the general terms of the cause for discipline.

11.4 ACTIONS NOT SUBJECT TO CIVIL SERVICE REVIEW. Disciplinary action that does not result in suspension without pay, demotion, termination, or other loss of benefit shall not be subject to these Rules. Specifically, this includes, without limitation, suspensions with pay, oral or written reprimands, or the equivalent thereof, and layoff or demotion for non-disciplinary reasons, including budget restraints, reorganization, or lack of work.

11.5 PROCEDURE FOR TAKING DISCIPLINARY ACTION. If disciplinary action covered by this Rule is to be taken against an employee, it should be done in a confidential manner. For all forms of disciplinary action, the supervisor should follow established District procedures and should keep the Chief fully informed of any action taken. It is the policy of the District that disciplinary measures will be for the purpose of achieving corrective employee conduct. Such measures will be progressive in nature until or unless separation from service is considered appropriate. The Fire Chief or designee will take appropriate disciplinary action in dealing with employee misconduct. Disciplinary action will be for just cause as it relates to job performance, as specified in section 11.3.

**RULE 12**  
**APPEALS, INVESTIGATIONS, AND HEARINGS**

12.1 ACTIONS THAT MAY BE APPEALED. The Commission will hear and make decisions in accordance with these rules on Appeals and Hearings resulting from the following actions:

- a) Examinations and decisions relating to an examination; or
- b) Actions or findings unrelated to examinations or disciplinary actions including, but not limited to removal of one's name from an eligible list, denial of one's request to be restored to an eligible list, or rejection of one's name as a certified eligible candidate for a vacancy.

Any appeal must take the following form in order to be considered properly filed:

- 1. Be submitted in writing to the Chief Examiner within the immediate ten (10) calendar day period following official notification of the examination results, action, or finding.
- 2. Be specific regarding the action being appealed.
- 3. Include the basis of standing, citing the specific provision of the rule violated, the law or the purpose of the rules stated in, and how this action relates to the action being appealed.
- 4. The remedy sought.

12.2 BURDEN OF PROOF. In the case of appeals of removal of one's name from an eligible list, denial of one's request to be restored to an eligible list, and rejection of one's name as a certified eligible for a vacancy, the District will have the burden of proof.

In all other appeals, the appellant bears the burden to clearly demonstrate why they believe the action or finding was contrary to the Rules, the law or the purpose of these rules.

12.3 APPEALS RELATED TO CIVIL SERVICE EXAMS. The Chief Examiner will review the rating and correct the rating if an error is found. Corrections will be prospective only; no correction will invalidate any appointment previously made from the register.

12.4 APPEALS RELATED TO REMOVAL OF NAMES FROM A REGISTER. The Chief Examiner will review the information and provide a written decision. Applicants who are still not satisfied after receiving the Chief Examiner's decision may appeal to the Commission within fifteen (15) calendar days from the date the decision is mailed. The written appeal to the Commission must include a copy of all material provided to the Chief Examiner, the Chief Examiner's decision, and a detailed explanation of why the applicant believes the Chief Examiner's decision is incorrect. The Commission will investigate and issue a written decision within thirty (30) calendar days.

12.5 IMPACT OF COMMISSION DETERMINATION. The Commission may elect to modify any process governed by these rules if it determines that the appeal raises questions of validity or integrity of the process or may develop an appropriate remedy otherwise if a violation is found. No action will invalidate any appointment previously made.

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**RULE 13**  
**RECORDS AND REPORTS**

- 13.1 ROSTER. The District shall establish and maintain a roster of all employees in the Classified Service showing for each employee the class, title, assignment, salary rate, date of employment, and such other employment data as is deemed pertinent.
- 13.2 REPORTS TO THE COMMISSION. Every appointment, transfer, promotion, demotion, dismissal, change of salary rate, leave of absence with or without pay, or other temporary or permanent change in the status of classified employees shall be reported to the Commission in writing on such forms as the Commission may require.
- 13.3 DESTRUCTION OF RECORDS. Records, other than examination papers, may be destroyed after four (4) years. Original examination papers shall be retained for four (4) years, after which time they may be electronically preserved.
- 13.4 PUBLIC RECORDS. Public records exempt from disclosure under ORS 192.410 – 192.505, unless the public interest requires disclosure in the particular instance, include examination materials, scoring keys and service ratings, other examination data used to administer a licensing examination, examination for employment, academic examination before the examination is given and if the examination is to be used again, personal history, and other confidential papers as may be specified in these rules or by action of the Commission. Records establishing procedures for and instructing persons administering, grading or evaluating an examination or testing procedure are included in this exemption, to the extent that disclosure would create a risk that the result might be affected.

Other records of the Commission shall be public records as defined in Oregon Revised Statutes. Such records shall be open to inspection to the public during regular business hours in accordance with District policy and applicable State and Federal statutes.

**RULE 14**  
**RESIGNATION**

14.1 PROCEDURE. An employee may resign from a Civil Service position by presenting resignation in writing to the Appointing Authority. To resign in good standing, an employee shall give at least two (2) calendar weeks' notice unless, because of extenuating circumstances, the Appointing Authority agrees to permit a shorter period of notice. The Appointing Authority may make or cause to be made such investigation as is deemed warranted for the purpose of verifying reasons for each resignation. An employee's resignation and the circumstances pertinent to it shall be recorded in the employee's personnel file.

**RULE 15**  
**MISCELLANEOUS PROVISIONS**

- 15.1 **EMPLOYEE REPRESENTATION.** Employees of the District shall have the right to form, join, and participate in the activities of labor organizations of their own choosing for the purpose of representation and collective bargaining on matters relating to wages, hours, and working conditions in accordance with the Oregon Revised Statutes and Rules and Regulations of the State Employment Relations Board.
- 15.2 **POLITICAL ACTIVITY.** No person holding any position subject to Civil Service is under any obligation to contribute to any political or religious fund or to render any political service to any person or party. No person shall be removed, reduced in grade or salary, or otherwise prejudiced for refusing to do so. No person shall discharge, promote, demote or in any manner change the official rank, employment, or compensation of any person subject to Civil Service or promise or threaten to do so for giving, withholding or neglecting to make any contribution of money or services or any other valuable thing for any political, racial or religious purpose.
- 15.3 **PROHIBITED CONDUCT.** No person shall:
1. Individually or in cooperation with one or more person's defeat, deceive or obstruct any person in respect to their right under regulations or rules adopted by the Commission.
  2. Solicit any money, influence, service, or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours. However, nothing in this section is intended to restrict the right of a public employee to express personal political views
  3. Falsely mark, grade, estimate, or report upon the examination or proper standing of any person examined, registered, or certified, or aid in so doing, or make any false representation concerning the same or concerning the person examined.
  4. Furnish any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined or certified to be examined, registered, or certified.
  5. Impersonate any other person or permit or aid in any manner any other person to impersonate the individual in connection with any examination or registration or application or request to be examined or registered.
- 15.4 **CORRUPT PRACTICES PROHIBITED.** No public officer and no person who is nominated or seeks nomination or appointment for public office shall use, or promise to use, directly or indirectly, any official authority or influence, whether then possessed or merely anticipated in the way of conferring upon any person, or in order to secure or aid any person to secure any office.
- 15.5 **PUNISHMENT FOR VIOLATIONS.**
1. The prohibitions and penalties as set forth in ORS 242.822 through 242.990 are hereby adopted as the prohibition and penalty section of these rules.

- 2. False swearing or perjury in any hearing or investigation before the Commission shall be punishable as provided by law.

**ADOPTION OF RULES**

These Rules are formally adopted by the Civil Service Commission of Jackson County Fire District 4 with an effective date of April \_\_, 2025 are hereby amended this \_\_\_\_ day of \_\_\_\_\_, 2025 as follows:

BY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_