CIVIL SERVICE RULES AND REGULATIONS
FOR THE LYNDEN FIRE DEPARTMENT

The Civil Service Commission, appointed in accordance with the enacted laws of 1937, Chapter 13, as codified in Chapter 41.08 as amended, of the State of Washington, for the City of Lynden, and acting in accordance with Lynden Municipal Code Chapter 2.12, adopts the following rules and regulations for carrying out the purpose of said acts.

RULE I - DEFINITION OF TERMS

Section 1. **Advancement.** Advancement means a salary increase within an arranged rate- of-pay schedule for a class or position made without examination.

Section 2. **Appointing Authority.** Appointing authority means the Mayor of the City of Lynden. The words appointing authority, appointing officer, or appointing power shall be construed as synonymous.

Section 3. **Class.** Class means a group of positions sufficiently similar in duties and responsibilities so that the same title may reasonably be used for each position, the same qualifications may be required, and the same salary range may be applied with equity.

Section 4. **Classified Service.** Classified service means all positions in the City service which are subject to the provisions of these Regulations as defined by law. It includes specifically full-paid members of the Fire department.

Section 5. **Commission.** Commission means the Civil Service Commission appointed for the City of Lynden.

Section 6. **Compensation.** Compensation means any allowance, fee, salary, or wage paid per negotiated contract to an employee or officer in the classified service for performing the duties and responsibilities of his/her position or office.

Section 7. **Demotion.** Demotion means a reduction in the status of employment.

Section 8. **Discharge.** Discharge means the separation for cause of a permanent employee from the classified service.

Section 9. **Eligible.** Eligible means having satisfied the conditions of qualifications set by the Commission. Eligibility under emergency conditions shall not exceed any six-month period.

Section 10. **Emergency appointment.** Emergency appointment means an appointment for not more than six (6) months to serve in a classified position under emergency conditions.
Section 11. **Employee.** Employee means a person who is legally employed in the classified service of the City or who is on leave of absence authorized either by the appointing authority or by the Fire Chief, and whose position is held for him/her until his/her return.

Section 12. **Eligibility or Employment List.** Eligibility or employment list means a list of names of persons, arranged in order of scores, who are eligible for appointment to a position in the classified service.

Section 13. **Full-paid.** A full-paid officer or employee means a person who receives compensation from the City in return for services devoted to fire and emergency duties which occupy his/her full attention and activity other than his/her ordinary off-duty time allowance.

Section 14. **Lay-off.** Lay-off means the termination of employment because of lack of funds or work, or because of material change in the classified service organization.

Section 15. **Permanent Status.** Permanent status means the status of an employee who has acquired rights to hearing prior to his/her discharge because he/she has successfully completed his/her probationary period or its equivalent.

Section 16. **Permanent Employee.** Permanent employee means an employee who has attained permanent status.

Section 17. **Position.** Position means any employment or office in the classified service.

Section 18. **Probation.** Probation means the twelve (12) month period of trial service during which an employee works prior to attaining permanent status and is therefore subject to rejection without hearing or trial.

Section 19. **Promotion.** Promotion means a change in employment in accordance with these regulations from a lower to a higher position in the classified service. A person must have served at least six (6) months in the lower classification to be eligible for promotion to a higher classification.

Section 20. **Provisional Appointment.** Provisional appointment means a non-competitive appointment made in the absence of eligible candidates to a position in the classified service.

Section 21. **Public Notice.** Public notice means giving notice by posting in at least three (3) conspicuous locations in a public place or building, by publication in a newspaper, and/or online.

Section 22. **Rejection.** Rejection means the separation of a probationary employee from the service.
Section 23. **Suspension.** Suspension means the temporary separation for disciplinary purposes of an employee from the service without pay.

Section 24. **Temporary Appointment.** Temporary appointment means the appointment of eligible candidates from a list with regard to willingness to accept for a limited time but not to exceed six months.

Section 25. **Written Notice.** Written notice, as required under these Civil Service Regulations, means serving notice in writing either to the person directly or by registered mail to his/her last known address. If by mail, the serving shall be deemed completed at the time the notice is deposited in the post office.

**RULE II - THE CIVIL SERVICE COMMISSION**

Section 1. **Organization.** Members of the Civil Service Commission, when appointed by the Mayor, shall proceed to the election of a chairman who shall continue in office until subsequent reorganization of the Commission becomes necessary. All meetings of the Commission shall be public except that upon unanimous vote of its members the Commission may meet in executive session. Regular meetings should be held once each month and/or at other times upon call of the Chairman or any two members. Two members shall constitute a quorum, and two affirmative votes shall be required for the transaction of any official business. The Secretary and Chief Examiner shall attend all meetings, and shall record the actions taken and how the commissioners voted, and shall cause the minutes to be typed and presented to the commission for approval or correction. Upon approval, the minutes shall be signed by the Chairman and countersigned by the Secretary and Chief Examiner and shall become a part of the permanent files of the Commission.

Robert's Rules of Order Revised shall be the final authority on all questions of procedure and parliamentary law not otherwise provided by these Civil Service Regulations.

Section 2. **Powers and Duties.** The Civil Service Commission shall:

A. Adopt rules for the regulation of personnel administration within the classified service.

B. Appoint a Secretary and Chief Examiner in conformity with Rule II, Section 1.

C. Approve minutes of its own meetings and records of its procedure.

D. Approve the creation, amendment, and discontinuance of a classification plan as prepared by the appointing authority.

E. Provide for the holding of competitive tests under the supervision of the Secretary and Chief Examiner to determine the relative qualifications of persons for
employment in the classified service, and prepare list of eligible candidates for vacancies and certify same.

F. Conduct all civil suits necessary for the proper enforcement of the Civil Service Act and these Regulations. Any civil action shall be initiated by the City attorney in the name of the City upon demand of the Commission.

G. Hear and determine appeals arising from the administration of the Civil Service Act and these Regulations.

H. Investigate and report on all matters touching the enforcement and effect of the Civil Service Act and these Regulations.

I. Have such powers and duties as are imposed upon the Commission by virtue of RCW 41.08.040.

RULE III - THE SECRETARY AND CHIEF EXAMINER

Section 1. **Selection.** The Secretary and Chief Examiner shall be appointed per Lynden Municipal Code (LMC 2.12.050). Application shall be accepted from any person, including employees of the City, but excluding members of the Fire Department. The Secretary and Chief Examiner may be subject to suspension, reduction or discharge in the same manner and subject to the same limitations as are provided in the case of members of the Fire Department. The office of Secretary and Chief Examiner may be comprised of two (2) people.

Section 2. **Duties.** The Secretary and Chief Examiner shall keep the records of the Commission, preserve all reports made to it, superintend and keep a record of all examinations held under its direction, and perform such other duties as the Commission may prescribe.

RULE IV - HEARINGS AND INVESTIGATIONS

Section 1. Hearings and investigations which the Commission is authorized to conduct may be conducted by the Commission as a body or may be delegated by the Chairman to a member or to the Secretary and Chief Examiner; but no official decision of the Commission shall be rendered until at least two members have reviewed the evidence and concurred in an opinion.

The procedure of any hearing or investigation shall be informal and shall not be restricted so as to deny the introduction of any evidence that the Commission may deem pertinent. Unless incapacitated, a person pressing a claim or defending a privilege before the Commission shall appear personally and shall not be excused from answering questions and supplying information except upon claim of the constitutional privilege in respect to
self-incrimination. If incapacitated, such a person shall present a deposition taken under oath.

All decisions, opinions, and recommendations arising from a hearing or investigation by the Commission shall be written and subscribed to by the members concurring, and shall be countersigned and filed as a permanent record by the Secretary and Chief Examiner. Any member of the Commission may submit a written minority or supplemental decision or report which shall be filed as a matter of record.

RULE V - CLASSIFICATION

Section 1. **Procedure and Effect.** After the appointing authority has classified all positions in the classified service, the Commission shall assign to each class or position the appropriate title and the experience, knowledge, capacity, skill, education and other qualifications including the minimum pre-requisites, to be required for appointment. The classification plan so developed shall be transmitted to the Civil Service Commission for adoption. The Secretary and Chief Examiner shall allocate every position in the classified service to one of the classes established in the plan. Thereafter, the class titles so established shall be used in all personnel, budget, accounting and other financial documents and communications of the City.

Section 2. **Reclassification.** Additional classes may be established and existing classes may be divided, combined, or abolished in the same manner as originally adopted; however, reclassification of position shall not be used for the purpose of avoiding the provisions herein regarding demotions and promotions.

RULE VI - COMPENSATION PLAN

Section 1. **Procedure.** As soon as practical after adoption of the classification plan, and thereafter not later than six (6) months before the beginning of each fiscal year, the Commission may, if it desires, prepare and transmit to the Mayor a recommended plan of compensation showing for each position of the classified service, a maximum and minimum rate of pay of the negotiated contract. Compensation not being the responsibility of the Commission, the foregoing recommended plan of compensation shall be deemed only that of a responsible and interested citizen. In arriving at such recommended salary ranges, consideration shall be given to prevailing rates for comparable work in other public employment and in private business, to current costs of living, to suggestions of appointing officers, and to the City's financial conditions and policies.

RULE VII - APPLICATIONS

Section 1. **Announcement of Vacancy.** Whenever there is need, the Secretary and Chief Examiner shall invite, by giving public notice, qualified persons to apply for employment
in the classified service and for admission to the examination scheduled to select the most competent.

Section 2. **Promotion Vacancy.** Whenever a position becomes vacant, other than Chief, Assistant Chief, or Lateral Entry authorized pursuant to Rule VIII, Section 4, and there are one or more persons within the department who are eligible to be promoted to such position, the opening shall first be announced to the person or group of persons eligible for promotion. If any of them wish to take the examination for promotion, the examination shall be given, and the top five (5) applicants passing the examination shall be referred to the appointing authority for appointment. Any of the top five (5) candidates may be selected.

Section 3. **Announcement Contents.** Public announcement of the examination shall specify the title and salary range of the position, a brief outline of the requirements of the position, the minimum qualifications required, and the opening and closing dates upon which applications will be received. Persons desiring to compete for positions in the classified service shall file applications with the Secretary and Chief Examiner on forms supplied by the City of Lynden.

Section 4. **Minimum Requirements for all applicants.** The following minimum requirements, established by the Civil Service Commission, shall be as follows:

A. Applicant must be a citizen or lawful permanent resident of the United States who can read and write the English language.

B. Applicant must possess a valid Washington State Driver's license, or have the ability to obtain one within 30 days. Applicants must also possess an Emergency Vehicle Incident Prevention (EVIP) certificate at the time of application.

C. Applicant must have graduated from a recognized high school, or possess a high school equivalency certificate.

D. **For Firefighter Applicants** The minimum age requirement shall be twenty-one (21) years at the time of application. There is no maximum age, but applicants must be able to pass the Department's physical agility test.

E. All applicants selected for a conditional offer shall have a thorough background check to disclose any criminal records.

F. Applicant shall not have been convicted by any State or by the Federal government of any crime, the punishment for which could have been imprisonment in a Federal or State prison or institution, and shall not have been convicted of any offense involving moral turpitude, narcotics or drugs.

G. Applicant shall possess good moral characteristics, determined by a thorough background investigation.
H. Applicant shall be required to complete and submit to the employing agency, a comprehensive application form.

I. **For Firefighter Applicants** an oral interview by the employing authority or his/her representative shall be given to determine if applicant has any serious defect in background or ability to communicate which would make him/her an ineffective Firefighter / Emergency Medical Technician (EMT).

J. **For Firefighter Applicants** a thorough physical examination by the fire department licensed physician shall be made to insure the applicant is free from any physical, emotional or mental condition which might adversely affect the performance of applicant's duties as fire fighter, EMT.

K. New recruits shall be required to participate in any necessary training required by the department.

Section 5. **Rejection of Applications.** The Commission may refuse to accept an application or, after acceptance, may reject an application, or after examination, may disqualify a successful candidate or remove the name of a successful candidate from the eligibility list, or refuse to certify the name of a successful candidate whenever the applicant or eligible candidate is found to lack any of the minimum prerequisites established for the class or position, or is addicted to the use of intoxicants to excess, or to drugs, or has been found guilty of any infamous or notoriously disgraceful conduct, or has made false statements of material facts in his/her application, or has practiced deception or fraud in securing eligibility, or has otherwise violated the provisions of law or these Regulations. The cause for rejection shall be entered upon the application form and filed in conformity with these Regulations.

**RULE VIII - EXAMINATIONS**

Section 1. **Proctoring of the exam may be delegated.** The Secretary and Chief Examiner shall arrange for the use of public buildings and equipment for the conducting of examinations. The Commission shall designate the person or agency who shall conduct and score the examination, provided that no member of the classified service shall conduct or score the examination.

Section 2. **Qualifying Grade.** In all examinations the minimum grade or standing for which eligibility may be earned shall be 70%. Such final grade shall be based upon all factors of the examination, including educational requirements, training, experience, and other qualifying elements as shown in the application of the candidate or other verified information.

Section 3. **Identity of Examinees.** The identity of persons taking competitive written tests shall be concealed from the examiners by the use of identification number which shall be
used on all test papers. Any paper bearing the name of the applicant or any other identifying mark other than the number on any written test may be rejected by the examiner and the candidate so notified.

Section 4. **Rating and Preparation of Lists.** The names of persons successful in all parts of an examination shall be arranged in order of their earned ratings. Applicants for lateral entry shall submit an application stating their background and qualifications. The applicant must have the necessary training and experience as Firefighter 1 and Emergency Medical Technician (EMT), and have passed all other qualification such as physical agility, background check and physical by Fire Department licensed physician.

Section 5. **Notification of Results.** Each competitor shall be notified in writing of the results of the examination and, if successful, of his final earned rating and his relative position on the eligibility list.

Section 6. **Promotional Examinations.** As the needs of the Service may require, promotional examinations may be conducted from time to time and may consist of evaluations of prior service, accomplishments in special training courses, or other pertinent tests. All candidates for promotion must possess the minimum prerequisites as set forth in the specifications of the class to which promotion is sought.

**RULE IX - ELIGIBILITY LISTS**

Section 1. **Order of Names on Lists.** Names on eligibility lists for a class shall be in order of score according to final earned rating on the examination, (including veteran preference credits) except that employees laid off from a position in that class shall be given preference over other applicants, in inverse order of lay-off. Whenever two or more persons have equal claim to a position on a list, their names shall be granted according to the date of application and, if the date of application is the same, the names shall be arranged alphabetically.

Section 2. **Effective Life of Lists.** Eligibility lists shall become effective upon the approval thereof by the Secretary and Chief Examiner's signature to the effect that the list was legally prepared and represents the relative rating of the names appearing thereon. Eligibility lists, including promotional lists, shall remain in effect six (6) months and may be extended by action of the Civil Service Commission for not more than a six (6) month period. Names of employees laid off shall be carried on the eligibility list for at least two (2) years.

Section 3. **Removal of names from lists.** The name of any person appearing on an eligibility list who fails to respond to a notice of certification (see Rule X, Section 2) shall be reported to the Commission by the Secretary and Chief Examiner and shall be removed from the eligibility list by the Commission. If he/she declines an appointment without reason satisfactory to the Commission, or if he/she cannot be located by postal authorities, he/she may be removed from the list by the Commission. In case of such
removal the Secretary and Chief Examiner shall notify the affected candidate in writing. The name of a person so removed may be reinstated only if satisfactory explanation of the circumstances is made to the Commission. The names of classified employees on promotional employment lists who resign from the service may be dropped from such lists.

Section 4. Revocation of List. An employment or promotional list may be revoked and another examination ordered only when, upon recommendation of the Secretary and Chief Examiner and approval of the Commission, such action is deemed advisable and in the best interest of the City.

RULE X - APPOINTMENT

Section 1. Procedure. All vacancies in the classified service shall be filled either by original appointment, temporary appointment, provisional appointment, re-employment, promotion, transfer or demotion. The Commission will advise appointing authorities as to which of these methods should be employed in each instance, but the final decision will be left to the appointing authorities. Upon being advised by the appointing authorities as to the type of appointment to be made, the Commission shall certify the names of persons highest on the applicable eligibility list for the class to which the vacant position has been allocated. If these persons are unwilling to accept appointment or, if for any other reason there is no such list for the class, the Commission shall authorize a provisional or temporary appointment list for such class, or the Commission shall determine what list it deems appropriate for such class and certify the three highest rated. The appointing authority, after selecting the applicant of his/her choice from any of the top (5) candidates, shall submit in writing to the Commission his/her reason or reasons for making the particular appointment.

Section 1.1. Promotional Appointments. Whenever an appointment is by promotion and there are fewer than three persons eligible to be referred for the promotional appointment, the appointing authority may request that the position be opened for referral of additional persons not then serving with the department.

Section 2. Failures to Respond. Whenever a candidate, whose name has been certified for appointment, fails to answer an inquiry of the Secretary and Chief Examiner or of the appointing authority within ten (10) business days succeeding the notification, or fails to accept an appointment when offered it within the same period, or within the next succeeding business day when notification is supplied, he/she may be deemed to have declined appointment. If a candidate accepts appointment within the period outlined and fails to present him or herself within three (3) days of the date specified in the notice, he/she will be deemed to have declined appointment.

Section 3. Emergency Appointments. To meet the immediate requirements of an emergency condition which threatens life or property, the appointing authority or department head may employ any person or persons whom they may be legally
empowered to appoint without restriction of Civil Service Law and these Regulations. Such employment shall be limited to the duration of the emergency period, but in no event shall the emergency period exceed six (6) months.

Section 4. **Provisional Appointment.** As soon as possible following a provisional appointment, the Secretary and Chief Examiner shall announce and conduct the examination and shall certify a name for regular appointment in the usual manner.

No provisional appointment shall be continued for a period longer than six (6) months in any one year except by unanimous approval of the Commission. No time spent as a provisional appointee shall be credited to the probationary period, or be utilized for computing any privilege accruing under Civil Service Law or these Regulations.

Section 5. **Temporary Appointment.** Temporary appointment is appointment from an employment or promotional list in the usual manner, but to fill a position the duration of which does not exceed six (6) months. In making such an appointment, the appointing authority shall make requisition to the Secretary and Chief Examiner in the manner provided for regular appointments, but shall indicate the time in which it is estimated a position will terminate. The Secretary and Chief Examiner shall notify the person or persons appearing on the appropriate eligible list, or lists, indicating the nature of the position and its duration, to learn who may be willing to accept temporary appointment. The most qualified person or persons willing to accept shall be certified for temporary appointment.

No temporary appointment shall be continued and no person shall be employed on a temporary basis for more than six (6) months in any one (1) year. Temporary service shall not be credited on any probationary period or used in computing any privilege accruing under Civil Service Laws or these Regulations.

**RULE XI - PROBATIONARY PERIOD**

Section 1. **Length of Period.** No person shall be finally appointed to a position until he/she has satisfactorily served a probationary period of twelve (12) months. Persons re-employed following layoff and who have formerly acquired permanent status in the class shall not be subject to probation.

Section 2. **Termination of Probationer.** During the probationary period the appointing authority at his/her discretion may terminate the employment of a probationary employee. Notice of such termination, with the reason therefore, shall be given the probationer, and a copy forwarded to the Secretary and Chief Examiner.

Section 3. **Termination of Probationary Status.** After twelve (12) months' probation the appointing authority shall report to the Commission on the probationer's service and efficiency.
Section 4. **Termination after Promotion.** A promotional appointee who is terminated during the probationary period from the position to which they were promoted shall be restored to the position from which he/she was promoted.

**RULE XII - TRANSFERS, LAY-OFFS AND REDUCTIONS**

Section 1. **Transfers.** Transfers consist of the change of an employee from one position to another position in the same or comparable class. The change of an employee from a position in a class lower, to a position in a class with a higher, maximum rate of pay as set by the negotiated contract shall be deemed a promotion and may be accomplished only in the manner provided in these Regulations for making promotional appointments. A transfer of an employee from a position in a class with a higher, to a position in a class with a lower, maximum rate of pay as set by the negotiated contract shall be deemed a demotion and may be accomplished only in the manner provided in these Regulations for making demotional appointments.

Section 2. **Lay-off.** Whenever the appointing authority contemplates a reduction of staff because of shortage of funds, lack of work, or material reorganization of the department, notice thereof shall be sent by the appointing authority to the Secretary and Chief Examiner. When it is decided which positions are to be vacated, employees holding positions within a class shall be laid off in inverse order to their length of service. Any complaint by a permanent employee that lay-off was in bad faith shall be investigated by the Civil Service Commission. If the Commission finds that the lay-off was not made in accordance with these Regulations, it may order the reinstatement of the permanent employee or employees.

Notice of lay-off shall be given to the employee concerned and to the Secretary and Chief Examiner at least two weeks before the effective date thereof. Employees laid-off shall have their names placed on the eligibility list of the class to which their position was allocated in accordance with these Regulations.

**RULE XIII - SUSPENSIONS, DEMOTIONS, DISCHARGES**

Section 1. **Suspensions.** The appointing authority may suspend for disciplinary purposes a permanent employee without pay for a period not to exceed thirty (30) days in any twelve-month period; the appointing authority may delegate the responsibility to his/her department head. Such action shall immediately be reported to the Secretary and Chief Examiner. A suspended employee may, within ten (10) days from the date of his/her suspension, file with the Commission a written request for an investigation and hearing, which the Commission shall conduct. The Commission, within fifteen (15) days after receipt of such request shall hold, or provide for holding, a hearing at which the employee and the appointing authority shall have the privilege of being heard. All hearings shall be informal and shall be conducted with the object of obtaining the facts in the matter and of arriving at a just and equitable conclusion as to whether or not the suspension was made for religious or political reasons, or for cause in good faith. Within ten (10) days of the
conclusion of the hearing, the Commission shall render its decision. If the decision orders a modification of the suspension, it shall be accompanied by a supporting statement showing wherein the Commission believes religious or political prejudice was practiced, that poor faith was exemplified, or that cause was lacking.

Section 2. Demotion and Discharge. The appointing authority may demote or discharge a permanent employee for inefficiency or other just cause; the appointing authority may delegate the responsibility to his/her department head. In all such cases, written reason therefore shall be furnished the employee and the Secretary and Chief Examiner at least five (5) days prior to the effective date of the demotion or dismissal. Within ten (10) days from the date of the demotion or dismissal, the employee may file a written request for a hearing before the Commission. The Commission, within fifteen (15) days after receipt of request, shall hold, or provide for holding, a hearing at which the employee and the appointing authority shall have the privilege of being heard, either personally or through counsel. All hearings shall be informal and shall be conducted with the object of obtaining the facts in the matter and arriving at a just and equitable conclusion as to whether or not the demotion or discharge was made for the religious or political reasons, that prejudice was practiced, that poor faith was exemplified, or that cause was lacking.

Section 3. Cause for Discharge. The following are declared to be cause for discharge from the classified service, although charges may be based on cause other than those enumerated. Any of these charges shall be spelled out in full detail and be clearly defined.

A. Incompetency, inefficiency, or inattention to, or dereliction of duty;

B. Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public or a fellow employee, or any other act of omission or commission tending to injure the public service; to any willful failure on the part of the employee properly to conduct himself/herself or to obey any lawful or reasonable direction when such failure or violation amounts to insubordination or serious breach of discipline; or any willful violation of the provisions of Chapter 41.08 RCW, these Regulations, or other official orders, State Law or City Ordinance;

C. Mental or physical unfitness for the position which the employee holds;

D. Dishonest, disgraceful, or prejudicial conduct;

E. Drunkenness or use of intoxicating liquors, narcotics, or any other habit-forming drug, liquid or preparation, to such extent that the use thereof interferes with the efficiency or mental or physical fitness of the employee, or which precludes the employee from properly performing the function and duties of any position under Civil Service;

F. Conviction of any felony or a misdemeanor involving moral turpitude;
G. Acceptance for personal use of a fee, gift, or other valuable thing in the course of work, when given in the hope or expectation of receiving a favor or better treatment than that accorded the public generally;

H. Failure to pay just debts, if scandal is caused because of such failure;

I. Conduct subversive of public order and discipline, and sustained conduct detrimental to the efficiency or morals of the service; or

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

RULE XIV - LEAVES AND RESIGNATIONS.

Section 1. **Leaves of Absence Without Pay.** In accordance with provisions of applicable ordinances, the appointing authority may grant a permanent employee leave of absence without pay as authorized by the Commission; the appointing authority may delegate the responsibility to his/her department head. No leave without pay shall be granted except upon request of the employee. Whenever granted, such leave shall be in writing and signed by the appointing authority or department head; a copy shall be filed with the Secretary and Chief Examiner. Upon the expiration of a regularly approved leave without pay, the employee shall be reinstated in the position held at the time leave was granted. Failure on the part of an employee on written leave to report promptly at the expiration of a leave shall be cause for discharge.

Section 2. **Vacation and Sick Leave.** Vacation and sick leave shall be granted in accordance with the City ordinance, or by union contract.

Section 3. **Resignations.** An employee, desiring to leave in good standing the classified service of the City, shall file with the appointing authority, at least two weeks before leaving, a written resignation stating the effective date and reasons for leaving. The resignation shall be forwarded to the Commission with a statement by the appointing authority or department head with respect to the resigned employee’s service, performance, and any pertinent information concerning the cause for resignation. Failure by the employee to so comply shall be entered on the service record of the employee and may be cause for denying future employment by the City. The resignation of any employee who fails to give notice shall be reported by the appointing authority or department head immediately.

RULE XV - RECORDS AND REPORTS

Section 1. **Roster Card.** The Secretary and Chief Examiner shall maintain in his/her custody a service or roster card for each employee in the classified service, showing
name, title or position held, the division within the employing department to which assigned, the salary, changes in employment department to which assigned and the salary, changes in employment status, leaves, and all other information that may be considered pertinent. Access to these records shall be restricted to the appointing authority, department head, and members of the Civil Service Commission.

Section 2. Examination Records. The Secretary and Chief Examiner shall similarly maintain an examination record for every applicant, to include the applicant's name and address, the date and title of examination, complete ratings earned, and the grade obtained if successful. If unsuccessful, this fact should be recorded. Access to these records shall be restricted to the appointing authority, department head, and members of the Civil Service Commission.

Section 3. Access to Public Records. The Secretary and Chief Examiner shall have access to all departmental and institutional documents and records, the examination of which will aid him/her in the discharge of his/her duties.

Section 4. Records Open to Public. The minutes of all Civil Service Commission meetings shall be open to the public during office hours of the City Hall and may be inspected upon application to the Secretary and Chief Examiner.

Section 5. Destruction of Records. Examination cards and roster cards and the minutes of the Civil Service Commission shall be kept permanently. All other records pertaining to personnel recruitment, including applications, correspondence, examinations, and reports may be destroyed after thee (3) years, in the manner provided by law.

Section 6. Reports. The appointing authority shall report to the Secretary and Chief Examiner in writing and upon forms prescribed by the Commission, all employments and all changes whatsoever in the status of personnel, supplying the name of the new appointee or employee, the title of his/her position and date of commencement of service, and any change recommended or made therein, and shall report from time to time as may be required by the Secretary and Chief Examiner additional data covering the competitive service, including reports of employee's performance and productivity, upon such forms or in such manner as may be approved by the Civil Service Commission. Any performance report or rating shall be available for inspection by the employee concerned who may discuss it with the official making the report or rating and may file a statement in explanation of any adverse report or rating and shall be made a part of the employee's record.

Section 7. Annual Report. The Secretary and Chief Examiner shall prepare a summarized annual report of his/her and the Commission's activities for approval by the Commission and submission to the Mayor.
RULE XVI - TRAINING

Section 1. Responsibility of Officers. Department heads and supervising officials are responsible for the induction and training of employees in specific duties of their position and for explaining the policies, objectives and methods of the department in relationship between the department and its operation, and other departments and their operations. On request, the Secretary and Chief Examiner and the Commission shall cooperate with the supervising officials in the exercise of this function and purpose.

Section 2. Special Training Permissible. Department heads and supervising officials will keep the Secretary and Chief Examiner and the Commission fully informed as to the training of employees, looking forward to the improving of the efficiency and broadening of the knowledge of the officers and employees in the performance of their respective duties.

Section 3. Credit for Training. Employees who enroll in and successfully complete extension courses, correspondence, or other special training courses shall report to the department head of their action and progress, and he/she may offer such advice and assistance as may be within his power. The successful completion of specialized training courses may be considered in making advancements and promotions.

RULE XVII - COMPLAINTS

Section 1. Procedure. Any person may file with the Secretary and Chief Examiner or the Commission a complaint against any decision, action or thing, or a petition in support of any privilege or right involving personnel matters. The Commission shall investigate and may hold a hearing, and may issue recommendations or a directing order. No investigation or action shall be taken in accordance with the provisions of this rule until after the appointing authority has been notified of, and furnished a copy of the said complaint.

RULE XVIII - FIRE DEPARTMENT STANDARD OPERATIONS PROCEDURES (SOP)

The Commission hereby adopts the existing Fire Department SOP’s containing a description of necessary rules and regulations for the administration of the department.

RULE XIX - AMENDMENTS

Section 1. Procedure. After adoption, these rules may be amended by submission and reading of the proposed amendment at any regular meeting of the Commission. A vote on the proposed amendment shall be taken at a regular meeting of the Commission. If approved by at least two members, the amendment shall be adopted and shall be in immediate effect.
Approved and adopted by the City of Lynden Civil Service Commission on Tuesday 07/31/2018, with the Mayor concurring:

Mayor Scott Korthuis

Secretary, Christina Read

Commissioner, Phil Vander Ploeg

Commissioner, Arvid Hagen

Commissioner, Ken Stap

Date

Date

Date

Date