

**90.160 Rules and regulations governing classification, tests, eligible lists, probation, reinstatement, promotion -- Other rules.**

- (1) The board shall, after public notice and hearing, make, promulgate, and if and when necessary, amend, rules and regulations for the appointment, transfer, laying-off, reinstatement, deductions from pay, leave of absence, promotion, demotion, dismissal, and suspension, of all employees of the city in the classified service within the purview of KRS 90.110 to 90.230, including those who may hereafter be placed in the classified service pursuant hereto, and for the classification of such employees for appointment, promotion and transfer, and shall report its proceedings and rules to the mayor, legislative body, the director of public welfare, the director of public health, and the director of safety of the city. Such rules shall, among other things, provide:
  - (a) For the standardization and classification of all offices, positions and employment in the classified service and the classification thereof into groups and subdivisions to be based upon and created according to the respective duties and responsibilities thereof, and shall be so arranged as to promote the filling of the higher grade as far as practicable by promotion.
  - (b) For open competitive tests to ascertain the relative fitness of all applicants for appointment to said offices, positions and places of employment in the classified service within the purview of KRS 90.110 to 90.230, including those which may hereafter be placed in the classified service pursuant hereto, and such tests shall be practicable and relate to matters which will fairly measure the relative fitness of candidates to discharge the duties of the positions or offices or places of employments to which they seek appointment. Notice of such tests shall be given by publication pursuant to KRS Chapter 424 and by posting notices in the city hall.
  - (c) For the creation of eligible lists upon which shall be entered the names of successful candidates in the order of their standing through examination; and for the filling of places in the classified service by the appointing authorities who shall select from not more than three (3) candidates graded highest on the appropriate eligible list.
  - (d) For a period of probation not exceeding twelve (12) months nor less than six (6) months, before an appointment or employment is made a regular appointment.
  - (e) For reinstatement on the eligible list of persons who, without default or delinquency, are separated from the service.
  - (f) For promotion from the lower grades to the higher based on records of efficiency and seniority to be furnished by the appointing authority and kept by the board, or upon competitive promotion tests, or both.
- (2) The enumeration of the foregoing subject matter of rules and regulations is not exclusive, and the board may make and promulgate such other reasonable rules and regulations as are necessary or desirable to the enforcement of and not inconsistent with KRS 90.110 to 90.230.

**History:** Amended 1966 Ky. Acts ch. 239, sec. 62. -- Created 1942 Ky. Acts ch. 16, sec. 4.