

**CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
DEPARTMENT OF HUMAN RESOURCES**



EMPLOYEE REFERENCE MANUAL

RECRUITMENT/EXAMINATION/CERTIFICATION

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FOREWORD

We know that new employees feel "lost" once employed by Civil Service. To make the system easier for you to understand, we have developed this manual for your use, whether you are applying for the first time since you've been hired or not, this information will be useful to you.

All open positions within the city are placed on the Job Hotline recording (225)344-4636 (Current Openings – Ext. 1603, Continuous Openings – Ext. 1604, Promotional Openings – Ext. 1609) or the Internet at www.brgov.com/dept/hr, which is updated every Monday morning. Make a point to check the hotline weekly. However, as a certified employee you may apply for any position for which you qualify.

All individuals are encouraged to compete for promotional positions within the City of Baton Rouge.

The City of Baton Rouge is an equal opportunity/reasonable accommodation employer. This means that the City does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you feel that you require assistance in the testing process due to a disability, please contact the Recruitment/Examination Division at (225)389-3132.

This manual is intended as a guide, a condensed statement of recruitment, examination and employment procedures, and may not answer all your questions. To request additional information, call the Department of Human Resources Recruitment Division at (225)389-3132.

INTRODUCTION

A key element of fair and forthright Human Resources Administration is for employees to know the rules/procedures under which they operate. This manual presents those rules. It is our effort to help you understand the rules, policies, and procedures that govern the Recruitment/Examination/Certification division of the Human Resources Department.

We are confident that this manual will be an important tool in helping all employees better understand the Civil Service System, leading to a more effective and efficient administration of the Personnel System for all City-Parish employees.

PART I

DEFINITIONS

1. "Applicant" means any person who has filed an application for a civil service classification, or any person who is making an application for such classification.
2. "Appointing Authority" means any officer, board, agency, corporation, commission, person or group of persons having the power to make appointments to positions in the Parish and City Service.
3. "Appointment" means the designation of a person, by due authority, to become an employee in a position, and his induction into employment in such a position.
4. "Board" means the Parish and City Personnel Board.
5. "Charter" means the Plan of Government of the Parish of East Baton Rouge and the City of Baton Rouge.
6. "Class" or "Class of Position" means a definitely recognized kind of employment in the classified service, designated to embrace positions that are so nearly alike in the essential character of their duties, responsibilities, and consequent qualification requirements, that they can fairly and equitably be treated alike under like conditions for all personnel purposes.
7. "Classified Service" means all offices and positions of employment in the Parish and City Service, except those placed in the unclassified service by the Charter.
8. "Competitive Position" means any position in the classified service that is subject to the requirements of these Rules relating to appointment on the basis of competitive test of fitness, and applies to every position in the classified service that is not expressly excepted or included among the position in the unclassified service.
9. "Continuous Examination" means an examination for which no final filing date has been set, which will be given on more than one date, and from which the resulting employment list is an open list.
10. "Demotion" means a change of a regular employee in the classified service from a position of one class to a position of another class for which a lower maximum rate of pay is prescribed.
11. "Department" means the Department of Human Resources, including both the Board and the Administrator.
12. "Departmental Promotion List" means a list of eligibles who are employees of one department.
13. "Director" means the Parish and City Human Resources Director.
14. "Eligible" means a person whose name is on a employment list.

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15. "Employee" means a person legally occupying a position.
16. "Employment List" means an original entrance employment list, a promotion list, or a reemployment list.
17. "Entrance Level Classes" means classes in the Parish or City Service which can be properly filled, in the opinion of the Administrator, by persons who have not had experience in other classes in the classified service.
18. "Entrance Test" means a test for position in a particular class, admission to which is not limited to the persons employed in the Parish and City Service.
19. "Lay Off" means the removal of an employee because of lack of work, failure of financial appropriation or other causes which do not reflect on the employee.
20. "List" means an employment list, or original entrance employment list, a promotion employment list, or a re-employment list.
21. "Open List" means a list to which eligibles may be added from time to time through the continuous examination procedures.
22. "Original Entrance Employment List" means an employment list for a class resulting from tests of fitness open to all applicants who meet the prescribed requirements for admission to the tests, regardless of prior employment in the classified service.
23. "Position" means any office and any employment in the service of the Parish and City. "Position" does not mean or include the employment of an independent contractor, the duties of which call for services to be rendered by one person.
24. "Preferred Reemployment List" means an employment list for a class consisting of a list of names of persons who have previously occupied positions allocated to the class, and who have been found to be entitled to reappointment to positions in such class under the provisions of these Rules before the position can be filled by other methods.
25. "Promotion" means a change of an employee in the classified service from a position of one class to a position of another class for which a higher maximum rate of pay is provided in the pay plan.
26. "Promotion Employment List" or "Promotional List" means an employment list for a class resulting from tests of fitness limited to applicants who are employees of lower classes in the classified service.
27. "Promotion Test" means a test for positions in a particular class, admission to which is limited to employees in the classified service who have held a position in another class.
28. "Qualifications" means the minimum knowledge, skill, ability, experience, education, and physical requirements determining the eligibility of an applicant for a particular civil service classification.

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29. "Reemployment List" means an employment list for a class consisting of a list of names of persons who have previously occupied positions allocated to the class, and who have been found to be entitled to certification for reappointment to positions in such class under the provisions of these Rules.
30. "Regular Employee" means an employee who has been appointed to a position in the classified service in accordance with these Rules and has completed his/her working test period.
31. "Service" means the classified service.
32. "Temporary Appointment" means an appointment for a limited period of service without acquisition by the appointee of any continuing right to be retained as an employee beyond such period.
33. "Transfer" means movement of an employee from a position of one class to one of another class having the same maximum rate of pay and requiring in substance, no different qualifications.
34. "Transfer List" means a list of employees who have filed a written request for transfer to another department.
35. "Seasonal Employee" is one who is employed in a temporary status for a particular seasonal function such as a School Crossing Guard. An employee in this status is not entitled to fringe benefits afforded a regular full-time employee.

PART II

RECRUITMENT PROCEDURES

FILING EMPLOYMENT APPLICATIONS

Applications are accepted on a continuous basis from any City-Parish employee with classified status for any position for which they qualify.

The Recruitment Division e-mails job announcements to each division weekly to be posted in various City-Parish offices. Each job announcement lists available positions, job descriptions, requirements, salaries, locations and final filing dates. It is imperative that applications are received timely. Any applications received after the date specified on any job announcement will not be admitted for grading or testing to that eligible list but will remain in the active file until the next grading series.

Résumés are not accepted in the place of an application. Therefore, it is necessary that you give detailed description of your job duties on your employment application (Do not state "See résumé" when asked to describe your responsibilities and experience). If you need more space to describe additional work experience relevant to the position, request a job history application supplemental sheet to more fully explain specific experience or qualifications.

A separate job application must be submitted for each job. You may submit a copy of your application. In fact, it is recommended that you submit copies (provided that they are clear and complete) of employment applications and retain your original application for future use.

Applications written in pencil or copies that are of poor quality, bent, rolled, stained, etc. are not acceptable.

HOW TO FILL OUT YOUR EMPLOYMENT APPLICATION

Many applicants either have their applications rejected or their scores affected by application errors that may be avoided. The following list is an effort to help you avoid the most common mistakes. Please read it carefully before submitting your employment application.

Education Related Information

Original education, certification and similar documents will be required with employment applications. The Recruitment staff will make copies of your originals for attachment to your employment application.

Educational requirements are met only through accredited institutions. The institutions must be accredited by an agency recognized by the United States Department of Education.

If your college diploma does not specify what your major field of study was, an official transcript is a better document to submit. Education points may be awarded, in many cases, only if the specific degree is indicated.

It is best to include all levels of higher education documentation because credit may be given for a

specific bachelor's degree that would not be evident on a master's diploma.

Even if you did not complete college, it is still beneficial to submit an official transcript of completed courses because partial credit may be afforded.

If you are applying for a position that requires a college degree and you either did not complete college, or completed but not in the required field, you must list your major undergraduate subjects and credit hours to be considered for admitting.

Employment Related

Print legibly in ink or type so that we are able to read and understand what is written.

Months and years must be indicated for the start and end dates of each job held. "Current", "present", "still employed", or similar must be indicated if an ending date is omitted from an application.

Check your starting and ending dates for feasibility. Look for errors such as employed from 2/6/87 - 1/14/82 or a date of 14/2/93, or 6/8/10. These types of errors will prevent you from receiving credit for some of your employment history.

If hours worked are omitted, you will not get credit for that period of employment. If the hours varied, list a range such as "5-15" hours, or "20-40" hours. If you often worked overtime, "40+ " is acceptable in the hours box.

Title of position held should be your official title and not a working title or multiple titles.

Please include detailed descriptions of your job duties/responsibilities. Make sure your statements are clear. If you describe your experience by writing, "responsible for the work flow in an office", we cannot tell the nature of work. A better description might be, "I supervised and assigned work to four typists. The work was performed as clerical support for three attorneys. I prepared the budget for and managed the typing section." Do not write, "worked as a civil engineer." Write "surveyed road locations. designed wooden bridges and concrete piers for recreational roads."

Proof of volunteer experience must be attached to your application. A letter on the organization's letterhead specifying the nature of work, average number of hours worked per week and beginning and ending dates is required.

Please do not use abbreviations, initials or military jargon when describing your duties or listing your job title.

If you have held a position requiring skill in the operation of a specific piece of equipment, please indicate this within your list of duties/responsibilities.

The amount of space provided on the application may not be sufficient. If you need more room, you may ask for a supplemental sheet to add additional information.

Application Supplements

For Maintenance Worker, Heavy Equipment Operator and Maintenance Worker Supervisor applications, equipment lists must list employers and must be consistent with the employment history on your employment application.

If you are applying for a Maintenance Worker, Heavy Equipment Operator or Maintenance Worker Supervisor classifications and have a Commercial Driver's License, Human Resources staff will need to copy your driver's license when you submit your employment application.

Veteran's Preference

You must submit a copy of your DD214 and/or proof of service connected disability for veteran's preference points to be awarded.

Miscellaneous

Remember to sign and date your employment application.

Résumés may be attached, but are not accepted in place of the employment application.

A separate employment application is required for each position for which you are applying. However, copies are acceptable if each is complete and signed.

Present your driver's license and social security card with each application.

All certifications and licenses listed in your employment application need to be documented. Please bring your original documents for proof of certification/licensure. We'll copy your originals and return them to you. Then, as long as they remain valid, you do not need to provide them again. However, when you renew a license or certification, bring your new documentation for us to copy so that we can update your record.

A current City employee who is working out of class must submit a letter from his or her supervisor indicating the duties being performed. Without this documentation, credit cannot be given for the higher level of responsibilities.

The application form and its contents are the official property of the City of Baton Rouge and will not be returned, reused or copied for you after being submitted. You should retain a copy of your application for future use or reference.

Remember all applicants are allowed thirty (30) days after being placed on the eligible list to provide proper documentation of transcripts/DD214 in order to receive any additional grading credits.

JOB QUALIFICATION ANALYSIS

Human Resources Analysts assigned to the Recruitment Division review the application material submitted. These materials may include a special questionnaire, a list of college and training classes or a check list of experience. It is extremely important to include all information requested. Include not only paid work experience, but all other experience which may apply to the job, e.g., volunteer experience, licenses, professional affiliations, training or any other special qualifications. The analyst will review all of the information you have submitted and compare it to the qualifications contained in the class specification. Failure to include all information requested could result in the rejection of your application. Without accurate and complete information, we will not be able to determine whether you meet the minimum qualifications for the job class.

PROHIBITED PRACTICES UNDER THE ADA

Under the provision of Title I of the Americans with Disabilities Act (ADA), discrimination is prohibited in state and local governments in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment related activities.

Employers with 25 or more employees are covered under Title I of the ADA since July 26, 1992. The Department of Human Resources, Recruitment and Examination Division has taken the necessary measures to comply with the provisions under Title I effective January 1, 1992. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

PART III

EXAMINATION PROCEDURES

EXAMINATION

Written Examinations/Test Construction/Validation

Representatives from various divisions (subject matter experts) are called upon to aid in the construction of test items due to the technical nature of some classes. This contact affords not only the opportunity for technical assistance, but also allows for an integration of specific department needs into the actual testing procedure.

Examination Administration

Applicants wishing to take a written examination should report to the Recruitment office with a completed employment application on the morning or afternoon they wish to test. Walk-in test schedules and other testing information are available in the Recruitment office. Applicants must furnish picture identification and proof of social security number before admittance to examination. Applicants reporting after the examination is in progress will not be admitted. Cell phones, PDA's and other electronic devices are not permitted in the test room.

Notice of Examination Results

An official notification of examination results is mailed to the applicant after the grading process is completed. Under Civil Service Rules & Regulations sixty (60) days are allowed for notification. If an applicant has passed an examination, his/her name is placed on the Employment Register (eligible list) for that class and will be certified for consideration of employment to any vacancy whenever his/her name is within the top three grade groups on the list.

If your address has changed, and you have not notified this office, we are not responsible for any communications which are not deliverable. All requests of change of address must be submitted in writing.

Examination Breakdown after the Exam

Examination breakdowns allow applicants to view the results of failed examinations. They identify subject areas and basic test performance relative to your strengths and weaknesses. Additionally, Raw Score Data are provided to show how your overall score was derived. A request to obtain an examination breakdown after the examination must be made within thirty (30) days after taking an examination. Any request made after the thirty (30) day limitation period will not be honored.

GRADING PROCEDURES

Grades for the classifications are based on one or more of the following:

1. Written examinations ratings

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2. Training and experience evaluations
3. Preference points

Written Examination Ratings

Written examinations are scored based on pre-established passing percentages. Questions left unanswered are wrong answers.

Training and Experience Evaluations

Prior employment is reviewed and analyzed with regard to term of employment and relevance to the classification being sought. With consideration of these factors, points are awarded and totaled into an experience rating. The experience rating is calculated, along with any earned education points, into a final training and experience score.

Preference Points

To an applicant's final score, preference points may be awarded. Preference points make it possible for a score to exceed the maximum score of 100.00. You must first pass the examination prior to receiving any preference points.

Seniority Preference Points - All regular City-Parish employees who complete their probationary period (working test period) will have added to their rating one seniority preference point per year of continuous service, up to a maximum of five points.

Veteran's Preference Points - Any person who has served in the Army, Navy, Marine Corps, Coast Guard or Air Corps of the United States with six months active duty and has been honorably discharged therefrom shall be entitled to have added to his/her rating in any examination held under the provisions of the Plan of Government, ten (10) points on a scale of one hundred if he/she is eligible for or actually receiving disability compensation, pension, or other benefits from the United States, or five (5) points on a scale of one hundred if he/she is so eligible.

PERFORMANCE TEST

Performance tests measure abilities such as typing and software skills or the use of office equipment and assess the ability to actually perform job-related tasks. Performance tests are not factored into an applicant's final score.

Performance tests may also be inclusive on-the-job probationary periods. Probationary periods on-the-job are sometimes considered as the ultimate performance test.

REAPPLICATION RATING

City-Parish employees who are on eligible lists may apply for the same job after six (6) months of eligibility. It is important that you realize, your last test results will replace the first test results. If you have failed the examination, you may take the examination again after a minimum of 3 months.

RATING FOR CLASSES LOWER IN A SERIES

Applicants who pass an examination of a higher classification may request to be eligible for a lower classification in the same series.

COMBINING OLD EMPLOYMENT LISTS WITH NEW ONES

When an employment list is established for a class for which an employment list of the same type already exists, the new and old names are merged together. Names from the old list shall be removed from the combined list at the time the old list is allowed to expire. If the name of any individual appears on both the old and the new lists, his/her standing on the combined list shall be by the most recent score obtained.

PART IV

CERTIFICATION PROCEDURES

TYPES OF APPOINTMENT

Permanent (Regular or Promotional Certified) Appointment

When an appointing authority proposes to fill a vacancy in the classified service, he/she submits to the Human Resources Director a requisition requesting the Director to certify applicants in the top 3 grade groups for appointment to the vacancy.

Conditional Appointment

The appointing authority may make an appointment on a conditional basis to fill a vacancy created by an incumbent on an authorized leave of absence.

Provisional Appointment

When a vacancy is to be filled in a position for which there is no list of eligibles or less than three (3) names on an eligible list, the Appointing Authority with prior approval from the Director, may make a temporary appointment for a period not in excess of three (3) months and is not renewable.

Emergency Appointment

When an emergency exists requiring an appointment, an emergency appointment can be made for forty-five (45) days and is valid for a maximum of ninety (90) days. However, after that period, the Personnel Board is needed for extension approval.

Substitute Appointment (Special assignment of duties)

Whenever the services of an employee are temporarily needed in any other position, in the same or another organizational unit, the employee may be temporarily assigned the duties of the other position for a period, or periods, not to exceed, in the aggregate, sixty (60) days within a calendar year. The Director may in extenuating circumstances, permit in excess of sixty (60) days.

Seasonal Appointment

Is one who is employed in a temporary status for a particular seasonal function such as a School Crossing Guard. An employee in this status is not entitled to the fringe benefits afforded a regular full-time employee.

METHODS OF FILING VACANCIES

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Vacancies in positions in the classified service shall be filled from:

1. Preferred re-employment list (eligible certified employees laid off).
2. Regular re-employment list (eligible certified employees resigned from City-Parish employment).
3. Composite competitive (mixed list composed of both promotional and open competitive in grade order).
4. Promotional (eligible certified employees working within the City-Parish)

Open Competitive Registers may expire at the end of 6 months and Promotional Registers after 36 months.

Entrance appointments are made at the minimum salary except for classifications with special recruiting rates. Vacancies may also be filled by demotion, transfer, re-instatement or temporary appointment in accordance with the provisions of the Charter and Rules.

ESTABLISHMENT OF PREFERRED RE-EMPLOYMENT LISTS

The name of a regular employee, upon his/her request shall be placed on a preferred re-employment list for the class of position he/she formerly held under the following conditions:

1. If he/she is promoted and is required to vacate the position which he/she was promoted to and cannot be reinstated in his/her former position because it has been abolished.
2. When the employee has been granted leave of absence without pay, or maternity leave and the position no longer exists at the time the leave expires.
3. When an employee is laid off after possibilities of transfer have been exhausted.

Unless the name of a person placed on a preferred re-employment list is removed under some other provision of the Rule, it shall remain thereon until two (2) years after his/her classified service was terminated.

ESTABLISHMENT OF RE-EMPLOYMENT LISTS

Before the expiration of one year after the date of separation of a regular employee whose services were terminated for other than action, fault, or delinquency on his/her part, the employee may request his/her name be placed on the re-employment list for the position he/she previously occupied. The employee also must have a satisfactory service rating. This may be exercised only three times. After three reinstatements, a former employee must take a new examination. The name of the employee may be placed on re-employment lists for other classes where no additional or different qualifications are prescribed for original entrance.

The name of the person placed on a re-employment list shall remain thereon until two (2) years after his/her classified service was terminated.

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ESTABLISHMENT OF EMPLOYMENT LISTS

Unless specifically stated in examination announcements, all examinations shall be given on an open competitive basis and employment lists shall be established from the results of the examinations. The list shall contain the names of all candidates who pass the examination whether or not they are in the classified service. Eligibles shall be ranked on the lists according to their earned ratings.

SELECTIVE CERTIFICATION

When an appointing authority deems that a person appointed to a position should possess special qualifications over and above those already prescribed for the class, he/she shall submit evidence satisfactory to the Director, that the position to be filled warrants such certification. The burden of proof shall be on the appointing authority to prove to the satisfaction of the Director that selective certification is warranted. Only those persons who have the required special qualifications shall be certified.

REMOVAL OF NAMES FROM REGISTER

Applicants will be removed from the register for the following reason(s):

1. Refusal of appointment
2. Appointment through certification from a list to fill a permanent position.
3. Appointment through certification from the eligible list for another class at the same or higher compensation.
4. Filing of a statement by the eligible that he/she is not willing to accept appointment.
5. Failure to respond, within the time specified in the notice, to any inquiry of the Administrator or appointing authority concerning availability for employment.
6. Failure to report to work after accepting appointment.
7. Expiration of the term of eligibility on an eligible list.
8. Notice by postal authorities of their inability to locate the eligible at his/her last known address.
9. Death of eligible
10. Loss of citizenship
11. Loss of eligibility of an individual who is found to:
 - a. Lack any of the qualifications prescribed as requirement for admission;
 - b. Be physically unfit to perform effectively the duties of a position;

- c. Be addicted to the habitual use of drugs or intoxicating liquors to excess;
- d. Have been adjudged guilty of a crime involving moral turpitude or notoriously disgraceful conduct;
- e. Have been dismissed from the public service for delinquency or misconduct;
- f. Have intentionally made a false statement on his/her application; in his/her test; or otherwise in securing eligibility for appointment or attempting to do so;
- g. Have failed to receive an appointment after being certified three (3) times to the same appointing authority.

PHONE NUMBERS

DEPARTMENT OF HUMAN RESOURCES TELEPHONE DIRECTORY

ANNETTE I. BOOKTER, Ph.D., HUMAN RESOURCES DIRECTOR.....	389-3129
Appointments for the Director	389-3129
Civil Service Procedures	389-3129
Classification & Pay Studies	389-3129
Dental Claims Information	297-2735
Discrimination Claims	389-8727
EEOC Officer.....	389-8727
File an Appeal with the Personnel Board.....	389-5680
Job Testing & Evaluation Services	389-3132
Job Information Line	344-4636
Current Openings	ext. 1603
Promotional Openings.....	ext. 1609
Medical Claims Information (Blue Cross)	293-2583
Medical/Dental/Life Insurance Enrollment	389-3050
Municipal Fire & Police Applications & Testing	389-5449
Payroll Information/Verification of Employment	389-3134
Personnel Rules & Policy Administration	389-3129
Personnel Board Information	389-5680
Personnel Allotment Changes	389-3129
Employee Relations	389-8727
Recruiting Staff Services - Applications	389-3132
Employee Health and Wellness	389-3335
Substance Abuse/Employee Assistance	389-3335
TDD.....	389-7691