

ARTICLE VI

CIVIL SERVICE COMMISSION

- [SECTION 1. MEMBERSHIP.](#)
- [SECTION 2. OFFICERS.](#)
- [SECTION 3. DUTIES, PRIOR SERVICE AND JOB CLASSIFICATION.](#)
- [SECTION 4. REMOVAL.](#)
- [SECTION 5. COMPENSATION AND FUNDS.](#)

SECTION 1. MEMBERSHIP.

A Civil Service Commission shall be established which shall consist of three (3) electors of the Municipality, not holding other municipal office or appointment, to be appointed by the Mayor, with the concurrence of a majority of Council, for a term of three (3) years; except that of the three (3) to be appointed for a term beginning January 1, 1962, one shall be appointed for a term of one (1) year, one shall be appointed for a term of two (2) years, and one shall be appointed for a term of three (3) years. No more than two (2) members shall be members of the same political party. Any vacancy occurring during the term of any member shall be filled for the unexpired term in the manner authorized for an original appointment.

SECTION 2. OFFICERS.

The Commission shall designate one of the members as Chairman and may appoint a Secretary who is not a member of the Commission, and who may not hold other municipal office or appointment.

(Amended 11-2-82)

SECTION 3. DUTIES, PRIOR SERVICE AND JOB CLASSIFICATION.

The Commission shall establish a job classification system as prescribed in the Rules- Regulations of the Civil Service Commission of the City of Sheffield Lake dated 1962 or any revisions thereafter.

(Amended 11-7-67)

Any person who shall have been continuously in full time employment in the service of the Municipality for a period of one (1) year, or more, prior to the approval of this Charter, shall be retained in the same or similar position without examination; except that such persons shall be required to submit to a physical examination given by a physician designated and paid by the Municipality, the results of which shall be filed with the Commission for record purposes only. Such persons shall otherwise be subject to all regulations and rules of the Civil Service Commission. The Commission shall provide by rule for the ascertainment of merit and fitness as a basis for an appointment and promotion in the service of the Municipality. The Commission shall determine the practicability of competitive examination for any non-elective office of job classification in the Service of the Municipality, and for appeals from the action of the Mayor or any Director in any case of transfer, reduction or removal.

(Adopted 11-7-61)

In addition to the other duties set forth herein, the Civil Service Commission shall, commencing in 1979 and at least every three (3) years thereafter review, and if necessary revise the rules-regulations of the Civil Service Commission of the City of Sheffield Lake in order to insure that they comply with all applicable Federal, State of Ohio and local laws and/or ordinances.

(Amended 11-7-78)

SECTION 4. REMOVAL.

The Mayor may at any time suspend any Commissioner for inefficiency, neglect of duty, malfeasance, misfeasance or nonfeasance in office, incapacity or incompetency; provided, however, that such suspension shall not become final without the concurrence of two-thirds (2/3) of the membership of the legislative authority.

SECTION 5. COMPENSATION AND FUNDS.

Members of the Civil Service Commission shall serve without compensation. A sufficient sum shall be appropriated by the Council to carry out the civil service provisions of this Charter.