

9.15 MILITARY PERSONNEL AND PROMOTIONAL EXAMS

Definitions: The following definitions apply solely to Rule 9.15.

“Accommodated employee” means an employee who missed a scheduled examination because he or she was on active military service on the scheduled examination date or for more than 30 consecutive days during the preparation period and requested the accommodation within 30 days of returning to City service.

“Current register” means the register created from the most recent promotional examination.

“Preparation period” means the time starting with the publication of the final examination bibliography and ending with the scheduled examination.

“Previous register” means the register created from the promotional examination that the employee missed because of active military service.

“Regular employee” means a person appointed from a register who has satisfactorily completed a one (1) year period of probationary employment.

“Scheduled examination” means an examination administered to create a register for a given position.

“Updated register” means the previous register that was adjusted to include the accommodated employee as though he or she did not miss the examination due to active military service.

Application of this Rule

The provisions of this Rule apply to a regular employee who was unable to take a scheduled examination because he or she was on active military service

- A. on the scheduled examination date; or
- B. for more than 30 consecutive days during the preparation period.

The Department’s Chief has final appointing authority on promotional decisions.

Examination Accommodation

Any regular employee may request accommodation if he or she was on active military service on the date of the scheduled examination or for more than thirty (30) consecutive days during the preparation period. The accommodation request must be made within thirty (30) days of returning to City service. The Commission will provide the following accommodations.

- A. The accommodated employee shall take the earliest scheduled examination unless he or she missed thirty (30) consecutive days of the scheduled examination’s preparation period due to active military service. In such case, the accommodated employee can choose to
 1. take the earliest scheduled examination; or
 2. take the following scheduled examination.

- B. If the accommodated employee is available and chooses to take the earliest scheduled examination, he or she
 - 1. may submit an application up to fifteen (15) days prior to the scheduled examination date; and
 - 2. waives the accommodations provided in Sections D-F of this rule.

- C. The accommodated employee may review the most recent promotional examination provided
 - 1. the accommodated employee can only review the examination and answers once;
 - 2. the accommodated employee must schedule the review with the Personnel Department's Fire & Police Unit;
 - 3. the review will take place under the supervision of the Personnel Department's Fire & Police Unit;
 - 4. the review must occur within sixty (60) days of the accommodated employee's return to City service; and
 - 5. the accommodated employee will not be granted access during the sixty (60) days immediately preceding the accommodated employee's scheduled examination.

- D. The Personnel Department's Fire & Police Unit shall work with the examination consultant to determine where on the previous register the accommodated employee would have been had he or she taken the missed promotional exam.

- E. If any of the employees promoted from the previous register fall below the accommodated employee's position on the updated register, the accommodated employee shall be placed in the first position on the current register. If more than one accommodated employee is placed atop of the current register, the accommodated employees will be placed in order of their current examination scores.

- F. If the accommodated employee is promoted from the current register, he or she shall be given retroactive salary and service credits beginning with the later of
 - 1. the date that the first employee below the accommodated employee on the updated register was promoted; or
 - 2. the accommodated employee's return to City service.

- 9.16 OPEN GRADED EXAMINATIONS. An examination may be advertised as open graded when, in the judgment of the Commission, it is in the best interests of the service.

- 9.17 VETERANS' SCORING CRITERIA STATUS. Anyone who is entitled to war veterans' scoring criteria status according to State of Washington law and who submits acceptable proof of release from active service in the armed forces under conditions other than dishonorable, shall have percentage points added to the grade of competitive City of Seattle examinations he or she passes after release from active service, as prescribed by law.

- 9.18 PREFERENCE FOR CITY SERVICE. In an open graded examination, candidates who are City employees and who have one full year of regular service in a lower class of related work, as defined in the class specification, and receive a passing grade in the examination shall have 5% of their examination grade added to such grade. Said credit may be applied anytime during the life of the examination register.