

MEMORANDUM

REVISION 258, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: May 13, 2005
SUBJECT: Revision of Career Service Board Personnel Rule 3-24 c)

The Career Service Board has adopted an amendment to Career Service Board Personnel Rule 3-24 c) eliminating the two year time limit on the re-use of test scores. The effective date of this revision is May 1, 2005.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove	3-4	September 7, 2000
Replace	3-4	May 13, 2005

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.

- 5) The employee has a work related injury, which renders him/her unable to take the test when scheduled.
- f) Scheduling of tests: Every effort shall be made to plan tests so as to prevent any disruption of work schedules in operating departments.

3-24 Test Scores

- a) Minimum Score: The Personnel Director must decide how tests are scored and what score is needed to pass. Scoring procedures must be the same for all the applicants tested at the same time with the same test. The Personnel Director may decide that by failing one part of a multiple part test, an applicant has failed the test and the other parts of the test cannot be taken.
- b) Final Rating: Final ratings must be based on the test score or, if more than one test was given, the total of the weighted test scores.
- c) Reuse of Passing Score: Passing test scores may be re-used for a period of time designated by the Personnel Director. The period of time may vary based on the subject matter contained in the test. An applicant may request the use of a passing test score for all classes for which the test applies. The creation of new or revised tests for a class will require all applicants to take and pass the new test to gain eligibility. (Revised effective May 1, 2005; Rules Revision No. 258B).
- d) Veterans Points
 - 1) Points must be added to passing scores of employment applicants who are not employees and who can prove they are U.S. military veterans. No one can be given more than ten points. Employees are not eligible to receive veteran's preference.
 - 2) Any official document of the Department of Defense or of the Veterans Administration, or any successor thereto, shall be proof, to the extent of the information shown thereon, of service under honorable conditions or of disability or death incurred in the line of duty during such service.
 - 3) Five points for people who were on duty with the U.S. military (not training) during any conflict and who were given honorable discharges.
 - 4) Ten points for people who while they were on duty (not training) with the U.S. military, were injured and who are getting money or retirement benefits from the U.S. government.
 - 5) Five points to any person whose husband or wife would have been given points because of U.S. military service or whose husband or wife died while on duty (not training) or because of active duty.