

First Biennial Report

OF THE

★ CIVIL SERVICE
COMMISSION

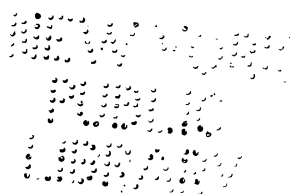
OF THE

STATE OF COLORADO

TO THE GOVERNOR

1907-1908

57-95



DENVER, COLORADO
THE SMITH-BROOKS PRINTING CO., STATE PRINTERS

1908

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COMMISSIONERS.

HENRY VAN KLEECK.

CHARLES R. BROCK.

JAMES H. PERSHING.

GEORGE P. WINTERS,
Secretary and Chief Examiner.

NOV 21 1895
JAN 18 1896
MAY 18 1896

Report of the Commission

To His Excellency,

HENRY A. BUCHEL,

Governor of the State of Colorado:

The Civil Service Law adopted by the Sixteenth Legislative Assembly of the State of Colorado entitled, "An Act in Relation to Civil Service in State Institutions and Municipalities," was approved by your Excellency on March 30, 1907, and became effective on June 30, 1907. Prior to this Act there were only two examples of Civil Service legislation in Colorado. The first was that contained in Article XX of the State Constitution submitted by the Thirteenth General Assembly and adopted by popular vote in October, 1902, which provided for a limited application of the Merit System in the charters of the City and County of Denver and of other cities which may elect to avail themselves of its provisions. It made it mandatory that the Departments of Fire and Police, and of Public Works and Utilities, should be placed under Civil Service regulations. It is under this provision that Colorado Springs, on November 3, 1908, voted by a majority of over 6,000 to frame its new charter. The second was an Act passed by the Fourteenth General Assembly, in April, 1903, entitled, "An Act Concerning Irrigation Division Engineers and Other Irrigation Officers," which provided for five division irrigation engineers to be appointed by the Governor from a class of eligibles to be created by examinations held by the State Engineer, but without regard, however, to their comparative eligibility. The greatly increased efficiency in the public services affected, realized from the enforcement of these laws, created a public demand for a further extension of the Merit System, which resulted in the passage of the Act by the last Assembly.

ORGANIZATION.

On April 11, 1907, your Excellency appointed Henry Van Kleeck, Charles R. Brock and James H. Pershing as Civil Service Commissioners to enforce this law. The Commission organized on September 5, 1907, by electing Henry Van Kleeck President and James H. Pershing Secretary pro tem. Several months prior to this time the Commission had been in consultation with Civil Service experts throughout the country relative to the rules and regulations to be adopted. We feel that we are especially indebted to Elliott H. Goodwin, Secretary of the National Civil Service Reform League, for his able counsel

and advice in formulating the rules, which we finally submitted to you on September 5, 1907. The rules as set forth in full elsewhere herein were finally approved by you on December 10, 1907. Thereupon the Commission proceeded to draft regulations for the guidance of applicants in examinations to be held under the Civil Service Law.

EXAMINATION FOR SECRETARY AND CHIEF EXAMINER.

While some question was raised as to whether this office was included in the classified service, and the Attorney General expressed an opinion that it was not, yet the Commission determined to make the appointment through competitive examination as the best means at its command of ascertaining the person best qualified to fill the position. The examination was held on January 24 and 25, 1908, and was conducted personally by the members of the Commission, with the President acting as Chief Examiner.

There were 46 applications filed for this examination, of which 15 were rejected as showing insufficient education or experience. Of the 31 accepted, 29 applicants presented themselves for the written examination, which occupied the whole of the first day, in which the Commissioners were assisted by Mr. Verner W. Campbell, Secretary of the Eleventh District of the Federal Civil Service Commission. Among the candidates were clergymen, doctors, lawyers, professors, teachers, students, clerks, business men and one ex-college president. The subjects of the written examination and their relative weights on a scale of 20, were as follows:

SUBJECTS	WEIGHTS
1. Spelling	1
2. Copying from Rough Draft.....	2
3. Arithmetic	2
4. Penmanship	1
5. Thesis	4
6. General Information	1
7. Civics and Government.....	2
8. Civil Service Law and Practice.....	2
9. Office Methods and Correspondence.....	2
10. Education and Experience.....	3

The oral examination, for the purpose of testing the character, judgment and temperament of the applicants, of which a written record was made by a stenographer, consumed the entire second day. The relative weights given to the two examinations are as follows:

Written examination, relative weight.....	70
Oral examination, relative weight.....	30
Total weight	100

It will be noted that 15 per cent. of the written examination was given to Education and Experience, as shown by the applicant's record of opportunities, which, with the 30 per cent. of the relative weight given to the oral examination, made a total weight of 45 per cent. given to subjects other than the candidates' mental acquirements.

Of the candidates examined, 21 obtained more than 70 per cent., the final average rating required for the eligible list, and 8 did not qualify. The result was that George P. Winters, of Denver, a practicing lawyer, who received the highest average rating, was appointed Secretary and Chief Examiner.

SCARCITY OF APPLICANTS.

Like all new civil service commissions we have experienced difficulty in securing a sufficient number of applicants, due, principally, we believe, to two causes. In the first place a new program of this kind must be persistently advertised before it can be a success. The Commission, owing to the failure of the legislature to make any appropriation, has had no funds with which to advertise at all, except to give the formal notice of examination required by law. Applicants very naturally apply directly to the institution in which they desire employment, and when they learn that they must apply to the Commission and must stand an examination they often proceed no further. Many are unwilling to put forth the necessary effort to apply to the Commission; others feel that they will be found unworthy. These classes are no loss, but a considerable number go no further because of a mistaken idea as to the nature of these examinations. This must be a matter of education. We must make the civil service examination a popular thing before it can be a success. When applicants learn that they must apply to the Commission direct and that the examinations are fair and practical, giving all an equal chance, the Commission will have sufficient applicants for all vacancies. We are glad to report that the number of applicants is gradually increasing, and we believe that we are now in a position to secure enough for all vacancies which pay a fair salary.

INSUFFICIENT SALARIES.

But the Commission can never expect to secure a sufficient number of capable and efficient persons of good character to fill positions which are wretchedly under-paid. In some cases the salaries themselves are almost prohibitive. And where applicants are required to pay a fee of \$1.00 and to stand some sort of an examination, no matter how simple it may be, it becomes practically impossible to secure enough of the right kind of people. As a result the Commission is compelled to hold examinations over and over again for the same positions, because people can not be induced to compete for positions that

do not carry an adequate salary. For example, Matrons at the State Home for Dependent and Neglected Children receive \$25.00 per month and maintenance, and Assistant Matrons, Relief Matrons, etc., receive \$20.00 per month and maintenance. It is submitted that children who have been neglected or improperly cared for and who have not had the advantage of proper home training, should be cared for by motherly women of good character and refinement and some education, yet it is entirely out of the question to hope to secure the services of people of this class for such a low compensation. We do not wish to criticise the management or the Superintendent of the Home, because we appreciate that the best possible use is being made of the money available, and that a wonderful amount of good is being done on a very small appropriation, but we do feel that these positions should be properly paid, so that women of character and refinement can be induced to enter the work to a larger degree than is now possible.

We have experienced the same difficulty in providing help for the Insane Asylum, and for the same reason. Nurse-attendants on beginning work are paid from \$25.00 to \$30.00 a month and maintenance. The insane, as we all know, are a very helpless and dependent class. Caring for them should be a science, and attendants should be persons of a high degree of skill in their profession, but when only \$25.00 or \$30.00 per month is offered there is very little hope of getting persons of this class. The Colorado Asylum is not alone in paying poor salaries; in fact, the salary paid is probably about the average given throughout the country, yet all over the United States the same difficulty is experienced in securing properly qualified persons. These positions should be paid a living salary, and the requirements should be made high enough to secure skilled help. Registered nurses of this state who care for the sick command \$25.00 per *week* and maintenance without difficulty, and practical nurses who are not registered and possibly who have not even had a complete training command \$15.00 per week with maintenance. The State should have people who are just as competent to care for its unfortunate charges, even if it has to pay as much. People suffering with unbalanced minds are frequently in a state of delicate nervous sensibility, and should be cared for by persons not only of skill but of some culture and refinement.

Again, we wish to make it clear that we appreciate the fact that the management of the Insane Asylum has been doing its very best to secure competent help at the salary mentioned, but we believe that competency, skill and refinement are matters of the first importance, and that the salaries paid should aid rather than hinder in the accomplishment of this end. We pay our prison guards \$60.00 per month and maintenance to look after the criminals of the State, while we offer attendants for the unfortunate insane only half as much.

GRADED SALARIES.

In this connection we wish to suggest that we believe it would materially benefit the service if the institutions affected by the Act would take steps to inaugurate a system whereby provision could be made for the gradual increase of the salaries of employes from the time they enter service until the salary reaches a given maximum. For example, if an employe enters service at \$25.00 a month, we would suggest that at the end of every six months of satisfactory service he should receive an additional \$2.00 per month (or some such sum) until a maximum of, say, \$35.00 per month, is attained. Some system of this kind adapted to the peculiar needs of each institution would, we believe, assist materially in securing and retaining the services of efficient employes in a way that is not now possible. Most everyone likes to look forward to something better than the position that he now holds, and the few that have no ambition of this kind are usually not worthy of employment.

EXAMINERS.

The law provides that the Commission may call on any State official to assist in its examination, but provides no compensation for these examiners. A number of public spirited men and women in the different towns of the State have very kindly offered their services to the Commission free of charge, and we wish to express our thanks to the following, who have acted as local examiners for the Commission without charge:

Hon. Verner M. Campbell, Denver.
Miss Mary E. Griffin, Colorado Springs.
Professor Saul Epstein, Boulder.
Professor Jacob H. Wallace, Boulder.
Professor James F. Willard, Boulder.
Hon. A. C. Dutcher, Buena Vista.
Dr. A. A. MacLennan, Buena Vista.
Mr. Carl I. Chase, Buena Vista.
Mr. E. F. Smith, Buena Vista.
Mr. Allen Jameson, Canon City.
Dr. F. N. Carrier, Canon City.
Mr. A. R. Frisbie, Canon City.
Mr. J. F. Humphrey, Colorado Springs.
Dr. B. P. Anderson, Colorado Springs.
Dr. George H. Glover, Fort Collins.
Mr. A. J. Peck, Grand Junction.
Dr. G. W. Barrett, Greeley.
Joseph W. Clarke, Esq., Leadville.
Hon. C. S. Aldrich, Monte Vista.
Dr. C. W. Russell, Monte Vista.
Mr. E. W. Garretson, Monte Vista.
Dr. A. P. Busey, Pueblo.
Dr. W. S. Osborn, Pueblo.

Mr. J. L. McWilliams, Pueblo.
 J. C. Bell, Esq., Trinidad.
 Mr. Leo R. Gottlieb, Trinidad.
 Mr. Lafayette Ryan, Fort Lupton.
 Miss Ella Kalene, Jamestown.

Likewise we are under obligation to the following persons who have assisted the Commission in preparing examinations of a technical nature:

Professor J. Y. Parce, Jr., of the Manual Training High School, Denver.

Dr. George H. Glover,	} Of the State Agricultural College, Fort Collins.
Professor W. L. Carlyle,	
Professor Leslie F. Paul,	

B. G. D. Bishop, State Dairy Commissioner, Denver.
 James G. Girardet, Assistant Dairy Commissioner, Denver.

SUGGESTIONS FOR LEGISLATION.

While there are some particulars in which the Act may be improved, the Commission has concluded to refrain from suggesting any additional legislation until the Act has been longer in operation and a greater experience under its provisions has more fully demonstrated what is required to increase its efficiency.

ADEQUATE APPROPRIATION.

The Commission has been seriously handicapped in all its endeavors by absence of funds. It is eminently proper that the work of choosing fit persons to care for the delinquent and unfortunate should be absolutely divorced from politics. This can not be done, especially while the matter is new, without adequate funds. We find that it is the experience of all civil service commissions throughout the United States that the Merit System is a subject of education. It must be made clear to prospective applicants that the selection of candidates by competitive examination is practical, fair and impartial before they will submit themselves to it. We find that other Commissions have spent large sums of money and much time in educating the people to a belief in this system.

INSTITUTIONS VISITED.

The Commission and its Secretary have visited the several State institutions affected by the Act, for the purpose of learning the particular needs of each branch of the public service under its jurisdiction.

Respectfully submitted this 15th day of November, 1908,

HENRY VAN KLEECK,
 CHAS. R. BROCK,
 JAMES H. PERSHING.

REPORT OF SECRETARY AND CHIEF EXAMINER.

As a result of the examination held by the Commission on January 24, 1908, the Secretary and Chief Examiner was appointed by the Commission on February 25, 1908, to take office March 1, 1908.

PRELIMINARY WORK.

Before the work of selecting eligibles could begin it was necessary that a great deal of preliminary work should be done. The Commission had no office, no stenographer and no equipment, and no funds with which to secure assistance, so that the first two months were consumed in securing temporary quarters, in formulating a feasible scheme for keeping the records and documents required by law, in drafting and printing necessary blanks, in securing an adequate and elastic filing system, procuring office furniture and in formulating the subjects and requirements of examination. On May 4 the Commission advertised its second examination, to take place on May 27, 1908, and has held in all 34 examinations, as will more fully appear elsewhere.

DETAIL WORK.

There is a large amount of detail work involved in inaugurating a new system, and this has been no exception. The following will give some idea of the amount of this kind of work done since March 1, 1908:

Number of notices of examinations sent out.....	7,175
Number of copies of Rules given out on request.....	1,000
Number of application blanks given out.....	1,100
Number of letters of inquiry received regarding positions.....	750
Number of letters written to ascertain the qualifications of eligibles.....	350

This table makes no mention of calls at the office or the regular correspondence with the institutions affected by the Act.

EXAMINATIONS HELD.

On January 2, 1908, over 300 employes in the eight State institutions of a penal, charitable or corrective character passed under the Civil Service Law. To provide applicants for these positions the Commission has held 34 examinations in thirteen different cities in the State. For these examinations 212 applications were received. The result is shown in the following table:

EXAMINATIONS.	No. of Appns.	Num- ber Examd.	Num- ber Passed	Num- ber Failed	Per Cent. Passed
Secretary and Chief Examiner.....	46	10	21	8	72.4
Nurse-Attendant	3	2	1	1	50
Guard and Nightwatch.....	10	9	7	2	77.7
Matron	6	1	1	..	100
Stenographer	9	6	4	2	66.6
Trained Nurse	2
Nurse-Attendant	14	8	6	2	75
Experienced Nurse	2	2	2	..	100
Matron	8	4	4	..	100
Barn Superintendent	7	5	4	1	80
Dairyman
Farmer	3	3	3	..	100
Florist	1	1	1	..	100
Gardener	2	2	2	..	100
Engineer	6	4	2	2	50
Teacher Stenography and Bookkeeping..
Baker	1	1	1	..	100
Blacksmith	2	2	2	..	100
Carpenter	2	2	2	..	100
Cook	3	3	3	..	100
Driver	4	2	2	..	100
Fireman	3	3	3	..	100
Janitor	2	1	1	..	100
Laundress
Laundryman
Printer	1	1	1	..	100
Shoemaker	2	1	1	..	100
Seamstress	1
Tailor	2	2	2	..	100
Nurse-Attendant	24	20	8	12	40
Matron	19	10	9	1	90
Matron	4	1	1	..	100
Adjutant-Bookkeeper	17	14	5	9	35.7
Clerk-Bookkeeper	6	6	6	..	100
	<u>212</u>	<u>145</u>	<u>105</u>	<u>40</u>	<u>71.7</u>

PLACE OF EXAMINATION.

The law requires that examinations shall be held simultaneously in every county in which a State institution is located.

The Commission has held itself in readiness to give examinations not only in the towns and cities thus required by law, but also in any town or city in which circumstances might warrant it. In many cases no examination has been held in a place advertised, for the reason that there was no applicant from that point. In order to reach as many sections of the State as possible the Commission has advertised the following as examination centers:

Boulder,	Golden,
Buena Vista,	Grand Junction,
Canon City,	Greeley,
Colorado Springs,	Leadville,
Denver,	Monte Vista,
Fort Collins,	Montrose,
Glenwood Springs,	Pueblo,
Trinidad.	

SCOPE OF EXAMINATIONS.

It is our purpose to make every examination as practical as possible, to select fit persons for service, and to do this in the simplest and most direct way, consequently we have invited the appointing power in each case to keep us advised of the requirements and qualifications desired for a given position, and in matters of height, weight, age and amount of previous experience we have been governed almost entirely by their opinion. Likewise we have asked the advice and suggestions of the heads of the institutions and other appointing officers in regard to the method and manner of examination, the number and kind of subjects, and even the nature of the questions to be used in proposed examinations. We trust that the appointing officers or boards will in the future inform us even more freely as to the qualifications desired and give us the benefit of their experience.

There are certain preliminary qualifications as to height, weight, age, etc., which every applicant must fulfill before he can be accepted for examination. The examination itself consists of certain subjects which are given weight according to their relative importance. Below will be found in tabulated form the preliminary requirements, and the subjects with relative weights, of those examinations already held (except examination for Secretary and Chief Examiner heretofore given):

PRELIMINARY REQUIREMENTS.

Position	Age	Height	Weight	Education	Experience	Health
Nurse-Attendant	25-50	Average	2Average	Com. School	None	Sound
Guard	25-50	Average	Com. School	Housekeeping & directing others.	Sound
Matron	25-50	Average	Com. School	None	Sound
Stenographer	Men 21 Wom. 18	Com. School	None	Sound
Experienced Nurse	21	Six mos.	Sound
Barn Superintendent	21-55	Com. School	Six mos.	Sound
Dairyman	21-55	Com. School	Six mos.	Sound
Farmer	21-55	Com. School	Six mos.	Sound
Florist	21-55	Com. School	Six mos.	Sound
Gardener	21-55	Com. School	Six mos.	Sound
Engineer	21-55	Com. School	Six mos.	Sound
Teacher Stenography and Bookkeeping	21-55	Com. School	One yr.	Sound
Baker	21	Bus. Col.	None	Sound
Blacksmith	21-50	Six mos.	Sound
Carpenter	21-50	Six mos.	Sound
Cook	21-50	Six mos.	Sound
Driver	21-50	Six mos.	Sound
Fireman	21-50	Six mos.	Sound
Janitor	21-50	Six mos.	Sound
Laundress	21-50	Six mos.	Sound

Laundryman	21-50	Six mos.	Sound
Printer	21-50	Six mos.	Sound
Shoemaker	21-50	Six mos.	Sound
Seamstress	21-50	Six mos.	Sound
Adjutant-Bookkeeper	½ yrs. book-keeping.	Sound
Clerk-Bookkeeper	25-50	2 yrs. book-keeping.	Sound

1 Women 5' 4"
 2 Reformatory Guards must weigh 165 lbs. and be properly proportioned.
 3 Children's Matrons must have experience with children.
 4 Must be Civil War veterans.
 5 Experience not required but given credit.

SUBJECTS OF EXAMINATION.

Date.	Position.	Subjects.	Weight.
1908			
May 27	Nurse-Attendant	Spelling	1
July 15		Verbal Orders	3
		Arithmetic	1
		Penmanship	1
		Duties of the Position.....	3
		Education and Experience.....	1
May 28	Guard	Spelling	1
		Verbal Orders	3
		Arithmetic	1
		Penmanship	1
		Duties of the Position.....	3
		Application	1
June 3	Matron	Spelling	1
July 22		Arithmetic	1
		Geography, History and Literature.....	3
		Penmanship	1
		Duties of the Position.....	2
		Education and Experience.....	2
June 4	Stenographer and Typewriter	Spelling	1
		Dictation	3
		Tabulation	2
		Arithmetic	$\frac{1}{2}$
		Penmanship	1
		Letter-writing	$\frac{1}{2}$
		Education and Experience.....	2
July 16	Experienced Nurse	Spelling	1
		Verbal Orders	2
		Arithmetic	1
		Penmanship	1
		Duties of the Position.....	3
		Education and Experience.....	2
July 23	Barn Superintendent	Practical Questions	7
	Dairyman	Education and Experience.....	3
	Farmer		
	Florist		
	Gardener		
	Engineer		

SUBJECTS OF EXAMINATION.

Date.	Position.	Subjects.	Weight.
1908			
July 30	Baker Blacksmith Carpenter Cook Driver and Hostler Fireman Janitor Laundress Laundryman Printer Shoemaker Seamstress Tailor	Rated on Experience and Personal Qualifications as shown by application blank, Education and Experience sheet and investigation of references. No written examination required.	
Sept. 24	Nurse-Attendant	Rated on experience and personal qualifications as disclosed by application blank and investigation of references. No written examination required.	
Oct. 21	Cottage Matron Children's Matron	General Information 3 Duties of the Position..... 4 Education and Experience..... 3	
Oct. 21	Children's Matron (Salary, \$20.00)	Rated on experience and personal qualifications as disclosed by application blank and investigation of references. No written examination required.	
Nov. 5	Adjutant-Bookkeeper Clerk-Bookkeeper	Spelling 1 Arithmetic 1 Typewriting ½ Bookkeeping 3 Penmanship ½ Duties of the Position..... 2 Education and Experience..... 2	

ELIGIBLES OBTAINED BY EXAMINATIONS HELD.

Following will be found a table showing the appointments made since March 1, 1908, both provisional and permanent, with the balance now remaining on the eligible list. The law provides that if the eligible list contains no one available to fill a given vacancy, a provisional appointment may be made on non-competitive examination for a period of not to exceed sixty days, but that a competitive examination must be held to permanently fill this vacancy. If, however, this competitive examination fails to supply the desired list, the provisional appointment may be made permanent. Of the 37 provisional appointments shown in the following table 16 took the competitive examination, 4 were made permanent because the competitive examination failed to supply a proper list, 5 were retired, and the term of office of 12 has not yet expired:

Position	Appointments		Number remaining on eligible list
	Provisional	Permanent	
Secretary and Chief Examiner	1	21
Nurse-Attendant	17	17	..
Guard	2	4	3
Matron	9	11	4
Stenographer-Typewriter ..	1	1	3
Experienced Nurse.....	1	1	1
Barn Superintendent.....	4
Farmer	1	..	3
Florist	1
Gardener	1	1
Engineer	1	1	1
Baker	1
Blacksmith	2
Carpenter	2
Cook	1	..	3
Driver	2
Fireman	3
Janitor	1	..	1
Laundress	1
Printer	1
Shoemaker	1	..	1
Tailor	1	1
Adjutant-Bookkeeper	1	1	4
Clerk-Bookkeeper	1	5
Total	37	40	68

FINANCIAL STATEMENT.

Below will be found the financial statement of the Commission to December 1, 1908. The Attorney General held that in naming the office and specifying the salary of the Secretary and Chief Examiner the Act constituted a continuing appropriation for the payment of this officer's salary, and the salary has been paid in this way. The office furniture was purchased for the Commission by the Board of Capitol Managers upon requisition. All other expenses which have been met have been paid out of the contingent fund. There are a number of bills outstanding and unpaid, by reason of the fact that the Auditing Board has held that they were not properly payable out of the contingent fund.

TOTAL EXPENSES.

Office Furniture, Office Supplies and Incidental Expenses.....	\$ 897.04	
Traveling Expenses, Commission and Secretary.....	80.70	
Advertising in Newspapers.....	119.73	
Postage	145.24	
Salaries, Secretary-Chief Examiner and Stenographer.....	1,950.00	
Total		\$3,192.71

EXPENSES PAID.

Salaries Allowed and Paid by the State.....	\$1,575.00	
Office Furniture, Office Supplies, Advertising and Incidental Expenses Allowed and Paid by the State.....	813.24	
Incidentals (Paid Out of Civil Service Examination Fund).....	10.00	
Postage Allowed and Paid by the State.....	145.24	
Total		\$2,543.48
Bills Outstanding and Unpaid.....		649.23
Total		\$3,192.71
Cash on Hand, Civil Service Examination Fund, Fees From Examinations	169.00	

Respectfully submitted this 1st day of December, 1908,

GEORGE P. WINTERS,
Secretary and Chief Examiner.

CIVIL SERVICE LAW AND RULES.

(Note: The Civil Service Act is published entire herein, printed in bold face type, while the rules appear in lighter face.)

I.

ORGANIZATION AND POWERS OF THE COMMISSION.

Civil Service Law, Section 1. As soon as this act shall go into effect, the governor shall appoint three persons as Civil Service Commissioners, to serve for six years, four years and two years, respectively, from the date of their appointment, and until their successors are appointed and qualified. Every alternate year thereafter the governor, with the consent of the senate, shall appoint one person, as the successor of the Commissioner whose term shall expire, to serve for the term of six years from the date of appointment and until a successor is appointed and qualified. Any vacancy shall be filled for the unexpired term by appointment by the governor. At no time shall more than two Commissioners be adherents of the same political party.

The governor may remove any Commissioner appointed under this act for incompetency, inefficiency, neglect or violation of its provisions, or of the rules in force hereunder, after first specifying in writing the cause of removal.

Section 2. The Commissioners shall serve without compensation, but shall be paid their traveling and other necessary expenses actually incurred in the discharge of their official duties. They may appoint one of their number president.

Section 3. They may appoint a secretary who shall also be chief examiner, who shall superintend, under their direction, any examination under this act, and perform such other duties as they may prescribe. The secretary shall be paid a salary not to exceed eighteen hundred dollars a year, and his necessary traveling expenses actually incurred in the discharge of his official duties. They may also employ such other clerical assistance as may be necessary to carry out the provisions of this act.

Section 4. Whenever desirable, the Commissioners may designate one or more of their number to act as examiners, or one or more persons in the service of the state, or of any municipality affected by this act, with the consent of the head of the department, or office, in which said person is employed, who shall act as assistants to the Commissioners in any examination held under this act. All officers of the state or of any municipality affected by this act, shall assist the Commission in carrying out the provisions of this act.

Section 5. It shall be the duty of the Commission to investigate all alleged breaches of this act, and of its rules, and in the course of such investigation they, or any of them, or the secretary, may subpoena witnesses, administer oaths, compel the testimony of witnesses and the production of books, papers and records relevant to

such inquiry, and it shall be the duty of any person so subpoenaed to appear and testify, and to produce such books, papers and records as are called for in such subpoena. The same compensation shall be allowed for the attendance of witnesses and the service of papers by officers, as is allowed by law in the district courts for the respective counties in which such investigations shall be held, and the Commission shall certify such amounts to the auditor of the state for payment from the fund which shall be appropriated for the purpose of carrying this act into effect.

Section 6. The secretary of state shall provide the necessary printing, stationery and postage, and a suitable and properly furnished office in the state capitol for the Commission. On the request of the Commission, the custodians of public buildings of the state, and of the municipalities affected by this act, shall make suitable provision for the work of the Commission.

Section 7. The Commission shall keep records of its proceedings, and of all examinations made by it, or under its authority. All records and documents filed with the Commission shall be preserved as public records and open to public inspection.

The Commission shall, on or before the 15th day of November preceding each regular session of the general assembly, make a report to the governor of its work during the two preceding years, including any rules adopted under the provisions of this act, and any suggestions for legislation to carry out its purposes, or to improve the public service. This report shall be printed and distributed as a public document.

Section 8. The Commission shall make and enforce rules to carry out the purposes of this act, and may alter or rescind them. All rules and all changes and rescissions thereof shall be approved by the governor, and forthwith printed by the Commission for distribution, and one copy thereof sent to each officer, or board of officers, having the right to appoint or employ any person in the public service under this act. If the governor does not act on a rule or change in a rule within ten days after submission, then such rule or change shall become effective as though approved. The rules shall be printed in one or more newspapers published at the state capitol, and in any such publication a date shall be specified not less than ten days subsequent to the date of publication, when such rules or changes shall go into operation.

Section 9. The rules shall not be inconsistent with law, may be of general or limited application and, among other things, shall provide, as nearly as the conditions of good administration will warrant, as follows:

First. For the classification of the offices, positions and employments to be filled.

Second. For open and competitive examinations to test the practicable fitness of applicants.

Third. For appointment to positions requiring technical, professional or scientific knowledge or training, by non-competitive examination when necessary.

Fourth. For lists of eligibles based upon such examinations, from which all vacancies shall be filled, and for requisition and certification.

Fifth. For periods of probation before appointment or employment is made permanent, during which probationers shall not be discharged, without consent of the Commission.

Sixth. For provisional, temporary and emergency appointments and employments; for transfers, re-appointments and re-instatements.

Seventh. For increase of compensation and promotion, by successive grades upon ascertained merit, seniority in service and competitive examination. When practicable, vacancies shall be filled by promotion.

Eighth. For suspension, reduction in grade or compensation, and discharge.

Ninth. For the registration and appointment of laborers, skilled and unskilled, according to priority of application and rating. The rating need not relate to more than capacity to labor, habits of industry, sobriety and honesty.

Tenth. For non-competitive examinations when appropriate competitive examinations do not furnish an appropriate list of eligibles.

(1) The Commission may prescribe regulations for the instruction of its officers and for the execution of these rules, and, subject to its direction, may grant to its President and Secretary such general authority and responsibility in the administration of these rules as may not be inconsistent with the powers reserved to the Commission itself by the law or by these rules or vested directly in some other office. Said regulations must be submitted to the Governor for his approval precisely as all rules are submitted for his approval.

II.

CLASSIFICATION.

Civil Service Law, Section 11. All boards or Commissions appointed by the governor, and one employe of each of them, except of the Civil Service Commission; all officers and employes in educational institutions not reformatory or charitable in character, in municipalities, one employe of each elective officer, the corporation counsel and his professional assistants, shall form the unclassified service, and shall not be affected by this act.

Section 10. Except as specified in section 11, the classified service under this act shall include all employes of the Civil Service Commission, and all appointive officers and employes in state institutions, and in cities of the first and second class, whether organized under general law or special charter, whenever any such cities shall adopt this act as hereinafter provided. The city and county of Denver and any city organized under article XX. of the Constitution may avail itself of the provisions of this act. All persons occupying

positions in the classified service when this act takes effect, shall retain their positions until removed therefrom under its provisions.

(1) All positions and employments under the Civil Service Commission and in the State institutions shall be divided into classes as follows:

Class "A." Clerical Service.—All positions, the duties of which are of a clerical character and which are not otherwise specifically provided for herein.

- Subdivision 1. Secretaries, adjutants, examiners, chief clerks.
- “ 2. Clerks, mail clerks.
- “ 3. Bookkeepers, accountants, purchasing agents.
- “ 4. Librarians.
- “ 5. Stenographers, typewriters.
- “ 6. Office boys.

Class "B." Medical Service.—All positions, the duties of which require medical or pharmaceutic knowledge.

- Subdivision 1. Medical superintendents.
- “ 2. Physicians, surgeons.
- “ 3. Assistant physicians.
- “ 4. Pharmacists, apothecaries, druggists.

Class "C." Custodians.—All positions, the duties of which are the charge of property or persons, or as attendants, except as classified in Class "D."

- Subdivision 1. Stewards, overseers, quartermasters.
- “ 2. Matrons, housekeepers, storekeepers, commissaries.
- “ 3. Cottage matrons, matrons in charge of children.
- “ 4. Boys' and girls' attendants or supervisors.
- “ 5. Foremen.
- “ 6. Janitors, watchmen, keepers, guards, turnkeys.

Class "D." Nursing Service.—Officers, attendants, nurses, etc., having care of the sick or insane.

- Subdivision 1. Head nurses.
- “ 2. Trained nurses.
- “ 3. Head ward nurses.
- “ 4. Nurses and attendants.

Class "E." Teaching Service.—All positions, the duties of which are scholastic instruction or to educate or test the ability to instruct.

- Subdivision 1. Principals of schools in the institutions which are subject to the provisions of this law.
- “ 2. Teachers in all branches, other than such as are otherwise specially provided in this classification.

Class "F." Engineers.—All positions where qualifications of an engineering or cognate character are required.

- Subdivision 1. Chief engineers.
 " 2. Assistant engineers.
 " 3. Firemen.
 " 4. Electrical engineers, dynamo tenders, electricians.

Class "G." Mechanics and Craftsmen.—All positions requiring special mechanical skill, or as craftsmen, not classed as laborers.

- Subdivision 1. Mechanics and craftsmen whose duties shall be actual service as such.
 " 2. Instructors in any handicraft or mechanical or other trade.

Class "H." Agricultural Service.—All positions, the duties of which require agricultural or horticultural knowledge, including arboriculture and the breeding and care of domestic animals, or any similar knowledge or qualification.

- Subdivision 1. Farmers.
 " 2. Florists, gardeners.
 " 3. Dairymen.
 " 4. Stockmen.

Class "I." Miscellaneous positions, which term shall include all positions requiring expert or other qualifications not embraced in other groups in this class.

- Subdivision 1. Musicians.
 " 2. Drivers, hostlers.
 " 3. Bakers, butchers.
 " 4. Laundrymen, laundresses.
 " 5. Cooks.
 " 6. Other positions, except those specifically named in this classification as in other groups or hereafter included in them.

Class "J." Unskilled labor service.

- Subdivision 1. All positions of common labor to be filled by males.

- Subdivision 2. All positions of domestic work or common labor to be filled by females.

(2) The omission in the above classification of any official designation or appellation of a position in the service shall not exclude such position from the classification, as it will be comprised in the class and subdivision to which it belongs by the general definition and specifications of such class and subdivision.

(3) The Commission may further subdivide, for the purpose of examination, the positions in any class, or subdivision thereof, so as to test practically the special qualifications requisite for such positions.

III.

FEES AND APPLICATIONS.

Civil Service Law, Section 12. Every applicant for examination, except unskilled laborers, shall pay the state treasurer the sum of one dollar, to be placed to the credit of the Commission, in a special fund for the purpose of defraying, so far as possible, the expenses to be incurred hereunder, and no one shall be examined until he or she exhibits the treasurer's receipt therefor.

(1) No person shall be admitted to examination or registration for a position in the classified service until he shall have filed an application under oath upon a form prescribed by the Commission, giving such evidence in regard to age, citizenship, character, physical and mental capacity, previous employment, training and fitness as the Commission may require. All applications must be filled out and signed in the handwriting of the applicant except that persons who are unable to write may have their application filled out by some other person, but must have their name identified by their mark, and said mark witnessed.

(2) Every application shall bear the certificates of at least three reputable persons to the effect that they have personally known the applicant; that they have read his statement and believe it to be correct; that they know him to be of good character and reputation and that they will, upon request, give the Commission such further facts concerning him as they may possess.

(3) The Commission may fix the limits of time between which applications for a given examination shall be presented; but such period shall in no case be less than ten days.

(4) A defective application shall be returned for correction and shall be accepted if returned in correct form before the date of examination.

(5) No application shall be accepted unless the applicant is within the age limitation fixed by the Commission for entrance to the position to which he seeks to be appointed.

(6) Where physical qualifications are necessary the Commission may require the applicant to file with his application a certificate of physical fitness from a reputable physician, or in its descretion may require the applicant to submit to examination before physical examiners appointed by the commission.

(7) Applications when presented shall be dated, numbered and recorded in the order of their receipt. An application that has been accepted and filed shall not be returned for any reason to the applicant.

IV.

EXAMINATIONS.

Civil Service Law, Section 13. All examinations shall be absolutely impartial, practical in their character, and with paramount

regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

* * * * *

The Commission may refuse to examine, or after examination, to certify, an applicant who is found to lack any preliminary requirement established by rule, for the examination or position for which he applies; or who is found physically unfit to perform the duties attaching to said position, or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime, or of infamous or notoriously disgraceful conduct; or who has within two years been dismissed from the public service for delinquency or misconduct; or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, or in his examination, or in securing his eligibility or appointment.

(1) Examinations shall be open to all those who comply with the requirements in regard to applications and fees and who are not debarred by the Commission for sufficient cause in accordance with section 13 of the civil service law.

(2) All examinations shall be public and shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service into which they seek to be appointed and may include special practical tests of fitness for any particular positions requiring scientific, professional and technical knowledge or manual skill.

(3) So far as practicable examinations shall be held periodically and the dates of examinations published at the beginning of the year.

(4) All examinations shall be advertised at least two weeks prior to the final date for the receipt of applications by at least two insertions in one or more newspapers published in the State, or by such other methods as the Commission may elect. Notices of examination shall, at the same time, be posted in the office of the Commission and sent to the principal newspapers throughout the State and to all postmasters with a request that they be posted in their offices. The notice of examination shall set forth in each case (a) the title of the position, (b) the time and place of examination, (c) the date upon which the receipt of applications will close, (d) such other information as the Commission may deem pertinent and necessary.

(5) Competitive examinations, except for the position of secretary and chief examiner of the Commission, shall be held simultaneously in the city of Denver and at a place to be selected by the Commission in each county of the state in which a state institution is located. If the Commission considers it desirable for the best interests of the service, examinations may be held at other places as well.

(6) The Commission may designate three officials, one of whom shall be a physician, in connection with each State insti-

tution, to act as a local board of examiners and to perform such duties in connection with the administration of the civil service law as the Commission shall direct.

(7) The subject of examinations and the weight to be attached to each subject in marking shall be determined by the chief examiner, subject to the direction of the Commission.

(8) Each subject shall be marked upon a scale of 100, which shall represent the maximum possible attainment. No person shall be placed upon the eligible list whose final average rating is less than 70 per cent.

(9) In preparing the questions to be used in an examination the chief examiner may consult with the head of the department or with experts, in regard to the duties of the position to be filled. But the questions actually to be used shall be kept absolutely secret in advance of the examination.

(10) Whenever practicable the examinations shall be written, but the Commission may determine whether the examinations shall be written or oral, or both, provided the same is decided upon in advance of the examination, and a written record is made of the oral examination.

(11) Medical and physical examinations, when deemed necessary, shall be conducted by physicians designated by the Commission, and a failure to pass such examinations shall absolutely debar a candidate from the eligible list.

(12) Whenever, in its opinion, any position to be filled in the competitive class has a fiduciary or executive character the Commission may require, as a part of the examination, such special certificates by reputable and responsible citizens as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper and expedient. All such special certificates shall be properly filed and retained as records in the office of the Commission.

(13) When the position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond in such amount as the Commission may deem reasonable.

(14) Before proceeding to answer the questions in the examination each competitor shall be required to fill out and sign a declaration sheet, giving his full name and address and such other information as the Commission may require, and to seal the same in an official envelope. The envelope and the papers of the candidate shall be marked with an identical number. At the close of the examination the envelope shall be placed in a sealed package and deposited in a safe place, and the package shall be opened for the identification of the papers only after the marking has been completed on all the papers. Any paper bearing the name of the candidate, or any other identification mark, shall be rejected, and specific announcement of this fact shall be made at the commencement of the examination.

(15) Upon the completion of the marking each candidate shall receive notice of his rating, and shall, on application, subject to the regulations of the Commission, be permitted to see the eligible list and inspect his papers.

(16) No request for a review of the marking shall be entertained by the Commission unless made within ten days of the date when the notice as to the standing of the candidates is sent out, and no change in rating shall be made unless some manifest error shall appear on the face of the papers.

V.

ELIGIBLE LISTS.

(1) The names of all candidates who receive a final average rating of 70 per cent. or over in the examination shall be placed on the appropriate eligible list in the order of their standing in the examination, and against each name shall be noted the date of examination, the date on which the name was entered on the list and the average rating.

(2) When two or more eligibles have received the same average rating the person first filing his application, or if the examination be for promotion the first appointed in the department, shall have priority.

(3) A name will be removed from the eligible list at the expiration of two years, unless, in the judgment of the Commission, it is advisable that the names of all those whose eligibility is about to expire be continued on the list for a third year. Persons shall be notified when their eligibility has terminated.

VI.

REQUISITION, CERTIFICATION AND APPOINTMENT.

Civil Service Law, Section 15. Whenever there is an appointment to be made in the classified service under this act the appointing officer, or power, shall make requisition upon the Commission for the name of an eligible person, specifying the nature of the position to be filled, and upon receipt of such requisition the Commission shall certify the name of the person standing highest upon the most appropriate list; and the person so certified shall be appointed. In case the requisition, or any law or regulation, shall designate sex, only that sex shall be certified; otherwise, sex shall be disregarded.

(1) The requisition shall state specifically the title and duties of the position to be filled, the compensation to be paid, and whether the position is to be filled permanently or for a temporary period.

(2) The Commission in making certification in response to such requisition shall give the full name and address and the average obtained in the examination of the person standing highest upon the most appropriate list, and shall immediately

notify such person by mail of such certification, and the title and salary of the position to be filled. A certification shall remain in force for 15 days. If there be more than one vacancy to be filled the Commission shall certify as many names as there are vacancies, but appointments must be made in the order of standing on the eligible list.

(3) The appointing officer must select for appointment on probation the person certified by the commission, unless proof of his unsuitability for the reason specified in section 13, clause 3, of the Civil Service Law is submitted to the Commission, in which case the Commission may certify an additional name.

(4) The person selected for appointment or promotion shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment or promotion for a probationary period of three months, during which period he shall not be discharged without the consent of the Commission. His retention in the service beyond the period of probation shall be equivalent to his absolute appointment.

(5) The name of any person certified as eligible for probationary appointment who shall decline such appointment shall be stricken from the eligible list unless such declination be for one of the following reasons: (a) residence in a county other than that in which the duties are to be performed; (b) insufficiency of the compensation offered; (c) temporary inability, physical or otherwise, the evidence of which must be acceptable to and approved by the Commission and set forth in its minutes.

The failure of an eligible to accept an offer of appointment within one week next succeeding the mailing of notice of appointment shall be considered a declination.

On notification from an appointing officer that a person named in a certification has declined appointment, and on receipt of such declination in writing, or of evidence of the failure of such person to respond to a notice properly sent, such certification shall be completed by the addition of the name of the eligible next in order.

(6) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the Commission, shall be revoked.

(7) All persons appointed or promoted in the classified service shall be assigned to, and perform the duties of, the position to which appointed or promoted. In case of exigency an employe may be temporarily assigned without extra pay to other than his regular duties. But no such assignment shall be for a period of more than ten days without the consent in writing of the Commission thereto.

VII.**PROVISIONAL, TEMPORARY AND EMERGENCY APPOINTMENTS.**

(1) Whenever there are urgent reasons for filling a vacancy for which no appropriate eligible list exists the Commission may authorize the appointing power to nominate a person for non-competitive examination, and if such person shall be certified as qualified, after such examination, he may be appointed provisionally for a period not to exceed sixty days. The Commission shall proceed at once to advertise and hold a competitive examination and upon completion of the eligible list the provisional appointment shall cease. In case the competitive examination does not furnish an appropriate eligible list the Commission may allow the provisional appointment to be made permanent.

The Commission may, however, in its discretion, permit a permanent appointment to be made upon non-competitive examination, without first making a provisional appointment or advertising a competitive examination, if within one year prior to the date of such appointment it has held a competitive examination for the position in question and has been unable to establish an appropriate and adequate eligible list therefrom.

(2) Where there is a vacancy in any position in the classified service demanding peculiar and exceptional qualifications of a scientific, professional or educational character, and upon satisfactory evidence that for special reasons competition in such special case is not practicable, and that the position can be filled by the selection of some designated person of high and recognized attainment in such qualities, the Commission may authorize the appointing power to select a suitable person who shall be subject to examination and, if found qualified, certified for appointment.

(3) Where there is a vacancy of an emergency character in a position in the classified service, and it is not practicable either to secure a person by certification from an eligible list or to conduct a non-competitive examination in the absence of such a list in time to meet such emergency, an appointment may be made without certification or examination, subject to the subsequent approval of the Commission, for a period not exceeding one week.

(4) Inmates of State institutions may be assigned by the lawful authorities, without examination or registration, to such minor duties in their respective institutions as they are fitted to perform.

VIII.**PROMOTIONS.**

(1) A change in rank or grade shall constitute promotion. A material change in duties and in responsibilities shall be

deemed a change in rank and an increase in salary beyond the limits fixed for the grade by clause 8 of this rule shall be deemed a change in grade.

(2) Vacancies in positions in the classified service above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution, who have held positions for at least six months in the next lower rank or grade.

(3) Promotion shall be based on (a) the competitive mental examination; (b) the comparative efficiency, character, conduct and seniority in service of the candidates for promotion, to each of which shall be given a weight of 50 per cent.

The departments, offices and institutions subject to the jurisdiction of the civil service law are hereby required to establish and maintain efficiency records for each classified employe, showing (a) the quantity of work performed, (b) the quality of work performed, (c) aptitude and capacity for initiative, (d) punctuality and attendance, (e) character and habits so far as they affect efficiency or trustworthiness. Such record shall also give a list of all fines and penalties imposed and all commendations bestowed. The Commission shall furnish blank efficiency records upon which the entries shall be made monthly by the immediate chief of the employe to be rated. In the first week of January of each year the head of the department shall certify and transmit to the Commission a transcript or summary of such records for the preceding year. Such record shall be open to the inspection of the employe, under proper supervision.

(4) The Commission shall send to each person entitled to compete for promotion an application blank, upon which, if he desires to enter the examination, the candidate shall state in full his experience in the service and before entering the service as qualifying him to enter the examination. Such application shall be signed and sworn to, and may be given such weight as supplementing the efficiency record as the Commission shall see fit.

(5) Examinations for promotion shall be ordered as often as may be necessary to meet or anticipate the needs of the service, and, so far as practicable, shall be held periodically.

(6) If the vacancy to be filled is in a position in Grade 4, or Grade 5, or Grade 6, or Grade 7, the Commission may, if it deems that on account of the executive ability required to fill the position promotion by competitive examination is impracticable and not for the best interests of the service, hold an original competitive examination without regard to the number of persons in the next lower rank or grade.

(7) The examination shall be conducted, the eligible list drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules IV, V and VI.

(8) The grades for all departments, offices and institutions shall be the following:

Grade 1. All positions, the compensation of which is at the rate of not more than four hundred dollars per annum.

Grade 2. All positions, the compensation of which is at the rate of more than four hundred dollars and not more than seven hundred dollars per annum.

Grade 3. All positions, the compensation of which is at the rate of more than seven hundred dollars and not more than one thousand dollars per annum.

Grade 4. All positions, the compensation of which is at the rate of more than one thousand dollars and not more than fifteen hundred dollars per annum.

Grade 5. All positions, the compensation of which is at the rate of more than fifteen hundred dollars and not more than two thousand dollars per annum.

Grade 6. All positions, the compensation of which is at the rate of more than two thousand dollars and not more than twenty-five hundred dollars per annum.

Grade 7. All positions, the compensation of which is at the rate of more than twenty-five hundred dollars per annum.

For purposes of this section, full maintenance in State institutions shall be valued at \$150.00 per annum.

IX.

TRANSFERS.

(1) A person who has been permanently appointed to a position in the classified service may be transferred, with the consent of the Civil Service Commission and of the heads of departments affected thereby, to a similar position in the same class, subdivision and grade, but no transfer shall be made to a position which, in the opinion of the Commission, can be adequately filled by promotion.

X.

REINSTATEMENTS.

(1) Any person who has held a position by appointment under the Civil Service Rules, and who has been separated from the service through no delinquency or misconduct on his part, may be reinstated without re-examination in a vacant position

in the same class, subdivision and grade within one year from the date of such separation; Provided, That for original entrance to the position proposed to be filled by reinstatement there is not required by these rules, in the opinion of the Commission, an examination involving essential tests or qualifications different from or higher than those involved in the examination for original entrance to the position formerly held by the person proposed to be reinstated. The names of such persons shall be entered upon lists of separated appointees in the order of their original appointment and shall remain there for a period of one year, and upon notice of a vacancy in the same or a similar position in any department or institution, names from such list of separated appointees shall be certified to the appointing officer in preference to names from the eligible lists.

(2) Leave of absence without pay may be granted by the head of department where such absence does not exceed one month or, in case of sickness, six months, but the Commission, in exceptional cases, the circumstances of which shall be stated in its minutes, may extend such periods, not, however, to exceed one year.

(3) Absence without leave for a period of five days, unless it can be subsequently shown that such absence was unavoidable, may be construed as a resignation.

XI.

SUSPENSION, REDUCTION AND DISCHARGE.

Civil Service Law, Section 16. Discharges from the classified service, or reduction in grade or compensation, or both, may be made for any cause not political or religious, which may promote the efficiency of the service, but such cause shall be specifically stated in writing by the authority making the discharge or reduction; and the person to be discharged or reduced shall be furnished a copy of the specifications, and be allowed a reasonable time to file an answer thereto. A copy of the order of discharge or reduction, the specification and answer shall be made a part of the record of the division of the civil service in which the discharge or reduction is made, and copies of these papers shall be filed by the said authority with the Commission immediately on being issued or received.

(1) The heads of departments may, for cause specified in writing and filed with the commission, suspend subordinates without pay for a reasonable period, not to exceed thirty days.

(2) A statement of the cause for discharge from the classified service, or reduction in grade or compensation, shall be served on the employe, or in case of absence from duty, shall be mailed to him. The employe shall be allowed at least five days from the date of service or mailing in which to file an answer.

XII.**SPECIAL PROVISIONS FOR EMPLOYMENT OF UNSKILLED LABORERS (CLASS J).**

(1) The local board of examiners at each State institution shall serve as a board of labor registration. The board shall establish separate registration lists for the different kinds of unskilled labor and shall register applicants thereon in the order in which they apply. A name shall be stricken from the list at the expiration of two years.

(2) The Commission shall require an applicant to furnish such evidence or to pass such examination before the board of registration as they may deem proper with respect to his age, residence, physical condition, ability to labor, sobriety, industry and experience in the employment for which he applies.

(3) Certification and appointment shall be made in the manner prescribed by Rule VI, except that the probationary period for unskilled labor shall be one month.

(4) A laborer discharged from the service shall receive a discharge card from the officer under whom he was working, stating the position in which he was last employed and certifying that his conduct and capacity were "good," "fair" or "poor." In case he received a rating of "good" for both conduct and capacity he shall be registered on a preferred list for reinstatement in the same or a similar position, and his name shall remain on such list for a period of two years. If rated as "poor" in either conduct or capacity he shall not be allowed to register again for a period of two years, except by special permission of the Commission for reasons to be stated in its minutes.

XIII.**THE PUBLIC ROSTER AND CERTIFICATION TO AUDITORS.**

Civil Service Law, Section 19. The Commission shall maintain in its office as a public record a complete roster of all persons in the Civil Service affected by this act. The roster shall show in connection with each name the date of appointment, employment, promotion, reduction or reinstatement, the compensation, title of the position, and the nature of the duties thereof, and the date and causes of any termination of such employment.

Section 20. All officers, boards and Commissioners of the state and of any municipality affected by this act shall furnish all reasonable information, upon request, for said roster, and report immediately to the Commission every change occurring in any office, position or employment covered by this act.

Section 21. The Commission shall certify to all auditing officers or boards affected by this act the name of every person in the classified service for whom it is the duty of such auditing officers or boards to issue a warrant, stating in each case the character and date of commencement of service, compensation and any change in

such service. No auditing officer or board, as aforesaid, shall issue a warrant for the payment of any compensation to any person in the classified service not so certified. Any payments contrary to the provisions of this act, and of the rules hereunder, may be recovered from any officer or member of a board signing or counter-signing warrants therefor, or from the sureties on the official bond of such person or persons, in an action brought by the state, or any municipality affected by this act or by any taxpayer for the use of the same.

(1) Neither the State Auditor nor any other auditing officer or board affected by the Civil Service Law shall issue a warrant for the payment of any compensation to any person in the classified service, unless such person shall first present or cause to be presented to said State Auditor or other auditing officer or board a voucher, issued by the proper authorities of the institution in which said person is employed and duly certified to by the Civil Service Commission, stating in each case the character and date of commencement of service, the compensation and any change in such service.

XIV.

GENERAL PROVISIONS OF THE LAW.

Civil Service Law, Section 13. No statement in any application, recommendation, or question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to office, or employment within the scope of this act, shall be in any manner affected or influenced by such opinions or affiliations.

Section 14. No person shall wilfully or corruptly, by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect to his or her right of examination, or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing, or make any false representation concerning the same, or concerning the person examined, or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, or to be examined, or impersonate another person, or permit or aid another person to impersonate him in any application, examination or registration.

Section 17. No person in the public service shall, for that reason, be under any obligation to contribute to any political fund, or to render any political service, and shall not be removed or otherwise prejudiced for refusal to do so.

No officer or employe of the state, or of any municipality, shall discharge, promote, degrade, or in any manner change the official rank or compensation of any other officer or employe, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or other valuable thing, for any political purpose, or for any political reason whatsoever.

Section 18. No person while holding any public office or employment in the service of the state, or of any municipality, or in nomination for, or while seeking a nomination or appointment for, any office, shall corruptly use, or promise to use either directly or indirectly any official authority or influence, whether then possessed, or anticipated, in the way of conferring upon any person, or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, or to interfere with any election, upon the consideration or condition that the vote or political influence, or the action of the last named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

Section 22. Any person occupying any position in the service of the state, or of any municipality affected by this act, who shall violate any of the provisions of this act or the rules hereunder, shall be discharged from such position and shall be ineligible to reinstatement therein, or appointment to any other branch of the public service for two years thereafter.

Section 23. Whoever makes an appointment to office or selects a person for employment, contrary to, or wilfully refuses or otherwise neglects to comply with, the provisions of this act, or of any rule hereunder, shall be deemed guilty of a misdemeanor and for each and every offense, shall, upon conviction, be punished by a fine of not less than one hundred dollars, nor more than fifteen hundred dollars, or by imprisonment for a term not less than one month, nor more than one year, or by both fine and imprisonment.

Section 24. Any city of the first or second class, whether organized under general law or special charter, may adopt the provisions of this act in the manner following:

The council may, and upon the petition of bona fide residents in number not less than 15 per cent. of the last preceding vote for mayor, shall submit the question of adopting the provisions of this act to a vote of the qualified electors at the next general election for municipal officers, or at a special election which the council may call for such purpose. The signatures to such petition shall be acknowledged before a notary public, and need not all be on one paper. The election shall be called and held, and the vote counted and canvassed, and the result determined and certified, in all respects as nearly as may be in accordance with the provisions of law now governing the election of municipal officers in said city. The election notice shall state that the purpose of the election is to ascertain whether or not the city will adopt the provisions of this act, and that the election is held thereunder. All persons voting on the question submitted at such election shall vote by separate ballot prepared substantially in the manner and form in which official ballots are prepared for the election of municipal officers in said city, and shall have printed thereon the words "For the merit system" and "Against the merit system," and the voter shall designate his choice by placing a cross (X) opposite the proposition of his choice, in the manner now pro-

vided by law for voting upon amendments to the Constitution of the state of Colorado. The ballots shall be deposited in a separate ballot box in each polling place provided by the city for that purpose. If, upon the official determination of the result of such election, it appear that a majority of all the votes cast are in favor of the adoption of the provisions of this act, then this act and all rules made thereunder shall immediately thereafter be in full force and effect in said city, and the clerk of the city shall immediately certify the result of said election to the Civil Service Commission.

Section 25. All acts and parts of acts inconsistent with the provisions of this act are hereby repealed.

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