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THIRD
BIENNIAL REPORT

OF THE

Civil Service Commission

OF THE

STATE OF COLORADO

To the Governor

1911-1912



DENVER, COLORADO
THE SMITH-BROOKS PRINTING CO., STATE PRINTERS
1912

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1912

The Civil Service Commission

HENRY VAN KLEECK, President.

HORACE N. HAWKINS.

ERWIN L. REGENNITTER.

T. L. H. FRIBOURG, Clerk.

OFFICE

State Capitol, Denver, Colo.

Report of the Commission

To His Excellency,
JOHN F. SHAFROTH,
Governor of the State of Colorado.

The Civil Service Commission presents in this, its Third Biennial Report, an account of the culmination of the efforts of the opponents of the merit system to render inoperative the Civil Service Act. Instead of repealing the law, they undertook by indirection to suspend its operation. A majority of the last Assembly refused to make practically any appropriation for the needs of the Commission, in hope of starving it to inaction. While this prevented effective work, yet the Commission continued to enforce the Act as best it could. The net result was to arouse the people to action, in the adoption, at the last election, of initiated Amendments to the Act—which provide, *inter alia*, a continuing minimum appropriation for the Commission and extend the classified service to practically all appointive officers and employees in the State civil service. Truly, "The people that walked in darkness have seen a great light!"

ORGANIZATION.

On June 28, 1911, your Excellency appointed Horace N. Hawkins a Civil Service Commissioner to succeed Charles R. Brock, whose term was about to expire. On November 15, 1912, your Excellency appointed Erwin L. Regennitter to fill the vacancy on the Commission caused by the death of Mrs. Sarah S. Platt Decker. On February 15, 1912, Herbert W. Cornell resigned as Secretary and Chief Examiner, whereupon, for causes hereinafter set forth, the office of the Commission was closed, until March 25, 1912, when it was opened with T. L. H. Fribourg as Clerk.

MRS. SARAH S. PLATT DECKER.

On February 9, 1909, Mrs. Sarah S. Platt Decker was appointed a member of this Commission, upon which she rendered distinguished service until her death at San Francisco, on July 7, 1912. Mrs. Decker, by reason of her wide experience as a former member and President of the State Board of Charities and Cor-

rections, and her remarkable personality, was especially well fitted to deal with the problems presented to the Commission in the application of the merit system to State Institutions. Mrs. Decker for many years stood sponsor in this community for the reform of the Civil Service, and was most influential in obtaining its recognition in the charters of Denver and other cities, and in the State Civil Service Act of 1907. In her the cause of Civil Service Reform lost a most zealous and effective champion in City, State and Nation. In evidence of its appreciation of Mrs. Decker, the Commission adopted the Resolution set forth in the appendix.

LEGISLATIVE ACTION.

The Eighteenth General Assembly early in the session displayed its hostility to the enforcement of the Civil Service Act. On January 23, 1911, House Joint Resolution No. 5 was adopted by the House, and promptly concurred in by the Senate, requiring the Commission to furnish the Assembly a complete report of its actions from the time of its beginning and specifying a very considerable amount of detail upon which information was desired. The Commission at once set about compiling the facts necessary to such a report, covering a period of four years.

On January 29th the Assembly declined to provide for the expenses of the Commission in the short appropriation bill, thus cutting off all supplies and making it impossible for the Commission to perform the elaborate task required, or to do more than to care for its very considerable routine work. On February 14th, the Commission advised the Assembly that it would complete such a report at the earliest possible moment, provided a sufficient sum was appropriated to pay for the salary of a stenographer, and other necessary office supplies. It is evident that there was no other way of meeting the expenses attending the preparation of a voluminous report, unless the Commissioners personally advanced the required money. This, in view of the difficulty previously experienced in obtaining a return of sums so advanced, and of the fact that they were serving the state without compensation, the Commissioners declined to do. They were compelled to limit themselves in their communication to the Assembly to a representation of these facts, and to a reference to their First and Second Biennial Reports to the Governor of the State, which contain a large part of the information requested. Notwithstanding these facts were fully and fairly set forth, T. H. Proske (the author of the House Joint Resolution above referred to) on February 23rd caused a "protest" to be entered in the journal of the House, in which he says: "The excuse which they give, namely that they are without funds to prepare this report, is not sufficient, as the Assembly is, and has always been, ready to appropriate such funds as are needed to carry on the work of any department." On February 25th the

Commission addressed a reply showing that this allegation was not borne out by the treatment it had received in the short appropriation bill, and reiterating that it was ready and willing to make the most specific and detailed report, as soon as the legislature would provide it with funds to pay the expenses of so doing. The "protest" contained a number of erroneous allegations as to the enforcement of the Civil Service Act, intended to create a prejudiced public opinion against the Commission and its work, which led the Civil Service Reform Association of Denver, through its Legislative Committee, consisting of Edward P. Costigan, Chairman, John H. Denison and Edward C. Stimson, to make a statement in defense of the Commission to the members of the Assembly. The House Joint Resolution and "protest," with the above communications to the Assembly, will be found in the appendix.

The General Assembly persisted in its opposition to the enforcement of the Civil Service Act, and refused to make any provision for the work of the Commission in the General Appropriation Bill, with the exception of \$500, designed to liquidate certain printing bills, etc., already incurred.

The Assembly also failed to report out of committee bills introduced in the Senate by Senator Blakey and in the House by Mr. Ardourel, for a moderate extension of the classified service to irrigation engineers, water commissioners, employees of the Board of Capitol Managers, of the State Bank Commissioner, of the State Board of Health and Pure Food Commission. No action was taken on bills, likewise introduced in the Senate and House by Senator Blakey and Mr. Ardourel, respectively, for a Constitutional Amendment providing for the merit system in "appointments and promotions in the Civil Service of the State, and of all the Civil divisions thereof, including cities and towns."

NON-PAYMENT OF SALARIES OR EXPENSES.

The provision for the salary of the Secretary and Chief Examiner in the Civil Service Act had, since its passage, been construed as a continuing appropriation, under which Mr. Cornell had received his compensation independently of any direct appropriation therefor. The new Attorney General taking a different view, the Auditor, in February, 1911, refused to issue warrants for the payment of this salary. On a submission of the question to the District Court, Mr. Cornell obtained a judgment in his favor, which was afterwards reversed by an adverse decision of the Supreme Court rendered in January, 1912. The result was that Mr. Cornell, who, in the hope of a different outcome, had continued to discharge his duties for over twelve months without compensation, resigned his position. It was due solely to Mr. Cornell that the Commission was enabled to keep its office open from February 1, 1911, to February 15, 1912.

In November, 1911, the Commission made application to the State Auditing Board for a small appropriation out of an emergency fund created by the Assembly for general purposes. The sum of \$1,700 was finally granted, but in February, 1912, the State Treasurer refused to honor warrants drawn against this fund for \$125, the salary of one clerk and \$25 for postage stamps! The matter was taken into the District Court, where a judgment favorable to the Commission was rendered on a demurrer, but on the Treasurer interposing an issue of fact, payment is still delayed. In the meantime the Commission, having no clerical assistance or supplies, was compelled to close its office from February 15th to March 25th, during which time it was impossible to certify the payrolls at the various State Institutions. It was again opened with Mr. T. L. H. Fribourg acting as clerk, who was employed with the direct authority of the State Auditing Board, expressed in a formal resolution, adopted on March 12th. Mr. Fribourg has shown great public spirit by devoting his time and services to the work of the Commission, notwithstanding the continued refusal of the State Treasurer to pay his salary.

NON-COMPLIANCE WITH THE ACT.

The attention of your Excellency was called, by the Commission in its Second Biennial Report, to the fact that the Warden of the Reformatory, the State Parole Officer and the Physician at the Penitentiary were holding their positions in violation of the Civil Service Act, and that the State Auditor was issuing warrants for the salaries of these officers, without the certification of the Commission, as required by the Act, and against the formal protests of the Commission. On the resignation of Felix O'Neill, in May, 1912, A. T. Stewart was appointed to succeed him as Warden at the Reformatory, in disregard of the Act, as construed by the Commission. These persons have continued to hold their positions, and the State Auditor and State Treasurer have continued, respectively, to issue warrants and to pay them in contravention of law and against the repeated protests of the Commission. The only remedy was the removal of these appointees by your Excellency, or the enforcement of the penalties provided for violations of the Act. The Attorney General's office having taken the position that in a controversy between the Commission and an elective officer, its duty is to represent the latter, the Commission was powerless, in the absence of an appropriation for legal expenses. The Act provides that "any payments of compensation to any person in the classified service, not certified by the Commission, may be recovered from any officer or board, signing or countersigning warrants therefor, or from the sureties on the official bond of such person or persons, in an action brought by the State or by any tax payer for the use of the same."

CURTAILMENT OF EXAMINATIONS.

Without any appropriation for salaries or supplies it was impossible, during the past two years, to advertise or conduct the competitive examinations required to supply lists of eligible persons from which to fill vacancies as they occurred in the classified service. The result was that after the eligible lists, created in the preceding biennial period, became exhausted, all vacancies at the State Institutions have had to be filled provisionally, subject to non-competitive examinations. It has, however, for the same reason, been impossible during the past year to hold such non-competitive examinations; all the Commission could do under the circumstances was to endeavor to prevent the appointment of manifestly unfit persons solely for political considerations. This was done by requiring persons, selected by the appointing power, to file applications under oath, describing their previous occupations and their habits, and giving references to former employers, all of which were carefully examined. Much of the ground gained during the last year of the previous biennial period, in the application of the competitive principle in the selection of public employees, was consequently lost.

STATE INSTITUTIONS.

The experience of the Commission has shown that where the Civil Service Act is properly observed there is not only greater economy and efficiency of administration, resulting at the various State Institutions, but, what is of far greater importance, the remedial or reformatory work among the inmates is more successfully performed. A very striking illustration of this is afforded in the marked contrast between the results attained at the Colorado State Penitentiary and Reformatory, during your Excellency's administration. At a non-competitive examination given the two wardens selected by you, one, the warden for the Penitentiary, was found qualified and was duly certified for appointment; the other, the warden for the Reformatory, did not qualify and was not certified for appointment; the latter was, however, continued in his position, and his successor appointed, without reference to the law—both against the earnest protests of this Commission. At the Penitentiary the treatment of the prisoners has been on advanced humanitarian lines, and has attracted the attention of the Nation. A great step forward in penology has been attained for which your administration is justly entitled to credit. At the Reformatory, where young men are committed generally for first offenses, the management has been reactionary and but little more than "a well kept stockade" has been maintained. The difference in the qualifications and standards of the two Wardens originally selected was clearly indicated in their examinations.

The State Home and Training School for Mental Defectives at Arvada was opened in the Spring of 1912, with its officers and employees in the classified service.

THE PROBATIONARY PERIOD.

Under the rules, all permanent appointments are made on probation for a period of three months, during which appointees may not be discharged without the consent of the Commission. The object is to secure a fair opportunity for the appointee, while giving him a thoroughly practical test. The proper view is to consider this period as a continuing and unfinished part of his examination, and at any time that it becomes apparent that the appointee is unfit for the position, then he should be separated from the service. The Commission has issued a circular letter on this subject (see appendix) to the appointing power at the various State Institutions, in which it expressed its readiness to entertain, at any time after appointment, any reasonable grounds for the discharge of a probationer. It would be a great wrong to insist on the retention in the service of an individual after his unfitness, for any cause, had become manifest.

INITIATED AMENDMENTS.

A direct result of the conditions above described is the initiation by petition and enactment by popular vote, at the recent general election, of certain important amendments to the Civil Service Act, prepared and submitted to the electorate by the Civil Service Reform Association of Denver. These amendments provide a continuing minimum appropriation for the expenses of the Commission, which may be increased, but cannot be decreased or ignored by the General Assembly; they extend the classified service to all appointive positions in the State service, with but few exceptions; they change almost all definite terms to appointments for good behavior, a very great advance; they prohibit political activity of persons in the public service, and the soliciting or collection of political assessments by or from public employees or from corporations; they greatly strengthen the Commission by more stringent penalties against the issuance or payment of warrants for compensation to persons in the classified service, who are not certified by the Commission as having been appointed thereto in conformity with law. These amendments should secure a much better enforcement of the law, and to a large degree prevent the recurrence of such adverse conditions as above described. Their adoption is a great triumph for the cause of economical, efficient and good government.

SUGGESTIONS FOR LEGISLATION.

The Commission again recommends the adoption of the following amendment to Article XII of the Constitution:

Section 13. "Appointments and promotions in the Civil Service of the State, and of all the Civil divisions thereof, including cities and town, shall be made according to merit and fitness to be ascertained, so far as practicable, by examinations, which so far as practicable, shall be competitive. Laws shall be made to provide for the enforcement of this Section."

The amendment as suggested is almost an exact copy of Section 9, of Article V, of the Constitution of the State of New York, adopted in 1894. It would not extend the Civil Service Law except as enacted by the Legislature or initiated by the people, but it would remove any constitutional objections as to its scope. It would have the sole effect of declaring the policy of the State to the Assembly, and governing bodies of Civil divisions, and of supporting all existing legislation.

RULES.

On October 20, 1911, a rule was adopted by the Commission, and later approved by your Excellency, prohibiting the practice of nepotism in appointments, which is set out in the appendix.

COMMISSION'S OFFICE.

The State-wide extension of the classified service makes it absolutely imperative that two or three rooms be allotted for the permanent use of the Commission, and its employees, at the earliest practicable moment. If such accommodations cannot be had at the State Capitol the Commission recommends that they be provided at a moderate rental in some office building. It is manifestly impossible for the Commission to do its work in one of the legislative committee rooms, subject to a change during the session of the Assembly to a room occupied jointly with some other department.

APPROPRIATION.

In view of the great initial expense attending the resumption of public competitive examinations, and of the very much larger number and variety of them which must be held under the new law, a liberal sum should be appropriated for the needs of the Commission in excess of the amounts provided for in the law as amended. In addition provision should be made to cover the rental of suitable offices for the Commission, in case they cannot be had in the Capitol Building, and a reasonable sum for legal expenses to enable the Commission to appeal to the Courts whenever necessary for the enforcement of the law.

Respectfully submitted this 1st day of December, 1912,

By order of the Civil Service Commissioners,

HENRY VAN KLEECK,

President.

HORACE N. HAWKINS.

ERWIN L. REGENNITTER.

OFFICE OF SECRETARY AND CHIEF EXAMINER.
 STATISTICAL REPORT.

To the Honorable, The Civil Service Commission of the State of Colorado:

Since you have been practically without funds during almost the entire two years last past, and have therefore been, and are now, without a Secretary and Chief Examiner, I have prepared and herewith submit the following statistical report of the work done under your direction during this biennial period.

While what has been accomplished is not at all satisfactory because of its incompleteness, the best work possible in the circumstances has been done.

The following table will suggest to some extent what has been done toward informing those interested in the rules governing appointment to and service in positions in the classified list, and toward procuring information concerning applicants for such positions:

Number of copies of Civil Service Law and Rules given out.....	452
Number of application blanks given out.....	\$20
Number of letters of inquiry regarding positions answered.....	417
Number of letters written to ascertain qualifications of applicants.....	1,212

EXAMINATIONS.

There were no competitive examinations held during this biennial period. After the eligible lists created in the preceding biennial period were exhausted the Commission authorized the appointing power at the various State Institutions to nominate persons for non-competitive examination for provisional appointment to fill vacancies as they occurred. There were 404 persons so nominated, who for lack of means have not yet been examined, beyond an investigation of their training, previous occupations and habits. One promotion was authorized without competitive examination. In this case there was no competitor in the lower position and the only examination given was based on the facts stated in a sworn application as to experience in the service and before entering the service, and on the efficiency records.

APPOINTMENTS FROM ELIGIBLE LISTS CREATED IN PRECEDING BIENNIAL PERIOD.

State Penitentiary	Carpenter.....	1
	Guard.....	4
	Matron.....	1

State Reformatory	Chaplain.....	1
	Guard.....	3
State Industrial School for Boys.....	Barber—nurse.....	1
	Fireman	1
	Teacher—scholastic...	1
State Industrial School for Girls.....	Matron.....	1
State Home for Dependent and Neglected Children.....	Engineer.....	1
	Matron.....	1

APPOINTMENTS UPON OTHER THAN COMPETITIVE EXAMINATIONS.

The following table gives the number of persons appointed upon non-competitive examination, under Rule VII, Subdivision 1, Paragraph First:

Adjutant bookkeeper	1	Machinist	1
Band master, instructor.....	1	Mason	1
Barn superintendent	1	Matron (head)	4
Boys' supervisor	4	Matron (children)	10
Captain (night)	3	Matron	21
Carboy	4	Nurse, attendant for insane.....	166
Carpenter	2	Nurse (experienced)	8
Chaplain	1	Overseer	3
Chauffeur	3	Painter	2
Clerk	2	Parole officer	1
Commander	1	Physician, surgeon	6
Cook	24	Relief officer (female).....	1
Dairyman	2	Seamstress	2
Electrician	2	Shoemaker	1
Engineer	8	State agent	1
Farmer	3	Stenographer, bookkeeper	1
Fireman	4	Steward	3
Florist	1	Steward (hospital)	2
Gardener	3	Superintendent, assistant supt.....	2
Gateman	5	Teacher (basketry)	1
Guard	36	Teacher (domestic science).....	2
Hostler, driver.....	2	Teacher (scholastic)	1
Janitor	4	Teacher (woodworking)	1
Kitchen helper, domestic.....	5	Waitress	3
Laundryman, laundress	33	Watchman	2

Total number of appointments other than from eligible list, 404.

NUMBER OF PERSONS IN THE CLASSIFIED SERVICE BY GRADES.

Grade	Salary	Total	Per Cent of Whole
1.	Not more than \$400 per annum.....	24	7.36
2.	More than \$400 and not more than \$700.....	157	48.16
3.	More than \$700 and not more than \$1,000.....	99	30.37
4.	More than \$1,000 and not more than \$1,500.....	35	10.74
5.	More than \$1,500 and not more than \$2,000.....	7	2.14
6.	More than \$2,000 and not more than \$2,500.....	1	.30
7.	More than \$2,500.....	3	.92
		<hr/> 326	<hr/> 100.00

NOTE—In computing compensation full maintenance in State institutions is valued at \$150 per annum.

NUMBER OF PERSONS IN THE CLASSIFIED SERVICE BY GRADES IN THE SEVERAL INSTITUTIONS.

Grade	Industrial School for Boys	Industrial School for Girls	Insane Asylum	Penitentiary	Reformatory	Soldiers' and Sailors' Home	State Home for Children	State Home for Mental Defectives	Totals
1	7	..	9	2	6	..	24
2	8	19	95	..	1	3	21	10	157
3	20	2	10	47	12	2	3	3	99
4	5	..	6	16	2	2	1	3	35
5	1	1	2	2	..	1	7
6	1	..	1
7	1	..	1	1	3
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Totals ...	42	22	123	66	15	10	32	16	326

NUMBER OF PERSONS REMAINING IN THE CLASSIFIED SERVICE WHO WERE SERVING WHEN THE CIVIL SERVICE ACT WENT INTO EFFECT, JUNE 30, 1907.

Penitentiary	13 out of 73, or 17.81%
Reformatory	1 out of 21, or 4.76%
Insane Asylum	5 out of 109, or 4.59%
Industrial School for Boys.....	10 out of 39, or 25.64%
Industrial School for Girls.....	1 out of 19, or 5.26%
State Home for Dependent and Neglected Children.....	2 out of 26, or 7.69%
Soldiers' and Sailors' Home.....	0 out of 11, or 0.00%
Classified Service (entire).....	32 out of 298, or 10.74%

Two years ago the percentage of persons remaining in the classified service, who were serving when the Civil Service Act went into effect, was 24.9 per cent. The further decrease of 14.16 per cent, leaving in the classified service on November 30, 1912, only 10.74 per cent, or 32 persons out of a total number of 298 who were serving when the Civil Service went into effect, admits of no argument in favor of the contention that the merit system perpetuates employees in their positions. The experience in Colorado shows that in about five and one-half years 89.26 per cent of all the positions, in the classified service, in the State Institutions have been filled, some of them several times, by new incumbents.

ACKNOWLEDGMENTS.

The thanks of the Commission are due to State Auditor, M. A. Leddy, for many acts of courtesy and sundry services rendered by his office; also for reports and valuable assistance received from the following Civil Service Commissions—i. e.:

Those of the cities of

Chicago,	New Orleans,
Los Angeles,	New York,
Milwaukee,	Seattle.

Those of the States of

Illinois,	New York,
Massachusetts,	Wisconsin.
New Jersey,	

That of the United States.

FINANCIAL STATEMENT.

STATEMENT OF CASH FUND. (EXAMINATION FEES.)

Receipts:

Nov. 30, 1910, cash on hand.....	\$415.85
Nov. 30, 1910, to April 1, 1912, examinations.....	64.00
April 1, 1912, to Nov. 30, 1912, examinations.....	228.00

Disbursements:

May 23, 1911, stenographer, salary.....	\$325.00
Jan. 3, 1912, telegrams.....	5.17
Jan. 3, 1912, additional examiners.....	10.00
Feb. 16, 1912, legal advertising.....	12.48
Nov. 30, 1912, cash in hands of State Treasurer.....	355.20

Total	\$707.85	\$707.85
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STATEMENT OF THE APPROPRIATION MADE BY THE EIGHTEENTH
GENERAL ASSEMBLY, AVAILABLE ONLY FOR THE FIRST YEAR
OF THE BIENNIAL PERIOD.

Appropriation:

For traveling and incidental expenses of the Civil
Service Commission\$500.00

Disbursements:	Fiscal Year 1911
Stationery and supplies.....	\$79.55
Printed blanks	276.30
Printing	16.25
Newspaper advertising	9.60
Postage	88.34
Telegraph bill86
Telephone, long distance.....	12.15
Traveling expenses	8.65
Repairs to typewriter.....	8.30

Total	\$500.00

	\$500.00

STATEMENT OF THE APPROPRIATION OF \$1,700 MADE OUT OF THE
GENERAL EMERGENCY FUND BY THE STATE AUDITING BOARD ON
JANUARY 20, 1912, AVAILABLE FOR THE SECOND YEAR OF THE BI-
ENNIAL PERIOD.

Appropriation:

For salaries of employes and incidental expenses
of the Civil Service Commission.....\$1,700.00

Disbursements:	Fiscal Year 1912
None, as all warrants were refused payment by State Treasurer	None

Total	\$1,700.00

	None

Respectfully submitted this 15th day of November, 1912.

T. L. H. FRIBOURG,
Clerk.

APPENDIX

MRS. SARAH S. PLATT DECKER.

At a special meeting of the Civil Service Commission of the State of Colorado, held on the 15th day of October, A. D. 1912, the following Preamble and Resolution were unanimously adopted:

WHEREAS, The Civil Service Commission of the State of Colorado, at its first meeting since the death of Mrs. Sarah S. Platt Decker, wishes to record its deep sorrow at the irreparable loss it has sustained, and its appreciation of the great value of Mrs. Decker's services as a member of this Commission;

THEREFORE, BE IT RESOLVED, That Mrs. Decker, by her quick sympathy, keen humor, sound judgment, tireless energy, cheerful optimism, and wide experience in public affairs, was unusually qualified to cope with the problems before this Commission. That, while recognized as a leader in many other reforms, Mrs. Decker was distinguished as a most zealous and effective champion of the reform of the Civil Service, in behalf of which she made her last public address. That, whenever opportunity offered, Mrs. Decker devoted her great gifts in support of this cause in City, State and Nation.

ANSWER TO HOUSE JOINT RESOLUTION NO. 5, CONTAINING THE RESOLUTION.

Denver, Colo., February 14, 1911.

To the Honorable, the Eighteenth Legislative Assembly of the State of Colorado:

We acknowledge the receipt of a copy of House Joint Resolution No. 5, as concurred in by the Senate, which reads as follows:

"WHEREAS, There has been received a great deal of complaint regarding the inefficiency of the help furnished by the Civil Service Commission to the various State institutions; therefore, be it

"RESOLVED, That the Civil Service Commission is hereby requested to furnish to this Assembly, at its earliest convenience, a complete report of its actions from the time of its beginning.

"This report to include the names of all persons having taken the Civil Service examination; the positions for which these examinations were taken; the place of residence of each of these applicants; the various positions to which each successful applicant has been assigned and the term of his or her employment in that position."

The Civil Service Commission immediately upon the receipt of this Resolution, began the preparation of the report therein called for as to its proceedings during the past four years, with the information in detail as therein specified in regard to all examinations held and appointments made during that period, when further progress in the work was made impossible by the refusal of your body to provide in the short appropriation bill for its necessary expenses. Such a report in detail as called for must necessarily be voluminous, and cannot be prepared without the aid of stenographers and other clerical assistance, as well as necessary office supplies, of all of which by your action you have deprived the Commission.

It would give the Commission pleasure under other circumstances, and the members of the Commission stand ready at their own expense, if discriminating legislation requires, to prepare for the public, as a matter of State history, a

detailed statement of the opposition which has confronted the Commission, without other known warrant than a determination to make political appointments regardless of the Civil Service Act. For the present, however, for the reasons stated, the Commission, whose members serve without compensation, must refer you to the First and Second Biennial Reports of this Commission, the latter of which has been printed and published since the adoption of House Joint Resolution No. 5. They contain a considerable part of the information requested,

Respectfully submitted,

CIVIL SERVICE COMMISSION.

By HENRY VAN KLEECK,

President.

EXTRACT FROM HOUSE JOURNAL OF THE EIGHTEENTH GENERAL ASSEMBLY, FEBRUARY 23, 1911.

A PROTEST.

To the Honorable George McLachlan, Speaker of the House of Representatives:

Dear Sir—I desire to make this protest against the reply which has been made by the civil service commission to H. J. R. No. 5, which calls for a complete report to this Assembly of the conduct of their office for the past four years. The excuse which they give, namely that they are without funds to prepare this report, is not sufficient, as the Assembly is, and always has been, ready to appropriate such funds as are needed to carry on the work of any department.

As the author of H. B. No. 103, I deemed it best that this Assembly have before it a complete record of the work done by this commission, and it was for this reason that the aforesaid joint resolution was passed, and with the information which that report would give to this Assembly, the members would be able to vote intelligently on H. B. No. 103.

As a member of the legislative committee that investigated the various State institutions before the convening of this Assembly, every opportunity was given me to study the workings of this "catch phrase" "civil service," as applied to the State institutions, and found that civil service, as it is practiced in this State, is nothing more than "a convenient vehicle for Weary Willies" to assist them on their journeys from East to West, and in some instances, from West to East. In the frantic efforts of the commission to make a showing, every citizen in the United States is asked to take the examinations for positions that are at the disposal of this commission. The result is that, in many instances, people living in states east and west of Colorado have passed these examinations, and when any State institutions wanted help and applied to the Commission for the same, they were handed slips of eligibles. In some instances these eligibles were not even residents of this State, and were in such a state of poverty that it was necessary for the institution to advance railroad fare to bring these people into our State. Many of these remained only long enough to repay the fare advanced and to get one month's wages, and then quit their positions without notice, and went on their way rejoicing either East or West, as the notion possessed them. The efficiency of this class of labor has proved to be very inferior, and has worked a hardship on the management of the institutions to which they were assigned. Within the last month the head of one of our State institutions applied to the commission for a guard and a fireman. He was handed slips showing that the only eligibles for these positions were one living at Leavenworth, Kansas, and the other at Jackson, Michigan, and these he had to import into our State, when right in the same town in which his institution is located were men owning their own homes and were taxpayers of the State, that could have filled the positions, but were unable to secure them, because of these alien eligibles.

If the civil service commission can, by giving the report asked for in H. J. R. No. 5, show that it is doing a good work for the State it need have no fear that this Assembly will pass H. B. No. 103, but if this report, to which this Assembly is entitled to as a matter of respect, does not show, as has been

repeatedly stated, that the civil service commission is nothing more than a "barnacle on the ship of state," as well as an unnecessary expense to the various State institutions, then it cannot expect other than that this Assembly should wipe it out of existence.

H. B. No. 103 was introduced by your protestant in the best of good faith, with the view of ridding this State of an unnecessary expense, and H. J. R. No. 5 was passed for the sole purpose of permitting the civil service commission to state its side of this question, and unless an answer is forthcoming before H. B. No. 103 is reached on the Calendar, the only conclusion that this Assembly can come to is that this civil service commission admits its uselessness, and is afraid to present its case before this, the forum of the people.

Respectfully submitted,

T. H. PROSKE.

Mr. Proske moved that the protest be received and made a part of the records of the House.

Motion carried.

ANSWER TO MR. PROSKE'S "PROTEST."

Denver, Colo., February 25, 1911.

To the Honorable Eighteenth Legislative Assembly of the State of Colorado:

Our attention has been called to the protest of Representative Proske against the reply which the Civil Service Commission made to the House Joint Resolution No. 5. In this protest, Mr. Proske says:

"The excuse which they give, namely that they are without funds to prepare this report, is not sufficient, as the Assembly is and always has been ready to appropriate such funds as are needed to carry on the work of any department."

The statement of Mr. Proske to the contrary notwithstanding, the fact remains that the Legislature, by their short appropriation bill, provided for the salary of a stenographer for the Civil Service Commission, not for the period of four months, that is, from December 1, 1910, to March 31, 1911, but for two months only, that is, for the month of December, 1910, and January, 1911, and nothing whatever for office supplies or contingent expenses of any kind from December 1, 1910. This fact is hardly overcome by mere declarations such as we quote above. Nevertheless, the Civil Service Commission reiterates that it is able, ready and willing to make the most specific and detailed report just as soon as the Legislature provides it with funds to pay the expenses of so doing.

Respectfully submitted,

THE CIVIL SERVICE COMMISSION.

By HENRY VAN KLEECK,
President.

THE CIVIL SERVICE REFORM ASSOCIATION OF DENVER.

THE COLORADO CIVIL SERVICE LAW.

To the Honorable Members of the Eighteenth General Assembly:

A persistent effort is being made in the Eighteenth General Assembly to repeal the Civil Service Law of Colorado. For the public benefit and information the situation warrants and invites from the Civil Service Reform Association of Denver a frank consideration and discussion of the Civil Service Law and of the difficulties which have surrounded its actual operation, due perhaps to a lack of definite knowledge regarding the Civil Service Commission and its work.

I.

THE LEGISLATURE AND THE CIVIL SERVICE COMMISSION.

On January 23, 1911, the Civil Service Commission was requested, through House Joint Resolution No. 5, to furnish in detail a history of its doings for four years last past. Such a report was begun, but one week later, on January 30, 1911, the short appropriation bill passed the General Assembly, and as that bill failed to provide for the expenses of the Commission ipso facto all moneys from the state treasury, with the sole exception of the salary of the secretary of the Commission, ceased, and thereafter it became impossible for the Commission to perform the elaborate work required of it or to do anything more than care for its very considerable routine work.

The fact is that the Commission is desirous of furnishing a full report with the detailed information sought, and as it advised the Legislature in its letter of February 14, 1911, is willing to complete such a report at the earliest possible moment, provided the General Assembly will furnish the necessary appropriation to pay the salary of a stenographer from February 1 to April 1, 1911, together with the Commission's bills for other necessary office supplies incurred and to be incurred from December 1, 1910, to April 1, 1911.

It is perfectly evident that there is no other way of providing the necessary expenses attending the preparation of a voluminous report, except for the individual members of the Commission to advance personally the required money. This, in the light of previous experiences of the Commissioners in so doing, they are entirely justified in declining to do. Its members, in rendering their services to the state without compensation, in the face of the continued opposition of those who would throw our state institutions into politics, are doing all that can be justly expected of them.

The Commission has, therefore, reasonably contented itself in its communication to the Legislature with a reference to its First and Second Biennial Reports to the governors of this state, containing a large part of the information requested. These biennial reports will give any unprejudiced person ample evidence of the useful and beneficial character of the work performed by the Commission.

Notwithstanding these facts, fully and fairly set out in the communication of February 14, 1911, to the General Assembly, on February 23, 1911, Representative Proske caused a "protest" to be filed and entered in the journals of the House. This protest appears to require from the Civil Service Reform Association of Denver, which was largely responsible for the enactment of the present Civil Service Law, a statement to the members of the Legislature and to the general public.

II.

COMPETITIVE EXAMINATIONS.

The Civil Service Act provides as follows: [Sec. 9, Second; Sec. 13, (1), (3), were quoted here.]

There is nothing in the Civil Service Act or Rules or in the Constitution or Statutes of this state which restricts appointments to subordinate positions in the state institutions to citizens or even to residents of Colorado. The practice of the Commission under the above provisions is to advertise public competitive examinations open to all persons not disqualified under Section 13 to be held at 25 different places within the state, so as to give residents of all sections an equal opportunity to enter the public service.

III.

ELIGIBLE LISTS.

The Civil Service Act provides: [Sec. 9, Fourth; Rule V, (1), (3), were quoted here.]

It frequently happens that persons who have taken and passed competitive examinations held within the state, and whose names were placed on the eligi-

ble lists, before their names are reached for appointment, have removed to some other state. There is no law which constitutes such a removal a forfeiture of an eligible's right to have his or her name continued on the eligible list during his life, subject to appointment to the first vacancy.

IV.

REQUISITION AND CERTIFICATION.

The Civil Service Act provides: [Sec. 15 was quoted here.]

The right of the person standing highest on the most appropriate eligible list to appointment appears to be absolute under this section, without any qualification as to his place of residence.

It will be noted in this connection that the Civil Service Act confers certain rights on eligibles which neither the appointing power nor the Civil Service Commission may disregard without incurring the penalties for violation of this act.

V.

RESIDENT AND NON-RESIDENT APPOINTMENTS.

A complete answer to the general charge of Representative Proske, "that in many instances people living in states east and west of Colorado have passed these examinations * * * in some instances these eligibles were not even residents of this state," etc., is contained in the following table, showing the number of persons certified from eligible lists resulting from competitive examinations and appointed to position in state institutions since July 1, 1910, to date, or about eight months:

Number	Institution
10.....	Colorado State Penitentiary
6.....	Colorado State Reformatory
2.....	Industrial School for Boys
2.....	Industrial School for Girls
3.....	State Home for Dependent and Neglected Children
—	
23	

Of this total of twenty-three persons all were residents of Colorado when examined, according to their sworn applications, and only two at the date of certification were out of the state. All but five are still in the state service, and none of the five appears to have been discharged, the roster showing that they voluntarily left the service.

In the absence of appropriate eligible lists the law allows the Commission to authorize the appointing power to make provisional appointments of persons who shall be subject to non-competitive examination. The number of such provisional appointments made during the same period by heads of state institutions, of persons of their own selection, who in their sworn applications declared themselves as residents or non-residents, is as follows:

Number	Residents	Non-Residents	Institution
43	18	25	Insane Asylum
3	2	1	Soldiers' and Sailors' Home
—	—	—	
46	20	26	

These tables show that, while during this period no non-residents were appointed by certification from eligible lists created by open public competitive examinations held under the direction of the Commission, more than one-half of the persons who received provisional appointments from heads of institutions, when absolutely unrestricted in their selection, were non-residents of this state. This proves that the effect of competitive examinations is to practically

restrict appointments to residents of Colorado wherever the Civil Service Law is applied, and sufficiently answers the contention in the protest to the contrary.

VI.

THE GUARD AND FIREMAN CHARGE.

The protest also states that the head of one of the state institutions applied to the Commission for a guard and a fireman; that he was handed slips showing that the only eligibles for these positions were living one at Leavenworth, Kansas, the other at Jackson, Michigan, and that he had to import these men into the state, when in the town in which his institution is located were men owning their own homes and taxpayers, who could have filled these positions.

An investigation in this connection by the Civil Service Reform Association discloses the following facts: That when the Warden of the Reformatory made the requisitions referred to for a guard and a farmer (not a fireman), the following certifications were made of the one person standing highest on each appropriate eligible list:

As *guard*, Berton W. Jacobs, who was examined on September 12, 1910, at Denver, where he had lived since June 3rd. He had been a resident of Trinidad, Colorado, since April 7, 1910. When certified, January 12, 1911, he was visiting his mother at Brewster, Kansas.

As *farmer*, Arthur A. Garey, who was examined at Greeley, July 28, 1908. He was at that time a citizen of Evans, Colorado, where he had lived since March 14, 1905. During 1904 he lived at Greeley. On July 1, 1910, he notified the Commission that his address was Jackson, Michigan, where he had gone temporarily with the intention of returning to Greeley in the Spring of 1911. He was certified from Jackson, Michigan, but has not been appointed.

It is scarcely necessary to add that the citizens of Buena Vista have had an equal opportunity with all citizens of Colorado to take the open public competitive examinations for all positions in the state institutions held regularly at that town as one of the twenty-five places of examination advertised by the Commission.

VII.

RAILROAD FARES AND EXAMINATIONS.

The Commission does not direct any part of its examinations to the financial condition of applicants, nor is any case known to it where railroad fares have been advanced by an institution to persons certified for appointment or to bring people into this state, although the question is often asked by eligibles whether railroad fares will be repaid. The nearest approach to such an accusation in the Commission's experience was the statement brought to its attention that the head of one of the state institutions once loaned a person certified but not appointed the amount of railroad fare required to return home, when a personal visit led the "eligible" to conclude that the position was not desirable.

VIII.

EFFICIENCY UNDER CIVIL SERVICE.

In regard to the efficiency of persons who have passed competitive examinations, the best and most complete answer lies in the very rare cases of suspensions, reductions or discharges shown on the public roster kept by the Commission. This record discloses that, with but few exceptions, all such persons who leave the public service do so of their own accord.

Of course, certain unsatisfactory conditions are absolutely beyond the Commission's control, viz., the conditions surrounding the lower and poorly paid positions at some of the institutions and the consequent difficulty of obtaining and retaining competent persons in such positions.

CONCLUSION.

On a careful review and investigation of the Civil Service law and its operation in Colorado, the Civil Service Reform Association of Denver, therefore, strongly reaffirms its confidence in both the law and the Commission, and urges their continued support by the members of the General Assembly and the public of Colorado. It respectfully suggests that the more the methods and results of the Commission's work become known, the larger will be the appreciation of the benefits accruing and to accrue to our state institutions, and the reputation of Colorado, from the enforcement of the Civil Service Law.

THE CIVIL SERVICE REFORM ASSOCIATION OF DENVER,

By EDWARD P. COSTIGAN, Chairman;
JOHN H. DENISON,
EDWARD C. STIMSON,

Denver, Colo., March 13, 1911.

Legislative Committee.

CIRCULAR LETTER ON THE PROBATIONARY PERIOD.

Dear Sir: The Civil Service Act, Section 9, Subdivision Fifth, requires that "as nearly as the conditions of good administration will warrant" there shall be "periods of probation before appointment or employment is made permanent during which probationers shall not be discharged, without consent of the Commission." This period is fixed at three months by Rule VI, Subdivision (4).

This period of probation is in reality, and should be considered by the appointing officer, a part of the examination of the candidates. It is that part which tests in actual service the qualifications of those persons who have been shown to have the requisite experience and knowledge of the duties of the position by a previous examination. It furnishes the best possible check upon any errors in the examination.

While a probation of three months is provided, this Commission will not withhold its consent to an earlier discharge on the request of the appointing officer, upon a showing that it will promote the efficiency of the service and can be made without injustice to the appointee. In such cases due weight will be given to the discretion and judgment of the officer requesting the discharge.

Trusting this explanation will make clear the purpose of this provision of the law and the policy of the Commission in reference to its application, we are,

Very respectfully,

HERBERT W. CORNELL,
Secretary.

CHANGES IN RULES.

On October 20, 1911, the Commission adopted the following Rule to carry out the purposes of the Civil Service Act, which was submitted to the Governor and approved by him:

"RULE VII (6). No person shall be appointed to any position who is related by blood or affinity to the appointing power, or any member thereof, without consent of the Commission."

STATE OF COLORADO

THE CIVIL SERVICE COMMISSION

A Compilation of the Civil Service Act of 1907, the
Amendments thereto adopted by the people on
November 5th, 1912, the Rules and Regu-
lations in force on January 5th, 1913,
with Other Information, Published
by Authority of the Civil
Service Commission



DENVER, COLORADO
THE SMITH-BROOKS PRINTING CO., STATE PRINTERS
1912

Civil Service Commissioners

<i>Name.</i>	<i>Date Appointed</i>	<i>Term</i>	<i>Expiration</i>
*JAMES H. PERSHING.....	June 30, 1907	2 years	June 30, 1909
CHARLES R. BROCK.....	“ “	4 years	“ 1911
HENRY VAN KLEECK.....	“ “	6 years	“ 1913
†SARAH S. PLATT DECKER.....	Feb. 9, 1909	6 years	“ 1915
ERWIN L. REGENNITTER.....	Nov. 15, 1912	unexpired	“ “
HORACE N. HAWKINS.....	June 30, 1911	6 years	“ 1917

* Resigned January 23, 1909. Succeeded by Sarah S. Platt Decker.

† Deceased July 7, 1912. Succeeded by Erwin L. Regennitter.

The Civil Service Commission

HENRY VAN KLEECK, President.

HORACE N. HAWKINS,

ERWIN L. REGENNITTER.

T. L. H. FRIBOURG, Clerk.

OFFICE

State Capitol, Denver, Colo.

Civil Service Regulations

INSTRUCTIONS TO APPLICANTS FOR THE CLASSIFIED SERVICE.

I. General Suggestions.

These instructions should be carefully read, as they answer most of the questions which applicants ask. The Commission can not undertake to answer inquiries as to vacancies in the service, duties, salaries, prospect of appointment or promotion, or as to the course of preparation which applicants should follow, or inquiries relating to cases which are not officially before it for decision; nor can it decide, except in the case of actual applicants, questions respecting the application of the rules. Where no exceptions are specified none are allowed. Inquiries in regard to examinations and other business should be made directly to the Civil Service Commission, and preferably by calling in person at its office.

General suggestions to applicants.

II. Obtaining and Filling Out Application Blanks.

Applicants for examination or registration must file applications for the particular examination or registration which they seek, within the time advertised for that purpose, on a form furnished on request by the Commission, and receive official notice of the examination or registration before they can be examined or registered.

Applications for examination or registration must be filed with Commission.

Full instructions for the execution of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions.

How to fill blank.

The certificates of three vouchers required in the application papers are of the utmost importance. Applicants should seek as vouchers men who have employed them or who have known them practically in their calling. The certificates are of weight only so far as they show real or close knowledge of the candidates, and the Com-

Certificates from three reputable citizens.

No recommendation other than certificates received.

mission's action can in no way be biased by the political influence, real or supposed, of the signers. No recommendation other than those provided for in the application blank shall be filed with the Commission.

Statements verified.

All statements in applications and in certificates of vouchers shall be subject to investigation by the Commission.

Good for one examination.

An application will be good for only one examination, and if an applicant desires to take more than one he must file a separate application for each.

When disapproved.

All applications which show the applicant to be ineligible for the examination or registration which he seeks, will be disapproved and retained in the files of the Commission. All applications which are defective in their execution and can be corrected by the applicant, will be returned for correction. All unused applications will be cancelled, after they have been on file one year, on the order of the Commission.

Defective to be returned.

When cancelled.

Part of official records.

Applications which have been approved or disapproved and all examination papers of competitors form a part of the official records of the Commission and can not, under any circumstances, be returned to applicants.

III. Persons Who Will Not Be Examined, Registered or Certified.

Persons not examined, registered or certified.

No person shall be examined, registered or certified for a position :

Fee not paid to state treasurer.

1. Who has not paid the state treasurer the sum of one dollar and does not exhibit the treasurer's receipt therefor. This applies to all applicants except unskilled laborers.

Application not filed.

2. Who has not, within the time limited by the Commission, filed an application upon the form prescribed for the particular examination or registration which he seeks and does not exhibit an official notice to appear for such examination or registration.

Lacking any requirement.

3. Who is found to lack any preliminary requirement for the examination or service which he seeks.

Not within age limit.

4. Who is not within the age limit prescribed for the service which he seeks.

Physically unfit.

5. Who is physically unfit for the service which he seeks.

Intoxicating beverages.

6. Who is addicted to the habitual use of intoxicating beverages to excess.

7. Who has been guilty of a crime or notoriously disgraceful conduct. Crime or disgraceful conduct.
8. Who has, within two years, been dismissed from the public service for delinquency or misconduct. Dismissed for delinquency, etc.
9. 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 examination, or in securing eligibility or appointment. False statements. Fraud.

IV. Examinations.

Official notice of the time and place of examination will be given to all candidates whose applications have been duly filed and approved. Examinations. Notice of.

The subjects of examination and their relative weights will vary with the requirements of the service for which the examination is held. Practical and oral tests may be given. Subjects and weights.

Where physical capacity is of importance, a certificate from a reputable physician or a physical examination may be required. Physical.

Unskilled laborers will not be examined for registration except as to age, residence, physical condition, ability to labor, sobriety, industry and experience, as to which the application with accompanying certificates will usually be sufficient evidence. Unskilled laborers.

V. What Applicants Should Bring to Examination Room.

Persons taking the stenographer and typewriter examinations must provide themselves with typewriting machines and stands or tables; those taking the book-keeper, draughtsman, or other examinations requiring the use of instruments, must furnish the instruments required. All competitors must provide themselves with pens, penholders, pencils, erasers, ink and blotters. Competitors should not bring any paper for use in the examination room, as sufficient blank paper will be furnished for all purposes. What should be brought to examination room.

Each applicant must present his notice of examination and a receipt for one dollar from the state treasurer to be admitted to the examination. Notice of examination and state treasurer's receipt.

VI. Conduct of Examinations.

The following is a copy of the regulations which are given to each competitor at the beginning of every examination: Rules for the examination.

Declaration sheet.

Official envelope.

Examination number.

See that you have correct examination sheets and return them all.

Place, date and time.

Limit of time.

Do not leave the room.

Read printed instructions.

Back of sheet may be used.

Spoiled sheet.

Write in ink.

Pencil when allowed.

1. Before proceeding to answer the questions in the examination, you will fill out and sign a declaration sheet and seal the same in an official envelope. At the close of the examination this envelope and your papers shall all be marked by the examiner with an identical number to be known as your examination number. **YOU MUST NOT FILL IN THE BLANK PROVIDED FOR THIS NUMBER ON YOUR PAPERS.** If any name or other means of identification is found on any examination papers or envelope, the papers will not be examined.

2. See that each sheet received by you pertains to the kind of examination which you are taking, and take care that you do not omit any of the sheets, which must all be returned at the close of the examination. Competitors are held responsible for errors and omissions.

3. Note in the proper blank spaces the place and date of the examination, and the time of commencing and completing each examination sheet.

4. You are not limited in time on any sheet, but you should gauge your work so as to complete the examination within the prescribed limit of time. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

5. Do not leave the room with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. Competitors are allowed to leave the examination room for luncheon on the completion of any sheet of questions, after 12 o'clock. No additional allowance of time will be granted on account of such absence. No competitor shall leave the room at any time without permission of the examiner.

6. Read carefully the printed instructions on each sheet before commencing work thereon.

7. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

8. A question sheet spoiled by you can not be exchanged for another of the same kind.

9. Perform all work on each examination sheet with ink.

10. Pencil and scratch paper may be used in preliminary work, except in spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

11. Use no scratch paper except that furnished by the examiner in charge and, on completing an examination sheet, hand him the scratch paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the scratch paper is 'collected,' not for consideration in the marking, but for destruction. Scratch paper to be returned.

12. No helps of any kind are allowed. Before the examination is commenced, hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions to be taken from the examination room. No helps allowed.

13. All conversation or communication between the competitors during the examination is strictly prohibited. No conversation.

14. CAUTION. Every competitor is cautioned not to attempt to copy from the work of any other competitor nor to permit any competitor to copy from his work or look over the sheets in his possession. All work, as soon as written, should be carefully covered with a blotter or turned over as the sheets are completed. Evidences of copying or collusion in an examination may result in the cancellation of the examination papers and in debarring those guilty from all future examinations. Caution not to copy work of another.

15. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution. Explanations to whole class

16. No unnecessary delay will occur in marking your papers, and you will be notified of your standing, whether you pass or fail, as soon as your papers are marked. You are requested not to increase the labors of the Commission by making inquiries in regard to your standing. No delay in marking.

VII. Notice of Standing to Competitors.

A notice of standing will be sent to each candidate examined, as soon as practicable, after the papers are rated. The notice will show the general average obtained, which must be at least 70 per cent. to secure the entry of the candidate's name on the appropriate eligible list. Notice of standing.

VIII. When Period of Eligibility Begins and Ends.

The name of each successful candidate is entered upon the appropriate eligible list as soon as practicable after the completion of the rating of the papers. The period Period of eligibility.

Two years.
Continued
third year.

of eligibility on all lists is two years from the date of entering the name upon it, unless continued for a third year by the Commission. All persons will be notified when their eligibility has terminated.

IX. Change of Address.

Change
of address.
Must notify
Commission.

Applicants and eligibles must keep the Commission informed of any change of postoffice address. A failure to do so will be treated as the fault of the applicant or eligible, and may result in his losing an opportunity of examination or appointment. Requests to have the address changed should be made by letter, and should state whether the applicant has been examined. Such letter should relate only to the change in address. All communications should be directed to the Colorado Civil Service Commission, State Capitol, Denver, Colo.

Civil Service Rules

[NOTE: The Civil Service Act of 1907 as amended in 1912 is published entire herein, printed in bold face type, while the rules appear in lighter face. The Act and the Amendments separately, without the rules, follow]:

I.

ORGANIZATION AND POWERS OF THE COMMISSION.

Civil Service Act, 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.

Civil Service. Commissioners.
Appointment by governor.
Term.
Vacancy.
Political complexion.

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.

Removal by governor.

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.

No compensation.
Expenses paid.
President.

Secretary and
chief examiner.
Employes.

Section 3. The employes of the Commission shall be a secretary and chief examiner and such examiners, stenographers and other assistants as the Commission may deem necessary. The secretary and chief examiner shall be paid a salary of two thousand four hundred dollars (\$2,400) per annum. The compensation of other employes shall be fixed by the Commission.

Appropriation.

There is hereby appropriated annually from the general revenues of the State, as a continuing annual appropriation, the sum of two thousand four hundred dollars (\$2,400) to pay said salary, and the further sum of three thousand four hundred dollars (\$3,400) per annum for the salaries of additional employes, and for traveling, incidental and contingent expenses of the members and employes of said Commission. The salaries shall be paid at the end of each month upon certificate made by the Commission to the Auditor of State, who shall draw his warrant upon the State Treasurer, and other sums shall be paid upon proper audit and certification by the State Auditing Board.

Salaries.

Traveling,
incidental and
contingent
expenses.

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.

Examiners.

Assistants in
examinations.

Public officers
must assist in
enforcing the
law.

Commission
investigate
breaches of the
act.

Subpoena
witnesses.

Administer
oaths.

Compel testi-
mony and
production of
books, etc.

Witness fees.

Same as in
district courts.

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 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.

Paid by auditor of state.

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.

Secretary of state provide supplies and office in state capitol.
Custodians of public buildings make provision.

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.

Records of proceedings and examinations.
Public records.

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.

Biennial report to governor.
Suggestions for legislation.
Distributed as 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 capital, and in any such publication a date shall be specified not less than ten days subsequent to the date of the publication, when such rules or changes shall go into operation.

Commission make rules.
Governor's approval.
Distribution.
Governor's failure to act in ten days.
Publication.

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:

What rules shall provide.

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

Classification.

Competitive examinations.

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

Non-competitive examinations for technical positions.

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

Lists of eligibles.

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

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.

Periods of probation.

Appointments—provisional, etc.

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

Promotions.

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.

Vacancies filled by promotion.

Suspension.

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

Reduction.

Registration and appointment of laborers.

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.

Non-competitive examinations.

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

Commission make regulations.

(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.

Authority of president and secretary.

II.

CLASSIFICATION.

Civil Service Act, Section 11. Repealed.

Classified service in state.

Section 10. All appointive officers and employes in the Civil Service of the State and of all State Institutions shall be included in the classified service, except judges of

courts of record, members of boards or commissions appointed by the Governor, the Governor's private secretary, appointees to fill vacancies in elective offices, one deputy of each elective officer, officers and instructors in the public schools and in educational institutions not reformatory or charitable in character, the professional assistants of the Attorney General, the President pro tempore of the Senate, the Speaker of the House of Representatives, and all appointive officers and employes 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, except one employe of each elective officer, and the corporation counsel and his professional assistants. 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.

Exceptions.

In cities.

City and county of Denver.

Except as otherwise provided in the Constitution, all appointments to positions in the classified service shall be without reference to the Senate, and for good behavior.

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

Classification.

Class "A." Executive Service.—All positions, the duties of which are of an executive character.

Executive service.

- Subclass 1. Superintendents, wardens, commanders.
- " 2. Assistant superintendents, deputy wardens.

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

Clerical service.

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

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

Medical service.

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

Custodians.

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

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

Nursing
service.

Class “E.” Nursing Service.—Officers, attendants, nurses, etc., having care of the sick or insane.

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

Teaching
service.

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

- Subclass 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.

Engineers.

Class “G.” Engineers.—All positions where qualifications of an engineering or cognate character are required.

- Subclass 1. Chief engineers.
- “ 2. Assistant engineers.
- “ 3. Firemen.
- “ 4. Electrical engineers, dynamo tenders, electricians.

Mechanics and
craftsmen.

Class “H.” Mechanics and Craftsmen.—All positions requiring special mechanical skill, or as craftsmen, not classed as laborers.

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

Class “I.” 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.

- Subclass 1. Farmers.
- “ 2. Florists, gardeners.
- “ 3. Dairymen.
- “ 4. Stockmen.

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

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

Class “K.” Unskilled Labor Service.

- Subclass 1. All positions of common labor to be filled by males.
- “ 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 subclass to which it belongs by the general definition and specifications of such class and subclass.

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

III.

FEES AND APPLICATIONS.

Applicants must pay one dollar to state treasurer to the credit of Commission.

Can not be examined until paid.

Application under oath.

Form and contents.

Filled out and signed in applicant's handwriting.

Persons who can not write.

Three certificates of reputable persons required—contents.

Limits of time for filing application.

Defective application returned for correction.

Application not accepted account of age.

Certificate of physical fitness.

Civil Service Act, 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 limitations 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 repu-

table physician, or in its discretion may require the applicant to submit to examination before physical examiners appointed by the Commission. Physical examination.

(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. Applications to be dated, numbered and recorded. Not returned.

IV.

EXAMINATIONS.

Civil Service Act, 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. Examinations. General provisions.

* * * * *

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. Commission may refuse to examine or to certify in certain cases.

(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. Examinations, to whom open.

(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. Shall be public. Scope of. Practical tests.

Held periodically.
Dates published.

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

Notice—how published.

(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.

Contents of notice.

Competitive examinations, where held.

(5) Competitive examinations, except for positions in grade 4, 5, 6 or 7, 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.

Local boards of examiners at state institutions and elsewhere.

(6) The Commission may designate three persons at each state institution, and wherever expedient, 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.

Subject and weight of examinations.

(7) The subjects 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.

Subjects—how marked.

(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.

Average required for eligible list.

Chief examiner may consult others in framing questions, but they must be kept absolutely secret.

(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.

Examinations may be written or oral, or both.

(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. Medical and physical examinations.

(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. In fiduciary and executive positions. Special certificates may be required.

(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. In positions of fiduciary responsibility a bond may be required.

(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. Declaration sheet—contents of. Sealed in an official envelope. How marked. Deposited in safe place. Open for identification. Papers bearing name of candidate shall be rejected.

(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. Notice of rating given each candidate.

(16) No request for a review of the markings 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 Review of marking. Change in rating.

shall be made unless some manifest error shall appear on the face of the papers.

When
examinations
not necessary.

(17) A person legally holding a position by appointment for a fixed term may be retained without examination at the expiration of such term.

V.

ELIGIBLE LISTS.

Eligible lists.
Percentage
necessary.
Form of entry.

(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.

When two
eligibles have
same 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.

Period of
eligibility.

(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.

Notice of
termination.

VI.

REQUISITION, CERTIFICATION AND APPOINTMENT.

Civil Service Act, 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.

Requisition,
when made.

Contents.

Must certify
highest name.

Sex, if not
specified,
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.

Requisition,
what it shall
state.

(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.

Certification,
what it shall
contain.

Highest name.

Notice sent
person certified.

Duration of.

(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.

Person
certified must be
appointed.

Exception.

(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.

Appointing
officer must
notify person
selected.

Certificate
of appointment
or promotion on
probation.

(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.

Name of
person certified
stricken from
eligible list if
appointment
declined.

Exceptions.

An eligible who has declined appointment on the ground of residence shall not again be certified for another position in the same county as the one declined.

Not certified
to county or
compensation
declined.

An eligible who has declined appointment by reason of the insufficiency of the compensation offered shall not

again be certified for a similar position at the same or any less compensation.

Failure to accept considered a declination.

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.

When name of eligible next on list may be certified.

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.

Appointment, when revoked.

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

Persons shall perform duties of position.

(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.

Temporary assignment without extra pay permitted.

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.

Provisional 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.

How made.

Duration.

When made permanent.

Permanent appointments upon non-competitive examination.

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.

The local board of examiners at each State Institution may be called upon by the Commission to receive applications, conduct non-competitive examinations and make reports thereon to the Commission, in accordance with its instructions. Local board conduct examinations.

(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. Vacancy in a position of peculiar and exceptional qualifications in which competition is not desirable. How filled.

(3) When services of a temporary or occasional character are required, and for periods in the aggregate not exceeding six months in any one year, the appointing officer shall notify the Commission, which shall either certify the person standing highest on the eligible list who is willing to accept such temporary appointment, or if it deems this impracticable allow the temporary appointment upon non-competitive examination of a person designated by the appointing officer. But no such appointment shall continue beyond the period authorized by the Commission. Neither acceptance nor declination of any such temporary employment shall affect the right of the eligible to continued certification for permanent employment; nor shall acceptance confer upon such eligible any of the rights of promotion, transfer or reinstatement. Temporary appointments authorized. Duration.

(4) 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 two weeks. Emergency appointments. Duration.

(5) Inmates of state institutions may be assigned by the lawful authorities, without examination or registration. Inmates of state institutions.

tion, to such minor duties in their respective institutions as they are fitted to perform.

Nepotism
forbidden.

(6) No person shall be appointed to any position who is related by blood or affinity to the appointing power, or any member thereof, without consent of the Commission.

VIII.

PROMOTIONS.

Promotion.

(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.

Change in rank.
Change
in grade.

Vacancies filled
by promotion.

(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.

Basis of
promotion.

(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.

Efficiency
records.

Contents.

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.

Monthly
records.

Annual
transcript
of records to the
Commission.

Records open
to employes.

Application for
promotion.

(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.

Contents.

Signed and sworn to.

(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.

Examinations for promotion.

(6) If the vacancy to be filled is in a position in Grade 4, 5, 6 or 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.

When original competitive examination for promotion.

(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.

Procedure, same as in original appointments.

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

Grades for entire classified service.

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

Compensation less than \$400.

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.

\$400 to \$700.

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.

\$700 to \$1,000.

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.

\$1,000 to \$1,500.

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

\$1,500 to \$2,000.

\$2,000 to \$2,500.	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.
More than \$2,500.	Grade 7. All positions, the compensation of which is at the rate of more than twenty-five hundred dollars per annum.
Value of maintenance.	For purposes of this section, full maintenance in state institutions shall be valued at \$150.00 per annum.

IX.

TRANSFERS.

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, subclass and grade, but no transfer shall be made to a position which, in the opinion of the Commission, can be adequately filled by promotion.
When allowed.	

X.

REINSTATEMENTS.

When allowed.	(1) A person who has been permanently appointed to a position in the classified service and who has been separated from the service through no delinquency or misconduct on his part may be reinstated in a position in the same class, subclass and grade in the same department or institution, at the request of the appointing officer, within one year from the date of separation. The names of such persons, except of those who have resigned from the service, 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.
Within one year.	
Lists of separated appointees.	
Preference over eligible lists.	
Leave of absence.	(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.
Duration.	

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

XI.

SUSPENSION, REDUCTION AND DISCHARGE.

Civil Service Act, Section 16. Discharges from the When allowed. classified service, or reduction in grade or compensation, or both, may be made for any cause not political or religious, Procedure. 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 records of the division of the civil service in Papers part of public record. which the discharge or reduction is made, and copies of these papers shall be filed by the said authority with the Copies filed with Commission. Commission immediately on being issued or received.

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

(2) A statement of the cause for discharge from the Written specifications to employe. 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 Five days to answer. mailing in which to file an answer.

XII.

SPECIAL PROVISIONS FOR APPOINTMENT OF UNSKILLED LABORERS (CLASS K).

(1) The local board of examiners at each state Board of labor registration. 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 Period of registration. name shall be stricken from the list at the expiration of two years.

(2) The Commission shall require an applicant to Examination of laborers. 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.

Certification and appointment.

(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.

Discharge cards.

(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.

What to contain.

When registered for reinstatement.

When not registered.

XIII.

THE PUBLIC ROSTER AND CERTIFICATION TO AUDITORS.

Roster of classified service.

Civil Service Act, 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.

Contents.

Public officers to furnish information and report changes.

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.

Commission shall certify amount due persons in classified service.

Section 21. The Commission shall certify monthly to the appropriate auditing officer or board the name of and amount due every person in the classified service whose appointment is in conformity with law. Without such certificate no warrant shall be issued or payment made to any one in said service. Four times the amount of any

payment contrary to the provisions of this Act, or of the rules hereunder, may be recovered from any member of a board or officer signing or countersigning any warrant therefor or paying any such warrant, or from the sureties on the official bond of such officer or member, or from the officer and his said sureties, in an action brought by the State or any municipality affected, or by any tax-payer. The amount of such judgment shall be paid to the State or municipality affected, except where the suit is brought by a tax-payer, in which event one-half of the judgment shall be paid to the tax-payer.

No warrant shall issue or be paid to persons not certified.

Penalties for violation.

XIV.

GENERAL PROVISIONS OF THE LAW.

Civil Service Act, 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.

Political or religious opinions or affiliations shall not influence appointments.

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.

Corrupt practices in examinations defined and forbidden.

Impersonation of another forbidden.

Section 17. 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.

Political assessments forbidden.

No person in the public service shall, directly or indirectly, solicit or receive, or be in any manner concerned

in soliciting or receiving, any assessment, subscription or contribution, whether voluntary or involuntary, for any political purpose whatever, or to secure the nomination or election of any person, from any individual or corporation; and no person shall, directly or indirectly, solicit, or be in any manner concerned in soliciting any assessment, subscription or contribution, whether voluntary or involuntary, for any political service whatsoever, or to secure the nomination or election of any person, from any officer or employee in the classified service.

Political activity of public servants forbidden.

No person in the public service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. No person in the classified service shall take part in political management or political campaigns further than to vote as he pleases, and to express his opinion on political subjects.

Corrupt use of political influence forbidden.

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.

Penalty for violation by any one in the public service.

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.

Penalties for violation of the act or rules.

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 provided 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.

Cities may adopt this act.

Council may submit question upon petition.

At general or special election.

Conduct of election.

Election notice, contents.

Separate ballots.

Form of ballot.

How voted.

Majority of votes cast determines election.

Clerk of city must certify results to Commission.

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

Repealing clause.

XV.**AMENDMENT OF RULES.**

(1) No amendment to these rules shall be adopted by the Commission at the same meeting at which it is proposed, and no final action shall be taken on any amendment in less than seven days after its proposal. The Commission shall furnish a copy of the proposed amendments to anyone requesting the same and shall allow him an opportunity to be heard if he so desires.

Civil Service Act

Laws of 1907, Chapter 117. S. B. No. 26, by Senator Booth.

AN ACT IN RELATION TO CIVIL SERVICE IN STATE INSTITUTIONS AND MUNICIPALITIES

Be it Enacted by the General Assembly of the State of Colorado:

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 wit-

nesses 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 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 [state capital], and in any such publication a date shall be specified not less than ten days subsequent to the date of the 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.

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.

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 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.

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.

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.

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.

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 persons 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 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.

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.

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 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 countersigning 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 tax payer for the use of the same.

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 provided by law for voting upon amendments to the Constitution of the state of Colorado. The ballots shall be de-

posited 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.

Approved March 30, 1907.

AMENDMENTS

To the Civil Service Act of 1907 Initiated by Petition and Adopted by the People on November 5, 1912.

AN ACT

TO AMEND AN ACT ENTITLED "AN ACT IN RELATION TO CIVIL SERVICE IN STATE INSTITUTIONS AND MUNICIPALITIES," APPROVED MARCH 30, 1907, SO THAT THE TITLE WILL READ: "AN ACT RELATING TO CIVIL SERVICE," AND TO AMEND SECTIONS 3, 10, 17 AND 21, AND TO REPEAL SECTION 11 OF SAID ACT.

Be it Enacted by the People of the State of Colorado:

Section 1. That the title of an Act entitled, "An Act in Relation to Civil Service in State Institutions and Municipalities," approved March 30, 1907, be, and the same is hereby amended so as to read as follows:

"AN ACT RELATING TO CIVIL SERVICE."

Sec. 2. That Section 3 of said Act, approved March 30, 1907, be, and the same is hereby amended to read as follows:

"Sec. 3. The employees of the Commission shall be a secretary and chief examiner and such examiners, stenographers and other assistants as the Commission may deem necessary. The secretary and chief examiner shall be paid a salary of two thousand four hundred dollars (\$2,400) per annum. The compensation of other employees shall be fixed by the Commission.

"There is hereby appropriated annually from the general revenues of the State, as a continuing annual appropriation, the sum of two thousand four hundred (\$2,400) dollars to pay said salary, and the further sum of three thousand four hundred dollars (\$3,400) per annum for the salaries of additional employees, and for traveling, incidental and contingent expenses of the members and employees of said Commission. The salaries shall be paid at the end of each month upon certificate made by the Commission to the Auditor of State, who shall draw his warrant upon the State Treasurer, and other sums shall be paid upon proper audit and certification by the State Auditing Board."

Sec. 3. That Section 10 of said Act be, and the same is hereby amended to read as follows:

"Sec. 10. All appointive officers and employees in the Civil Service of the State and of all State Institutions shall be included in the classified service, except judges of courts of record, members of boards or commissions appointed by the Governor, the Governor's

private secretary, appointees to fill vacancies in elective offices, one deputy of each elective officer, officers and instructors in the public schools and in educational institutions not reformatory or charitable in character, the professional assistants of the Attorney General, the President pro tempore of the Senate, the Speaker of the House of Representatives, and all appointive officers and employees 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, except one employee of each elective officer, and the corporation counsel and his professional assistants. 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.

"Except as otherwise provided in the Constitution, all appointments to positions in the classified service shall be without reference to the Senate, and for good behavior."

Sec. 4. That Section 11 of said Act be, and the same is hereby repealed.

Sec. 5. That Section 17 of said Act be, and the same is hereby amended to read as follows:

"No officer or employee 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 employee, 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.

"No person in the public service shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription or contribution, whether voluntary or involuntary, for any political purpose whatever, or to secure the nomination or election of any person, from any individual or corporation; and no person shall, directly or indirectly, solicit, or be in any manner concerned in soliciting any assessment, subscription or contribution, whether voluntary or involuntary, for any political service whatsoever, or to secure the nomination or election of any person, from any officer or employee in the classified service.

"No person in the public service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. No person in the classified service shall take part in political management or political campaigns further than to vote as he pleases, and to express his opinion on political subjects."

Sec. 6. That Section 21 of said Act be, and the same is hereby amended to read as follows:

"Sec. 21. The Commission shall certify monthly to the appropriate auditing officer or board the name of and amount due every person in the classified service whose appointment is in conformity with law. Without such certificate no warrant shall be issued or payment made to any one in said service. Four times the amount of any payment contrary to the provisions of this Act, or of the rules hereunder, may be recovered from any member of a board or officer signing or countersigning any warrant therefor or paying any such warrant, or from the sureties on the official bond of such officer or member, or from the officer and his said sureties, in an action brought by the State or any municipality affected, or by any tax-payer. The amount of such judgment shall be paid to the State or municipality affected, except where the suit is brought by a tax-payer, in which event one-half of the judgment shall be paid to the tax-payer."

NOTE—Except where fixed by statute, the salaries in the various institutions are subject to change.

SCHEDULE

Of Officers and Employees in State Institutions Affected by the Act in Relation to Civil Service.

COLORADO STATE PENITENTIARY.

CANON CITY.

	—Salary—	
	Per Month	Per Year
1 Warden	\$ 208.33	\$2,500
1 Deputy Warden	125.00	1,500
1 Chief Clerk	125.00	1,500
1 Physician	100.00	1,200
1 Chaplain	83.33	1,000
1 Mail Clerk	85.00	1,020
1 Matron	75.00	900
1 Night Matron	50.00	600
1 Stenographer	75.00	900
1 Captain of Guards.....	100.00	1,200
1 Night Captain.....	100.00	1,200
1 Lieutenant of Guards.....	100.00	1,200
1 Assistant Night Captain.....	75.00	900
1 Bookkeeper	90.00	1,080
6 Cell-House Keepers, each.....	75.00	900
4 Night Cell-House Keepers.....	75.00	900
6 Night Guards	70.00	840
2 Horse Guards, each.....	65.00	780
15 Guards, each	60.00	720
2 Gate-Keepers, each	70.00	840
1 Turnkey	70.00	840
1 Overseer	70.00	840
1 Midway Overseer	70.00	840
1 Overseer Tailor Shop.....	80.00	960
1 Overseer Blacksmith Shop.....	85.00	1,020
1 Farm Overseer	70.00	840
2 Farm Overseers, each.....	60.00	720
1 Overseer of Gardens.....	70.00	840
1 Overseer of Lime-Kilns.....	70.00	840
1 Overseer of Wash-House.....	70.00	840
1 Overseer of Quarry.....	70.00	840
1 Overseer of Spall Gang.....	70.00	840

2 Overseers of Cement Work, each.....	70.00	840
1 Overseer of Street Gang.....	70.00	840
1 Road Overseer	100.00	1,200
1 Overseer Carpenter Shop.....	105.00	1,260
4 Road Overseers, each.....	75.00	900
1 Steward	100.00	1,200
1 Hospital Steward	85.00	1,020
1 Hospital Cell-House Keeper.....	60.00	720
1 Engineer	100.00	1,200
1 Barn Superintendent	80.00	960
1 Chauffeur	85.00	1,020

Full maintenance in case of Warden and Matrons; partial maintenance in case of Deputy Warden and Hospital Steward. While in camp, farm and road Overseers receive maintenance.

COLORADO STATE REFORMATORY.

BUENA VISTA.

	—Salary—	
	Per Month	Per Year
1 Warden	\$208.33	\$2,500
1 Deputy Warden	100.00	1,200
1 Clerk	85.00	1,020
1 Steward	75.00	900
1 School-Teacher	60.00	720
1 Chaplain	33.33	400
1 Engineer	75.00	900
1 Tailor	65.00	780
1 Carpenter	70.00	840
11 Guards	60.00	720
1 Physician	{ Minimum	600
	{ Maximum	900
1 Chauffeur (Guard and Veterinary).....	65.00	780

Full maintenance at the institution, with the exception of the Physician and Chaplain.

PENITENTIARY AND REFORMATORY.

	—Salary—	
	Per Month	Per Year
1 State Parole Officer.....	\$100.00	\$1,200

Traveling expenses allowed. No maintenance.

COLORADO STATE INSANE ASYLUM.

PUEBLO

	—Salary—	
	Per Month	Per Year
1 Medical Superintendent	\$250.00	\$3,000
1 Assistant Superintendent	125.00	1,500
1 Assistant Physician	100.00	1,200
1 Woman Physician and Chief Nurse.....	50.00	600
1 Steward	125.00	1,500
1 Assistant Steward	75.00	900
1 Druggist	65.00	780
1 Engineer	115.00	1,380
1 Assistant Engineer	60.00	720
3 Firemen, each	50.00	600
1 Electrician	75.00	900
1 Carpenter	80.00	960
1 Matron	60.00	720
1 Watchman	50.00	600
1 Farmer	55.00	660
1 Shoemaker	30.00	360
1 Domestic	25.00	300
1 Janitor	30.00	360
2 Gatemen, each	25.00	300
1 Seamstress	35.00	420
1 Hostler	30.00	360
1 Male Cook	55.00	660
1 Male Assistant Cook.....	30.00	360
1 Woman Cook	40.00	480
2 Women Assistant Cooks, each.....	25.00	300
1 Baker	60.00	720
1 Dairyman	45.00	540
1 Outside Night Watchman.....	25.00	300
1 Kitchen Helper (male) Carboy.....	25.00	300
1 Kitchen Helper (female).....	15.00	180
2 Dining-Room Girls, each.....	20.00	240
1 Dining-Room Girl	15.00	180
1 Laundryman	60.00	720
1 Assistant Laundryman	30.00	360
7 Laundresses, each	20.00	240
1 Chief Nurse (male).....	60.00	720
1 Chief Night Nurse (male).....	50.00	600
1 Nightwatch (male)	40.00	480

3 Nightwatches (male), each.....	33.00	396
2 Nurses-Attendant (male), each.....	35.00	420
2 Nurses-Attendant (male), each.....	33.00	396
17 Nurses-Attendant (male), each.....	30.00	360
1 Plumber Helper	30.00	360
1 Gardener	40.00	480
1 Painter	65.00	780
11 Nurse Attendants (male), each.....	25.00	300
1 Assistant Chief Nurse (female).....	35.00	420
1 Assistant Chief Nurse (female).....	40.00	480
1 Nightwatch (female)	40.00	480
2 Nightwatches (female), each.....	33.00	396
1 Nightwatch (female).....	30.00	360
1 Nurse Attendant (female).....	33.00	396
12 Nurses-Attendant (female), each.....	30.00	360
11 Nurses-Attendant (female), each.....	25.00	300

Full maintenance at the institution, with the exception of the Carpenter and Engineer.

STATE INDUSTRIAL SCHOOL FOR BOYS.

GOLDEN.

—Salary—

	Per Month	Per Year
1 Superintendent	\$208.33	\$2,500
1 Chief Clerk and Storekeeper.....	85.00	1,020
1 Chaplain and Teacher.....	75.00	900
1 Teacher Woodworking	60.00	720
1 Teacher Sloyd	60.00	720
1 Engineer	75.00	900
1 Machinist	70.00	840
1 General Officer, Commander Company A.....	70.00	840
1 Gardener, Commander Company B.....	70.00	840
1 Blacksmith, Commander Company C.....	70.00	840
1 Shoemaker	60.00	720
1 Mason	70.00	840
1 Florist, Commander Company F.....	70.00	840
1 Baker and Relief Officer.....	60.00	720
1 Tailor and Relief Officer.....	60.00	720
1 Printer	60.00	720
1 Barn Foreman and Stockman.....	60.00	720
1 General Matron.....	50.00	600
1 Physician and Nurse.....	90.00	1,080

1 Teacher Band, Acting Commander Company.....	70.00	840
1 Manager Dining-Room (male).....	50.00	600
1 Principal of Schools.....	50.00	600
1 Teacher (male), Commander Company E.....	70.00	840
1 Laundryman, Commander Company D.....	70.00	840
1 Relief Officer (female).....	25.00	300
1 Teacher	50.00	600
1 Carpenter	60.00	720
1 Painter	2.50 per day	
1 Teacher and Pianist and Cottage Matron.....	45.00	540
1 Cook (male)	50.00	600
1 Captain Night Watchmen.....	40.00	480
1 Night Watchman	35.00	420
3 Night Watchmen, each	1.00 per day	365
1 Irrigator, with charge of team.....	35.00	420
1 Matron, Main Building and Chapel.....	25.00	300
4 Cottage Matrons, each.....	10.00	120
1 Denver Parole Officer.....	25.00	300
1 Colorado Springs Parole Officer.....	10.00	120
1 Pueblo Parole Officer.....	10.00	120

Full maintenance at the institution, with the exception of the Physician and Parole Officers.

STATE INDUSTRIAL SCHOOL FOR GIRLS.

MORRISON.

	—Salary—	
	Per Month	Per Year
1 Superintendent	\$ 100.00	\$1,200
1 Assistant Superintendent	60	720
1 Bookkeeper (male)	50.00	600
1 Farm Foreman	70.00	840
1 Farmer	60.00	720
4 Matrons, each	40.00	480
1 Head Teacher	40.00	480
1 Primary Teacher	35.00	420
1 Sewing Teacher	35.00	420
1 Relief Matron and Sewing Teacher.....	35.00	420
2 Kitchen Matrons, each.....	30.00	360
2 Assistant Matrons, each.....	30.00	360
1 Nurse	35.00	420
1 Teacher Domestic Science.....	35.00	420
1 Dressmaker	40.00	480
1 Office Clerk	35.00	420
2 Assistant Matrons, each.....	30.00	360

Full maintenance at the institution.

STATE HOME FOR DEPENDENT AND NEGLECTED CHILDREN.

DENVER.

	—Salary—	
	Per Month	Per Year
1 Superintendent	\$166.66	\$2,000
1 State Agent (male).....	85.00	1,020
1 State Agent and Assistant Superintendent (female).....	60.00	720
1 Stenographer and Bookkeeper (female).....	45.00	540
1 Engineer	65.00	780
1 Engineer, night	50.00	600
1 Seamstress	25.00	300
1 Seamstress, Assistant	25.00	300
1 Nurse	30.00	360
1 Nurse, Special	25.00	300
1 Teacher Domestic Science.....	35.00	420
1 Boys' Supervisor	35.00	420
1 Girls' Supervisor	35.00	420
2 Matrons, each	30.00	360
7 Matrons, each	25.00	300
3 Assistant and Relief Matrons, each.....	20.00	240
1 Cook	35.00	420
1 Assistant Cook	25.00	300
1 Dairyman	40.00	480
1 Janitor	25.00	300
2 Laundresses, each	30.00	360
1 Domestic	15.00	180
1 Dining-Room Manager	20.00	240

Full maintenance at the institution, with the exception of the State Agent, who is allowed traveling expenses.

STATE HOME AND TRAINING SCHOOL FOR MENTAL DEFECTIVES.

RIDGE.

	—Salary—	
	Per Month	Per Year
1 Superintendent	\$250.00	\$3,000
1 Matron (Assistant Superintendent).....	150.00	1,800
1 Matron	50.00	600
1 Steward	100.00	1,200
1 Teacher	40.00	480
1 Engineer	80.00	960

SCHEDULE

1 Assistant Engineer	60.00	720
1 Janitor	30.00	360
1 Domestic	15.00	180
1 Cook	40.00	480
2 Assistant Cooks, each.....	25.00	300
1 Farmer	65.00	780
1 Laundryman	65.00	780
1 Laundress	25.00	300
1 Head Nurse	30.00	360
4 Nurses, each	30.00	360
2 Nurses, each	25.00	300
1 Seamstress	1.00 per day	...

Full maintenance at the institution.

SOLDIERS' AND SAILORS' HOME.

MONTE VISTA.

	—Salary—	
	Per Month	Per Year
1 Commander	\$125.00	\$1,500
1 Adjutant and Bookkeeper.....	100.00	1,200
1 Day Nurse (male).....	40.00	480
1 Quartermaster and Commissary.....	40.00	480
1 Night Nurse (male).....	40.00	480
1 Engineer	75.00	900
1 Hospital Steward	60.00	720
1 Physician	75.00	900
1 Chaplain	20.00	240
1 Gardener and Florist.....	70.00	840
2 Nurses, each	40.00	480
1 Teamster	35.00	420
1 Cook (male)	40.00	480
1 Woman Cook	40.00	480
1 Cook, Assistant	15.00	180

Full maintenance at the institution, with the exception of the Physician and Chaplain.

COLORADO INDUSTRIAL WORK SHOP FOR THE BLIND.

DENVER.

	—Salary—	
	Per Month	Per Year
1 Superintendent	\$ 90.00	\$1,080
1 Accountant	10.00	120

NOTE—Except where fixed by statute, the salaries in the various departments are subject to change.

SCHEDULE

Of Officers and Employees in the State Civil Service brought into the classified list by the Amendments of 1912 to the Civil Service Act.

GOVERNOR'S OFFICE.

	Salary Per Year
Clerk	\$1,200
Stenographer	1,200
Messenger	1,200

SECRETARY OF STATE.

	Salary Per Year
Chief Clerk	\$1,800
Bookkeeper	1,800
Index Clerk	1,800
Chief Brand Clerk.....	1,800
Chief Clerk Flat Tax Department.....	1,500
3 Clerks Flat Tax Department, each.....	1,200
12 Clerical Assistants, each.....	1,200
Clerk and Cashier.....	1,500
1 Messenger and Assistant Clerk.....	900
Deputy Labor Commissioner.....	2,500
Statistician	1,500
6 Stenographers, each	1,200
1 Utility Clerk	1,500
2 Superintendents Free Employment Bureau, Denver, each.....	1,500
2 Assistant Superintendents, each.....	1,200
Superintendent Free Employment Bureau, Colorado Springs.....	1,500
Assistant Superintendent	1,200
Superintendent Free Employment Bureau, Pueblo.....	1,500
Inspector Private Employment Bureau.....
Assistant Superintendent	1,200
Clerk Factory Inspection.....	1,200
Commissioner Public Printing.....	2,500

AUDITOR OF STATE.

	Salary Per Year
Bookkeeper	\$1,800
Assistant Bookkeeper	1,500
Warrant Clerk	1,200
Clerk and Stenographer.....	1,200
File and Counter Clerk.....	1,200
Deputy Inspector, Building and Loan Associations.....	2,000

PUBLIC EXAMINER.

	Salary Per Year
Public Examiner	3,000
6 Deputy Public Examiners.....	1,800
6 Deputy Public Examiners, Assistants.....	1,200
Stenographer	1,200
Clerk	1,200

STATE TREASURER.

	Salary Per Year
Bookkeeper	\$1,800
Clerk	1,500
Registry Clerk	1,200
Inheritance Tax Clerk.....	1,800
Stenographer	1,200
License Clerk	1,500
5 License Inspectors, each.....	1,500

ATTORNEY GENERAL.

	Salary Per Year
3 Stenographers, each.....	\$1,200
1 Inheritance Tax Appraiser, District 1.....	2,400
2 Inheritance Tax Appraisers, Districts 2 and 3, each.....	1,800

SUPERINTENDENT OF PUBLIC INSTRUCTION.

	Salary Per Year
2 Stenographers, each	\$1,200
Assistant State Librarian	1,000
Clerk	1,200
Teacher of Adult Blind.....	1,000

STATE ENGINEER.

	Salary Per Year
State Engineer	\$3,000
2 Deputies, each.....	Per Day 6
Draughtsman	1,500
Chief Hydrographer	1,800
6 Hydrographers, each.....	1,500
2 Stenographers, each.....	1,200
Clerk	1,200
File Clerk	1,200
5 Irrigation Division Engineers, each.....	1,500

INSPECTOR OF COAL MINES.

	Salary Per Year
Inspector	\$2,500
3 Deputy Inspectors, each.....	2,000
Clerk of Inspector of Coal Mines and Boilers.....	1,200

STATE BOARD OF LAND COMMISSIONERS.

	Salary Per Year
Deputy Register	\$1,800
Chief Clerk and Attorney.....	2,100
Mineral Superintendent	2,000
3 Appraisers, each	1,500
Timber Warden	1,500
Collection Clerk	1,200
Extra Clerk and Appraiser.....	1,500
Lease Clerk	1,200
Mailing Clerk	1,200
Record Clerk	1,200
Indemnity Clerk	1,500
Plat Clerk	1,200
Assignable Clerk	1,200
3 Stenographers, each.....	1,200

BUREAU OF MINES.

	Salary Per Year
Commissioner of Mines.....	\$2,500
4 Mine Inspectors.....	1,800
Clerk and Assistant Curator.....	1,500
Stenographer	1,200

BOILER INSPECTOR.

	Salary Per Year
Boiler Inspector	\$2,500
2 Deputy Boiler Inspectors, each.....	1,800
Clerk	1,000

STATE BOARD OF CHARITIES AND CORRECTIONS.

	Salary Per Year
Secretary	\$2,500
Assistant Secretary	1,200
Stenographer	1,200
Clerk to State Board of Pardons.....	1,200
Stenographer State Board of Pardons.....	1,200

BANK COMMISSIONER.

	Salary Per Year
Bank Commissioner	\$3,600
Deputy Bank Commissioner.....	2,400
Clerk	1,000
Stenographer	1,000

GAME AND FISH COMMISSIONER.

	Salary Per Year
Game and Fish Commissioner.....	\$2,000
Deputy Game and Fish Commissioner.....	1,500
State Superintendent of Hatcheries.....	1,500
10 Superintendents of Hatcheries, each.....	1,200
Clerk and Stenographer.....	1,200
5 Wardens of Districts, each.....	1,200
17 Deputy Game Wardens, each.....	1,200
4 Fish Men, each.....	900
1 Fish Man.....	720
1 Fish Woman.....	600

STATE BOARD OF HEALTH.

	Salary Per Year
Bacteriologist	\$1,200
Clerk Vital Statistics.....	1,000
Clerk and Stenographer.....	1,200
File Clerk	1,000
Inspector Lying-in Hospitals.....	1,500
Medical Inspector	900
Pure Food Commissioner.....	2,500
Drug Inspector	1,500
4 Food Inspectors	1,200
Chemist	2,000
Clerk	1,000
Stenographer	1,200

INSURANCE COMMISSIONER.

	Salary Per Year
Commissioner	\$3,000
Deputy Commissioner	2,100
Actuary	2,400
Stenographer and Assistant Actuary.....	1,500
Examiners, as needed, each.....	1,500
License Examiner	1,500
Filing Clerk and Stenographer.....	1,200
Clerk (when needed).....	1,200

STATE HISTORICAL AND NATURAL HISTORY SOCIETY.

	Salary Per Year
Curator	\$1,500
Museum Assistant	1,200
File Clerk	900

STATE BOARD OF HORTICULTURE.

	Salary Per Year
Secretary	\$1,000
Stenographer	1,000

STATE ENTOMOLOGIST.

	Salary Per Year
Deputy State Entomologist (\$4.00 per diem).....	\$1,200
Deputy Pest Inspector (\$4.00 per diem).....	600
Stenographer	180
Deputy Apiary Inspector.....

STATE BUREAU OF CHILD AND ANIMAL PROTECTION.

	Salary Per Year
Secretary	\$1,800
Clerk and Stenographer.....	1,200
3 State Officers, each.....	1,200

STATE DAIRY COMMISSIONER.

	Salary Per Year
Dairy Commissioner	\$2,000
Deputy Dairy Commissioner.....	1,500
Clerk	1,200
3 Deputies, as needed, each, per month.....	100

STATE BOARD OF STOCK INSPECTION.

	Salary Per Year
Secretary	\$1,500
State Veterinary Surgeon.....	1,500
Stenographer	900
Clerk	625
14 Brand and Sanitary Inspectors, each.....	1,200
1 Inspector	525

MEAT AND SLAUGHTER PLANT INSPECTOR.

	Salary Per Year
State Veterinarian, Chief Inspector.....	\$ 500
Meat Inspector	1,200

RAILROAD COMMISSION.

	Salary Per Year
Assistant Secretary	\$2,500
Clerk and Stenographer.....	1,200

STATE HIGHWAY COMMISSION.

	Salary Per Year
Secretary and Engineer.....	\$2,500
Stenographer	900

STATE BOARD OF IMMIGRATION.

	Salary Per Year
Commissioner	\$3,600
Mining Publicity Representative.....	1,500
Record Clerk	1,200
Stenographer	1,200
Bookkeeper and Messenger.....	800

STATE GEOLOGICAL SURVEY.

	Salary Per Year
State Geologist	\$ 720
Secretary	900

OIL INSPECTOR.

	Salary Per Year
State Inspector of Oils.....	\$1,600
2 Deputy Oil Inspectors.....

JUDICIAL DEPARTMENT.
SUPREME COURT.

	Salary Per Year
1st Deputy Clerk.....	\$3,500
2nd Deputy Clerk.....	2,500
Librarian Supreme Court.....	1,500
Supreme Court Reporter.....	3,000
2 Bailiffs, each	1,500
7 Stenographers, each.....	1,200
State Board of Law Examiners' Expenses, including Salaries.....	750

COURT OF APPEALS.

Supreme Court Reporter (as Reporter Court of Appeals) additional.....	1,000
Deputy Clerk	3,000
Bailiff	1,500
5 Stenographers, each.....	1,200

CIVIL SERVICE COMMISSION.

	Salary Per Year
Secretary and Chief Examiner.....	\$2,400
Examiners.....	} Compensation fixed by Commission
Stenographers.....	
Assistants.....	

CENSUS BUREAU.

	Salary Per Year
Commissioner (Not over 9 months) per month.....	\$ 250
Assistant Commissioner (Not over 9 months) per month.....	150
10 Computers and Copyists (Not over 9 months), each, per month.....	75

COLORADO STATE TAX COMMISSION.

	Salary Per Year
Secretary	\$2,400
Clerk	1,500
Stenographer	1,200
Examiners	
Experts	
Accountants	
Other Assistants	
Salaries Fixed by the Commission.....	

STATE BOARD OF VETERINARY EXAMINERS.

	Salary Per Year
Secretary	

STATE EDUCATIONAL INSTITUTIONS.

University of Colorado—Boulder.

School of Mines—Golden.

State Agricultural College—Fort Collins.

School of Horticulture, Forestry and Vocational Learning—
Grand Junction.School of Agriculture, Mechanic Arts and Household Arts—
Fort Lewis.

Colorado School for the Deaf and the Blind—Colorado Springs.

State Normal School—Greeley.

State Normal School—Gunnison.

Summer Normal School—Greeley and Gunnison.

Salary Per Year

Clerks
Stenographers
Engineers
Firemen
Janitors
Watchmen
And Other Employees.....

STATE BOARD OF CAPITOL MANAGERS

Salary
Per Year

Secretary	\$2,000
Clerk	1,200
Engineer	1,500
Assistant Engineer	1,140
2 Firemen, each.....	960
Electrician	1,200
Supervising Architect	1,200
Cabinet Maker	1,080
Custodian War Relics.....	1,020
Assistant Custodian War Relics.....	780
6 Watchmen, each	900
Watchman, Dome	480
Guide	900
2 Elevator Pilots, each.....	720
Elevator Pilot (Relief).....	180
Telephone Operator	900
Head Janitor	1,080

SCHEDULE

77

14 Janitors, each.....	780
Ash Hauler	360
Foreman Grounds	1,080
7 Laborers for Grounds (April to November), each.....	780
2 Laborers for Grounds (November to April), each.....	780

SENATE.

Compensation
Per Day

Secretary	\$6.00
Assistant Secretary	5.00
Reading Clerk	5.00
Bill Clerk	4.00
Docket Clerk	4.00
Sergeant-at-Arms	5.00
2 Assistant Sergeants-at-Arms, each	4.00
Chaplain	3.00
Chief Enrolling Clerk.....	4.00
Assistant Enrolling Clerk.....	4.00
Chief Printing Clerk.....	4.00
Assistant Printing Clerk.....	4.00
2 Messengers, each.....	3.00
1 Doorkeeper	3.00
Assistant Doorkeeper	3.00
Janitor for Chamber.....	3.00
Janitor for Committee Rooms.....	3.00
Janitor for Cloak Room and Gallery.....	3.00
Telephone Messenger	3.00
Night Watchman	4.00
Matron for Women's Gallery.....	3.00
4 Pages, Each.....	2.00
1 Clerk Judiciary Committee.....	4.00
2 Clerks Revision Committee, each.....	4.00
1 Clerk Finance Committee.....	4.00
1 Jointly for Corporations and Railroads, and Banking and Insurance....	4.00
1 Jointly for Agriculture and Irrigation, and Education and Educational Institutions	4.00
4 Assignable Clerks, each.....	4.00
1 Assignable Stenographer.....	4.00
1 Stenographer for President of Senate.....	4.00
1 Senate Reporter.....	5.00
1 Assignable Clerk.....	4.00
1 Clerk of Supplies of General Assembly.....	5.00
2 Enrolling Clerks (Emergency 10 Days), each.....	4.00

HOUSE OF REPRESENTATIVES.

Compensation
Per Day

Chief Clerk	\$6.00
Assistant Clerk	5.00
Reading Clerk	5.00
Bill Clerk	4.00
Docket Clerk	4.00
Sergeant-at-Arms	5.00
3 Assistant Sergeants-at-Arms, each.....	4.00
Chaplain	3.00
Chief Enrolling Clerk.....	4.00
Assistant Enrolling Clerk.....	4.00
Chief Printing Clerk.....	4.00
2 Assistant Printing Clerks, each.....	4.00
2 Messengers, each	3.00
1 Doorkeeper	3.00
2 Assistant Doorkeepers, each.....	3.00
1 Janitor for Chamber.....	3.00
1 Janitor for Committee Rooms.....	3.00
1 Janitor for Cloak Room and Gallery.....	3.00
1 Telephone Messenger.....	3.00
1 Night Watchman.....	4.00
1 Matron for Women's Gallery.....	3.00
6 Pages, each	2.00
1 Clerk Judiciary Committee.....	4.00
2 Clerks Revision and Constitution Committee, each.....	4.00
1 Clerk Finance Committee.....	4.00
1 Clerk Ways and Means Committee.....	4.00
1 Clerk Corporations Committee.....	4.00
1 Clerk Agriculture and Irrigation Committee.....	4.00
1 Clerk Appropriations Committee.....	4.00
4 Assignable Committee Clerks, each.....	4.00
1 House Reporter.....	5.00
1 Stenographer for Speaker.....	4.00
1 Assignable Stenographer.....	4.00
1 Mail Clerk.....	3.00
2 Enrolling Clerks (Emergency 30 Days), each.....	4.00
2 Enrolling Clerks (Emergency 10 Days), each.....	4.00

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