

circulation in Hagerstown, and by posting a notice in the City Hall.

For the establishment of eligible lists upon which shall be entered the names of successful candidates in the order of their standing in examinations. Such lists shall remain in force not longer than two years.

For the rejection of candidates or eligibles who fail to comply with the reasonable requirements of the commission in regard to age, residence, sex, physical condition, or who have been guilty of crime or of infamous or disgraceful conduct, or who have attempted any deception or fraud in connection with an examination.

For the appointment by the Mayor of one of the three persons standing highest on the appropriate list to fill a vacancy.

For a period of probation, not to exceed six months, before appointment or promotion is made complete, during which period a probationer may be discharged or reduced with the consent of the Director.

For temporary employment without examination, with the consent of the Mayor, in cases of emergency and pending appointment from an eligible list. But no such temporary employment shall continue longer than sixty days nor shall successive temporary employments be allowed.

For transfer from one position to a similar position in the same class and grade and for reinstatement within one year of persons who without fault or delinquency on their part are separated from the service or reduced.

For promotion based on competitive examination and records of efficiency, character, conduct and seniority. Lists shall be created and promotions made therefrom in the same manner as prescribed for original appointment. An advancement in rank or an increase in salary beyond the limit fixed for the grade by the rules shall constitute promotion. Whenever practicable, vacancies shall be filled by promotion.

For suspensions for not longer than thirty days and for leaves of absence.

For discharge or reduction in rank or grade after appointment or promotion is completed only after the person to be discharged or reduced has been presented with the reasons for such discharge or reduction, specifically stated, and has been allowed a reasonable time to reply thereto in writing, the reasons and the reply shall be filed as a record with the Director.

For the appointment of unskilled laborers in the order of priority of application after such tests of fitness as the Director may prescribe.