

be included in the Labor Class whose service shall consist of clerical work, office work, or inspection of other work or service. The Commission shall by regulation provide for the employment of those in the Labor Class by such method as the Commission may find will produce the best results.

78. CLASSIFICATION PLAN. The Commission shall prepare, install and maintain a classification plan based upon the duties, authority, responsibility and remuneration of positions in the Classified Service.

79. EMPLOYEE RECORDS. (a) The Commission shall keep a record of the efficiency of each employee in the Classified Service, and shall fill vacancies by promotional examination in all instances which the Commission shall determine to be in the public interest.

(b) The Commission shall maintain a roster of all persons in the Classified Service, and also in the Unclassified Service, showing name, title of position, salary or wages, transfers, promotions, and such other data as desirable. It shall be unlawful for any City employee or official to issue a warrant for the payment of salary or compensation to any officer, clerk, or other employee of the City unless the name of such person appears on said roster.

80. TRAINING PROGRAMS. The Commission may establish and develop training and educational programs for persons in the Classified Service.

81. SUSPENSIONS AND REMOVALS. (a) The appointing authority may remove, suspend, or reduce the rating of any member of the Classified Service, for any cause other than those hereinbefore enumerated and which, in the opinion of the appointing officer, interferes with the efficient discharge of the said member's duties.

(b) The appointing authority shall furnish to any such member so removed, suspended, or reduced, a statement in writing as to the reasons therefor within 24 hours from the time the member was removed, suspended or reduced, and copy of such statement shall be delivered to the Civil Service Commission. In all cases of discharge and in all cases of suspension or reduction in rank, the appointing authority shall furnish to the Commission a statement in writing as to the reasons therefor within 24 hours from the date of said discharge, and copy of said statement shall be delivered to the member.