

ranged in the order of the relative standing of applicants as determined by the personnel officer.

(d) The personnel officer, upon the request of the appointing officer, shall certify to him the five persons standing highest on the appropriate eligible list, and the appointment shall be made from among these persons.

PROBATION AND REMOVAL

134. All appointees to the classified service shall serve on probation for a period of six months after their appointment. During the probationary period the appointing officer may remove any appointee at his discretion. If an appointee is not removed within six months after his appointment, his appointment shall be deemed complete. No employee in the classified service whose appointment is complete shall be removed, except in cases of reduction of staff, until he has received a written copy of the charges against him and has had a hearing before the personnel board. After the hearing, the personnel board shall recommend whether or not the employee should be suspended, demoted, or removed, but this recommendation shall be advisory only, and the appointing officer shall have final authority to suspend, demote, or remove the employee. The personnel officer may, in his discretion, permit the appointing officer to suspend with pay any unsatisfactory employee until a hearing can be held before the personnel board.

CLASSIFICATION AND SALARY PLANS

135. The personnel officer shall prepare a classification plan based on the duties, authority, and responsibility of positions and shall prepare a schedule of uniform compensation rates for like services, with maximum and minimum rates for each class of position. These plans shall be approved in the same manner as all other personnel rules are approved under this charter. After approval they shall be enforced and maintained by the personnel officer.

PAYROLL CERTIFICATION

136. The personnel officer shall certify all payrolls for persons in the classified service. No payment for personal service to any person in the classified service of the city shall be made unless the payroll vouchers bear the certification of the personnel officer that the persons mentioned therein have been appointed and employed in accordance with the provisions of this article.