

*Defense; "Classified Position" or "Position" means any office in the classified service; "Classified Service Employee" or "Employee" means a person who holds, under the terms of this sub-title, a position in the classified service, but shall not include a person employed by contract to render a temporary or special service for the county.*

*45E. The County Commissioners shall promptly after June 1, 1961, adopt rules and regulations governing the following subjects:*

*(1) Standards and qualifications for each position within the classified system and a classification title for each such position.*

*(2) Minimum and maximum salary schedules with provisions for increments based on term of service for each classified position. Once adopted, such salary scales shall not be decreased. Such minimum salary scales shall be equal to State minimum salaries for corresponding job classifications.*

*(3) The employment of employees of the classified service, which rules and regulations shall provide a schedule of hours of employment, holidays, sick leaves and vacations, and which rules and regulations may be amended or added to by the County Commissioners.*

*(4) The method of selections of new employees, including suitable provision for competitive examinations and notice of vacancies.*

*45F. Upon the adoption of classifications and salary schedules for each position in the classified service, those employees who on January 1, 1961 filled the respective positions shall automatically and without examination, become a classified employee of the classified system, subject to all of the provisions hereunder; provided that an employee receiving a higher salary than that provided in the salary schedule shall not have his or her salary decreased, or increased until adjustments for increments to which he or she is entitled shall have exceeded the salary being received, and provided further that each employee shall be classified in that position, the duties of which he had been performing for at least six months prior to January 1, 1961.*

*45G. The County Commissioners, when an emergency arises and time will not permit compliance with the provisions of this sub-title or any regulation adopted thereunder may make an emergency appointment for a period not to exceed four months, and such employee shall be known as an emergency employee and have no status as a classified employee.*

*45H. The County Commissioners shall by rule prescribe standards of performance, for any positions or classes of positions and the County Commissioners shall have authority to provide facilities for special training to increase the efficiency of new and old employees.*

*45-I. (a) An employee may be permanently separated from the classified service through resignation, rejection on probation or removal for cause, and may be temporarily separated through suspension pending charges, or leave of absence granted at the request of the employee.*

*(b) The County Commissioners may at any time before the expiration of a probationary period, to be prescribed by rule, which in no event shall exceed six (6) months, discharge any person appointed to a classified position. The employee so discharged shall be considered permanently separated from such position.*