

2. When the Personnel Officer determines that there are an insufficient number of qualified eligibles within the service, he may direct the classified examination for such positions shall be open not only to members of the classified service, but also to all other qualified persons.

3. When an employee has been promoted and does not meet departmental work standards in the higher class, he may be demoted prior to the end of the trial period, without prejudice to a position in a class of not less than the same pay level held prior to promotion. In such cases, his pay shall be restored to the rate in effect prior to the promotion as though the promotion had not been granted.

4. In such cases, an effort shall be made to place the employee being demoted in a vacant position so as not to interfere with those promotions which were made possible by his promotion. In any event, an employee who is promoted to a new position and is rejected due to his inability to carry out the responsibilities of the new position, shall revert to his former job classification.

#### C. Promotional Examinations

1. The Personnel Officer shall conduct competitive promotional examinations in accordance with the rules for such examinations prescribed by the Personnel Board which shall be based upon written performance, medical, oral, or other examinations. The Personnel Officer shall admit to the examination all employees who meet the published qualification requirements. In unassembled examinations, he may establish appropriate rating schedules which may credit as appropriate the experience, training, and service ratings of the applicants.

#### D. Intra-Departmental Transfers

1. An appointing authority may, at any time, transfer an employee in the classified service under his jurisdiction from one position to another in the same class in the same department.

#### E. Inter-Departmental Transfers

1. An employee may be transferred from one department to another in the same class, or any other class, subject to the approval of the appointing authorities of both departments, the employee concerned, the certification by the Personnel Officer, as follows:

(a) An employee in the classified service may, if he believes himself to be properly qualified, apply to the Personnel Officer to be placed on any open classified or promotional eligible list that is currently open.

(b) Upon determination by the Personnel Officer that the employee is qualified and eligible, he shall be placed on the appropriate eligibility list in accordance with these rules.

(c) The appointing authority of the releasing department shall then set a date after which he will permit the transfer of an employee; provided, however, that such release date shall not be more than thirty (30) days after the date of the notification. The release date so selected shall be entered on the eligible card of the employee.

(d) The Personnel Officer shall again notify the appointing authority of the releasing department before the employee concerned is certified to another department and shall assist in working out the transfer.