



EMPLOYEES CIVIL SERVICE COMMISSION

NEW HIRE WELCOME LETTER

40700 Romeo Plank Road
Clinton Township, MI 48038

Congratulations, and welcome to the Charter Township of Clinton. The Employees Civil Service Commission is delighted that you are joining the Township's team! Your role is critical in fulfilling the functions of your department and the Township's operations as a whole.

The information provided in this letter is designed to serve as a brief introduction to the function of the Employees Civil Service Commission and how it relates to your employment with the Township. Please note that any applicable bargaining agreement may supersede the Civil Service Rules and Regulations.

The Employees Civil Service Commission is the hiring conduit for the Charter Township of Clinton. The responsibilities of the Employees Civil Service Commission are as follows:

- Implements rules and regulations covering personnel and conditions of employment in such a manner as to relieve elected officials from constituency requests for assistance in securing Township employment, as well as to provide employees freedom from political pressures.
- Maintains minimum requirements for all classes in the classified service, including title, statement of responsibilities, typical tasks, and qualifications.
- Distributes notifications of Civil Service job vacancies for eligible Township employees.
- Determines the content of examinations by using appropriate resources relevant to each classification and by consulting with the appropriate department head. Examinations may include written or oral questions, interviews, practical training and experience testing, or any combination of these. Whenever possible the Commission strives to fill vacancies in higher classifications by promotion.

- Establishes and maintains eligibility lists for either hiring or promotion in the Township's classification services as necessary to meet the needs of the Township. Applicants are ranked from highest to lowest, as determined by the testing process. Seniority is used to rank applicants only in cases of ties. Lists are valid for a period of one (1) year, as determined by the Personnel Director, unless extended by the Commission.
- Maintains an employee performance evaluation system. The evaluation system recognizes, encourages, and rewards exceptional employee job performance, and identifies areas in which improvement is needed or desired. All classified employees are evaluated on their job performance during their probation and at least once annually thereafter, at their seniority date. The evaluation will be performed by the department head and/or supervisor, then submitted to the Personnel Director.

The Civil Service Commission holds monthly meetings which are open to the public, and all employees are welcome to attend. For a full copy of the Employees Civil Service Rules and Regulations, please visit www.clintontownship.com, click on Civil Service.

Again, we are excited about you joining the Township and want to ensure that you are successful in your new role. In the event you should have questions, please don't hesitate to contact Lisa Murray, Personnel Director at 586-723-8049 or l.murray@clintontownship-mi.gov.

Sincerely,

EMPLOYEES CIVIL SERVICE COMMISSION

Robert Butler

Robert Butler

John Russi

John Russi

Eric Jackson

Eric Jackson

Lisa Murray

Lisa Murray, Personnel Director