

How to Review Proposed Civil Service Rule Changes

AFSCME has seen an uptick in proposed changes to civil service rules broadly impacting civil service employment. Use the checklist below to identify, track, and address proposed changes within your state, county and local governments. Be on the lookout for the common types of proposed changes listed on page 2.

Checklist

- Determine the goal of each proposed change.
- Identify if you have related language in your collective bargaining agreement (CBA). For example, promotions, transfers and discipline are likely covered by your CBA, but pre-employment matters, such as initial hiring processes, are generally beyond the scope of bargaining.
- Create a chart that includes the text of current rules, proposed changes and related contractual provisions as well as the purpose and potential impact of each change. ([Download our customizable chart.](#))
- Create a redline version of the proposed changes (using “Review/ Track Changes”) where you can offer modified language or note questions in comment boxes.
- Determine the approval body or bodies for the proposed changes such as your civil service commission and/or legislature.
- Meet with leadership in the administration and representatives of the approval body to express your concerns and share your recommendations.



Explore our Protecting Civil Services Toolkit, then reach out to the Job Training and Development Center at research@afscme.org, to start a conversation about options that work for your state, county or municipality.

Be on the Lookout for These Common Proposals	
Hiring	<ul style="list-style-type: none">• Eliminating civil service exams.• Broadening hiring assessments.• Removing ranked hiring lists and “1 in 3” hiring rule.• Eliminating residency requirements.
Promotions	<ul style="list-style-type: none">• Eliminating incumbent worker preferences.• Allowing non-incumbent workers to apply for mid-and-higher-level positions.• Creating new or expanded probation periods.• Removing or reducing the ability of workers to return to their previous position during the probationary period or if they do not satisfactorily complete their probation.
Performance Reviews	<ul style="list-style-type: none">• Changing the rating categories• Changing the review rubric.• Changing the appeals process.
Fundamentals	<ul style="list-style-type: none">• Changing required union notices.• Reducing the role of the Civil Service Commission or legislature to provide a check on administration HR decisions.• Changing misconduct rules and worker appeal process (timelines, grounds for appeals, who adjudicates).• Changing the classification system and declassifying positions.



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