

CITY OF WATERBURY CODE OF ORDINANCES §§ 37.071, 37.073

AS AMENDED SEPTEMBER 8, 2025

§ 37.071 APPOINTMENT OF DEPARTMENT HEADS AND DESIGNATED MANAGEMENT EMPLOYEES

(A) *Appointment by the Mayor.* The Mayor, except in the instances hereinafter noted, shall appoint department heads and designated management employees, as defined below or as otherwise set forth in this Charter or ordinances, from the ranked listing of the five highest-scoring candidates of the civil service exam submitted by the Director of Human Resources as set forth in division (C) below.

(B) *Appointment by Elected Boards.*

(1) The Board of Aldermen shall appoint, in accordance with § 6B-2(a)(1) of the Charter of the city, from the ranked listing of the five highest-scoring candidates on the civil service exam for the position of City Auditor.

(2) The Board of Education shall appoint, in accordance with § 8B-2(a) of the Charter of the city, the Superintendent of Schools from the ranked listing of the highest-scoring candidates on the civil service exam for the position of Superintendent of Schools. On each occasion on which a Superintendent of Schools is to be appointed, the Board of Education shall determine the number of candidates to be included in the listing of the highest-scoring candidates, which number shall be not fewer than seven nor more than ten.

(C) *Role of the Director of Human Resources.*

(1) The Director of Human Resources shall file the ranked listing with the Mayor or appointing authority vested with the power of appointment as set forth in this section and in the Charter.

(2) The Mayor, or other appointing authority with the power to fill the vacancy, shall appoint any one of the individuals on the ranked listing.

(D) *Standard of selection and the number of names to be certified.* When a personnel requisition is received for any department head or designated management employee position, other than the Superintendent of Schools, the Director of Human Resources shall certify the five highest scoring persons on the eligible list, including those individuals tied with the fifth scorer. When a personnel requisition is received for the position of the Superintendent of Schools, the Director of Human Resources shall certify the highest scoring persons on the eligible list, in the number identified by the Board of Education in accordance with subsection (B)(2) above, including all persons whose scores are tied for the last place on said list.

(E) *Withdrawal or removal from certification list.* In the event a candidate withdraws or is removed by the Director of Human Resources pursuant to the rules, then the next highest scoring candidate(s) shall be certified.

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§ 37.073 EXTENSION OF THE CONTRACT TERM; VACANCY.

(A) *Power to extend; satisfactory performance standard.* The appointing authority shall have the power to renew the contracts for succeeding periods not to exceed the original term of the contract to be renewed, upon the satisfactory performance of all duties and obligations of the person under contract; the evaluations shall be prepared in consultation with the Director of Human Resources.

(1) *Power to extend the contract of the Director of Human Resources.* Notwithstanding the foregoing the determination to extend the contract for the Director of Human Resources shall be subject to the authority of the Civil Service Commission.

(2) *Evaluation of satisfactory performance.*

(a) The appointing authority or Civil Service Commission shall exercise its discretion on the basis of an evaluation of satisfactory performance, which shall be conducted by the immediate supervisor of the department head or designated management employee, as designated by the Mayor.

(b) The evaluation criterion shall be prepared in conjunction with the Department of Human Resources or professional consultants hired by said Department.

(3) *No rights created.* Notwithstanding the foregoing, nothing contained herein shall require, or create a right to, such extension.

(B) *Decision not to extend; vacancy.* If the contract is not so extended and the contract term expires thereby creating a vacancy, or, if a vacancy otherwise exists for any reason, the Mayor or appropriate appointing authority is authorized to appoint a replacement, subject to the provisions of the Charter of the city, including the provisions governing civil service.