

# **CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE**

## **Article 31– Review of Disbursement of Wages and Salaries**

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### **SECTION 3101. CESSATION OF PAYMENT OF SALARY**

The Director of Finance and Accountability, Treasurer or other fiscal or disbursing officer shall not pay or approve for payment any salary or compensation for service to any person holding a position in the classified service who has not met all the requirements for appointment to that position as established by the Board.

### **SECTION 3102. NOTIFICATION**

If the Executive Secretary/Director, after proper inspection, determines that an individual is occupying a civil service position but has not been certified in accordance with the Board Rules and Regulations, he shall immediately notify the members of the Board. Upon review of the facts, the Board shall determine whether or not said individual's employment violates these rules. If the Board determines that it does, the Chairman shall send written notification to the City Treasurer and Director of Finance and Accountability that no additional compensation shall be given to said individual as a result of his/her employment in that position. This notification shall serve as an order for payment of salary to cease by the authority of Section 1003 (f) (7) of the City Charter.