

## ARTICLE VI

### CLASSIFICATIONS, RECLASSIFICATIONS, REASSIGNMENTS AND TRANSFERS

#### REQUISITIONS

**Sec. 60.** The appointing authority shall transmit a personnel requisition to the Civil Service Department in a format prescribed by the Commission when filling any classified vacancy. The requisition shall state the number of vacant positions to be filled, the anticipated date of employment, the position's title according to Civil Service classification, and whether the requisition is submitted to fill a temporary or permanent classified position. After certification, personnel requisitions shall become void after either 90 days have passed or after all vacancies indicated on the requisition are filled. Upon request by the appointing authority, the Commission may extend the expiration of a requisition beyond 90 days.