

such payroll, estimate, or account have been appointed or employed in pursuance of law and of the rules made by the Commission under the provisions of this Act, and have complied with the terms of this Act or the rules of the Commission when required so to do, shall be filed with him. Before making any such certificate, the Commission shall investigate the nature of each item of such payroll, estimate, or account, and if it shall ascertain that the provisions of law in respect to any such item have not been strictly complied with it shall refuse to certify such item.

The Commission shall refuse to certify the pay of any public officer or employee who shall wilfully, or through culpable negligence, violate or fail to comply with the provisions of this Act, or of the rules of the Commission.

The Commission shall by rule prescribe standards of efficiency for each grade of the service and for examinations therefor, and it shall make and keep a record of the relative efficiency of each person in the classified and graded service. It shall provide by rule methods for ascertaining and verifying the facts from which such records of relative efficiency shall be made which shall be uniform for each grade.

Section 4. Rules and Powers: The Commission shall make rules to carry out the purposes of this Act, including, among other things, rules for improving and regulating the service classified and graded by this Act, for grading, classifying and establishing uniform salaries in each grade, for examinations, appointments, probationary periods, removals, promotions, transfers, lay-offs, reinstatements, suspensions, leaves of absence, changes in compensation or title, for promoting efficiency and economy in the service so classified and graded, for defining what shall be cause for removal from the service, and for maintaining and keeping records of the efficiency of persons, both as individuals and in groups, holding positions which this Act provides shall be classified and graded. Transfers may be allowed from one position to another position in the grade, and not otherwise. The Commission may, from time to time, make changes in such rules, provided, however, that such rules shall not be changed by the Commission at the meeting at which such action is proposed, and no final action shall be taken thereon until after a public hearing, of which the Commission shall give five days' public notice.

Section 5. Examinations and Appointments: Whenever a position classified and graded under the provisions of this Act becomes vacant, the appointing authority, if he desires to fill it, shall make requisition upon the Commission for the name and address of a person eligible for appointment thereto. The Commission shall certify to the appointing authority the name and address of the person having the highest efficiency ratings in service within the grade in which said position is classified and graded, provided such person has been previously examined as provided in this Act, for a position in said grade, and has been separated from the service without fault or delinquency on his part, and has completed his probationary period at any time within two years prior to the date of such requisition, and provided such person is not actually and regularly employed in said grade on the date of such requisition. If there is no such person eligible to re-instatement, the Commission shall certify to the appointing authority the name and address of the person standing highest upon the list of eligibles resulting from an examination for positions in said grade. Such appointments shall be made on probation for a period of not less than three nor more than six months, to be fixed by the rules of the Commission. At or before the expiration of the period of probation, the appointing authority, with the consent of the Commission, may discharge an appointee on probation upon assigning in writing to said Commission the reasons therefor.