

### SECTION XIII.      REPORTS BY APPOINTING AUTHORITY

#### 13.01 Reports.

In order that the Commission may keep proper records of changes in Civil Service, the appointing authority shall immediately report in writing to the Commission the following:

1. Every probationary and temporary appointment made by the appointing authority.
2. Every refusal or nonacceptance of an appointment by a person who has been duly certified.
3. Every separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement. All resignations shall be in writing and filed with the Commission.
4. Every leave of absence granted to any member of the Civil Service, including date commenced and number of days authorized.
5. Every position created or abolished in the Civil Service.
6. Every disciplinary action against any member of the Civil Service.
7. Every physical examination or psychological examination report on any member of the Civil Service.