

# **Policy Proposal**

## **The Rule of Three**

**City of Minneapolis**  
**Intergovernmental Relations Committee**  
**November 20, 2014**

# What is the Rule of Three?

- Refers to the number of candidates that can be “certified” to a hiring manager for consideration.
- Rule of Three comes from a special State Law approved in 1978 that states in part:
  - *Notwithstanding any contrary provisions of the charter of the city of Minneapolis, when there is a vacancy in the classified service other than in the category of unskilled labor, the civil service commission shall certify the first three persons from the appropriate list of the eligible register.*

# Context and Scope

City has four “types” of employees within two employment categories.

## 1. Classified Service

- Represented Employees (92% of the workforce)
- Non-Represented Employees (4%)

## 2. Unclassified Service

- Appointed Employees (3%)
- Politically Appointed Employees (1%)

# Context & Scope

- Rule of Three covers all non-represented positions in the Classified Service.
- Almost 46% of City positions in the Classified Service are currently subject to the Rule of Three.

# Application and Impact

## HR Generalist – Eligible List (Hypothetical)

Eligible List Rank	Name	Test Score
1	XYZ (External Candidate)	94.50
2	ABC (City Employee)	93.00
3	MNO (External Candidate)	92.00
4	STU (HR Employee)	91.00
5	HIJ (External Candidate)	90.00
6	EFG (Former Urban Scholar)	89.50

Assuming a single vacancy, under the Rule of Three only the candidates ranked 1, 2 and 3 above can be interviewed.

# Why Change is Needed?

- **Supports City Goals**
  - One Minneapolis
  - A City That Works
- **Sound Human Resources Practice**
  - Having the flexibility to interview a sufficient number of candidates increases our ability to continue to build a highly qualified workforce and one that is more inclusive and diverse.
- **Competitive Labor Market**
  - Additional testing increases time to hire which can result in the City losing quality candidates.