

RULE 5

ELIGIBILITY LISTS

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RULE 5 - ELIGIBILITY LISTS

5.1 Purpose

The purpose of eligibility lists is to have on record the names of persons eligible for appointment to each class or grade in the combined Classified Service of the Civil Service and General Personnel System.

5.2 Types of Eligibility Lists:

There shall be four (4) kinds of eligibility lists for a class of positions:

Re-employment List

Transfer List

Promotion List

Employment List (original entrance)

Open Competitive

Non-Competitive

5.3 Establishment and Use of Eligibility Lists:

- A. Eligibility Lists: The Civil Service Board and/or the Director of Human Resources shall, subject to these Rules and Regulations, establish for a class of position lists of those eligible for consideration for appointment from re-employment lists, transfer lists, and from the results of promotional and employment examination.
- B. Time Limit: No name shall remain on an eligibility list for more than one (1) calendar year, unless extended in writing by the Civil Service Board for Civil Service or the City Manager or City Auditor and Clerk, for their respective employees for the General Personnel System. Such extensions shall not be more than one (1) additional calendar year.
- C. Duration: The names of those eligible shall remain on an eligibility list for the duration of the list unless removed for cause, as covered in these Rules and Regulations, or by reason of receiving a permanent appointment.
- D. Temporary Appointment: When an eligible candidate, whose name appears on an eligibility list, is appointed to fill a temporary position, for which no eligibility lists exists, his name shall continue to be certified on such eligibility list as a candidate for permanent appointment.
- E. Mandatory Removal: The name of an eligible candidate shall be removed from promotional lists if he is demoted or if he resigns.
- F. Personal Removal: An eligible candidate may waive certification within these Rules, for any reason or period he may specify, at which time his name shall be removed.

G. Amendment of Lists: An eligibility list may be amended as follows:

- (1) Addition: An existing list of eligible candidates may be merged with an existing list of eligible candidates who have qualified in subsequent examinations, the lists to be merged in the order of the relative earned ratings.
- (2) Removal: An eligible candidate who has been considered for appointment three (3) times by one (1) or more Department Heads without receiving appointment, or who has declined appointment three (3) times to one (1) or more departments, shall be removed from an eligibility list.

H. Restoration to Lists After Removal: An eligible candidate may have his or her name restored to an eligibility list when the cause for removal no longer exists or when an error was made in the removal process.

I. Cancellation of Eligibility Lists: An eligibility list may be canceled by the Civil Service Board/ Director of Human Resources at such time as the list becomes unsatisfactory because of a high percentage of unavailable or inactive eligible candidates, changes in qualifications standards, or for such other reasons as may be established in the best interest of the City.

5.4 Police Department Eligibility Lists:

A. Inspection and Publication of Lists: Eligible lists shall be open for public inspection at the Department of Human Resources. Copies thereof shall be furnished to the Police for posting within the department at the time of the establishment of such a list. The names of persons who do not pass the examination or group of examinations shall not be published.

B. Amendment of Lists: If at any time, after the creation of an eligibility list, the Board has reasons to believe that any name appears in an incorrect order, or that any person should be disqualified for appointment because of ineligibility developed subsequent to his or her name having been placed on the list (because of errors disclosed in computing his or her examination, merit rating, or false statements made in his or her application, or for other reasons shall be notified by the Director of Human Resources and given an opportunity to discuss the sequence of eligibility. If such person shall fail to appear or if upon being heard, shall fail to negate the cause, then his name shall be rearranged to its proper place on the list or removed as circumstances may require.

C. Change of Address of Candidate: Each person whose name appears on an eligibility list shall file with the Department of Human Resources a written notice of any change of address. Failure to do so may cause his or her name to be removed from the eligibility list.

D. Removal from Eligibility List: The name of any person appearing on any Civil Service eligibility list may be removed by the Board if the candidate fails to respond within three (3) days of a notice of certification, or declines an appointment without reasons satisfactory to the Chief of Police, or if he cannot be located by the postal authorities. In case of such removal, the Department of Human Resources shall notify the candidate affected at his last known address. The person so removed may be reinstated only if a satisfactory explanation of the circumstances is made to the Chief of Police.

- E. Certification of Eligibility Lists: Eligibility lists shall become effective upon action by the Board certifying that the list was legally prepared and represents the relative ratings of the persons whose names appear thereon.
- F. Notification of Eligibility: When a person whose name appears on an eligibility list is certified for a specific grade or class, written notices directing the person certified to report for an interview with the Chief of Police shall be mailed to him at his last known address.
- G Limitation Selection from Eligibility List: No person shall be certified by the Board from an original Civil Service Eligibility list more than three (3) times to the Chief of Police.
- H. Removal from Promotional Eligibility List: The Department of Human Resources may remove the names of candidates from the Promotional Eligibility List who have been certified for appointment and have been passed over three (3) times.
- I. Types of Eligibility Lists:
- (1) Re-employment: A general re-employment list for each class of positions shall be maintained by the Department of Human Resources. The list shall consist of the names of persons who have occupied positions in such class in the Classified Service as permanent employees and who have separated from the Classified Service without misconduct on their part. The names of probationary employees who have been laid off from positions in such classes may be placed on the re-employment list for that class. Such names shall follow the names of all permanent employees. No name shall remain on such list for more than one (1) calendar year except as provided for herein.
 - (2) Transfer: Qualified, permanent City employees in a specific class of work shall request in writing to the Department of Human Resources to be placed on an Eligibility Transfer List for his or her position and the Director of Human Resources shall maintain the transfer list in accordance with these Rules and Regulations.
 - (3) Promotion: The promotional list shall be compiled after each promotional examination, and shall include only those persons who have achieved passing scores in the applicable examination, and the names of the eligible persons shall be arranged in order of the rating received.
- (1) Entrance (Competitive): This list shall be compiled on the basis of open competitive examinations, and shall include only those persons who qualify themselves by meeting the minimum requirements for entrance into the Civil Service as shall be determined by the Chief of Police with the approval of the Board. Names shall be listed in the order of the final earned ratings (written examination/agility test) of each eligible person. Final earned rating shall be determined by the ratings on all phases of the examination according to weights for each part as established by the above procedure and as announced by the Board in advance of giving examinations.

J. Combining of Lists:

Whenever it becomes necessary to hold a subsequent examination to obtain additional eligible candidates for either or both the Entrance or Promotional Eligibility Lists, the Department of Human Resources shall combine the existing list with the new list for the same class by arranging the eligible names as provided in Rule 5.4.I. (3) and (4) of these Rules

K. Listing of Examinees with Equal Averages: When two (2) examinees have equal averages on the original entrance examinations, their names shall be arranged on the list according to date of receipt (date/time stamp) of the application in the Department of Human Resources; if this is the same, alphabetically.

L. Expiration of Lists: Entrance, Promotional, Transfer and Re-employment Eligibility Lists shall expire one (1) year after posting of such lists. Where lists have been combined, said combined lists shall expire one (1) year from date of combining the old and new lists; provided that, Department of Human Resources with the approval of the Board, may extend all lists mentioned in this sub-section for not more than one (1) additional year.

M. Selection From More Than One Eligibility List:

(1) Appointment: Where there is more than one (1) list from which an appointment may be made, the Chief of Police may request that the certification be made from either of such lists or that such lists be combined and the certification made from the combined lists.

(2) Promotion: The Chief of Police may request a second eligibility list if it is determined that the initial list of candidates lack the required skills, abilities and knowledge to satisfactorily qualify for promotion.