

RULE VII

ELIGIBILITY LISTS AND APPOINTMENTS TO POSITIONS

Section 7.1 TYPES OF ELIGIBILITY LISTS

- A. Lists from which appointments to a position may be made shall be limited to:
 - 1. Open and/or promotional postings/advertisements.
 - 2. Reemployment lists including the roster of names of former employees eligible for reemployment due to layoff for a period of 39 months following the last date of regular employment.
 - 3. The transfer list which shall consist of a roster of the names of all employees who request in writing lateral transfer or voluntary demotion to a class in the same job family. The Personnel Director shall be responsible for determining job family relationships. Transfers shall be made as stipulated elsewhere in these rules.

Section 7.2 SUBSTITUTE AND LIMITED-TERM LISTS AND APPOINTMENTS

- A. Positions established to perform functions which are not expected to exceed 135 workdays shall be considered limited-term positions.
- B. Positions established to replace temporarily absent employees shall be considered substitute positions.
- C. Appointments shall be made from the candidates deemed most qualified who are ready and willing to accept limited-term or substitute positions.
 - 1. If no candidates on the appropriate list are ready and willing to accept limited-term or substitute positions, the Personnel Director is authorized to conduct additional searches until a qualified candidate is found and accepts employment.
- D. Candidates who accept substitute or limited-term assignments shall remain on the appropriate list and shall not have been considered as having waived their right to consideration for appointments to intervening regular positions.

Section 7.3 PROVISIONAL APPOINTMENTS

- A. When an eligibility list does not exist for a position in the classified service other than a limited-term substitute position, the Personnel Director may authorize provisional appointments subject to the following conditions:

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1. The appointee must meet the minimum requirements of the class and position.
 2. The provisional appointment or appointments may accumulate to a total of 90 working days pending the completion of a regular search.
 3. In no case may a person be employed in a substitute capacity for a total of more than 135 working days in any one fiscal year.
 4. The provisional appointment shall terminate effective the date a fully qualified eligible candidate is available to begin work in the position.
- B. A provisional employee who is to be dismissed for reasons other than as specified in (A-4) above, shall be verbally notified by his/her immediate supervisor of the recommendation prior to the date the Superintendent or designee takes action to dismiss the employee. Provisional employees shall not be granted rights to appeal to the Commission.

Section 7.4 CONFIDENTIALITY OF LISTS

- A. Eligibility lists shall be considered as confidential information, and release of information on eligibility lists shall be limited to:
1. The appointing authority: only information relating to candidates who have been deemed qualified by the Personnel Director to the appointing authority.
 2. Candidates: only information pertaining to a candidate's own ratings shall be released to the candidate or his/her representative.
 3. Such other additional persons as specifically ordered by the Personnel Commission.

Personnel Commission Approved 10/17/06

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