

SECTION 140 – ELIGIBILITY LISTS

141 ESTABLISHING ELIGIBILITY LISTS

After compiling results of all parts of an examination for a particular classification, the Personnel Director shall prepare a list of eligible candidates in the order of their final ranking. Final scores of eligible candidates shall be rounded to the nearest whole percent. All eligible candidates with the same percentage score will be considered as having the same rank. Candidates shall be placed on the eligibility list in the order of their relative merit as determined by competitive examinations after seniority credits, if any, and veteran's credits, if any, have been added. Appointments shall be made from the first three ranks on the list who are ready and willing to accept the position, except as specified under Education Code section 88096, in which instances candidates other than the first three (3) on the eligibility list may be certified and appointed. (See Section 14.7 of SEIU contract.)

141.1 Permanent employees laid off or on leave without pay may be considered as promotional applicants for purposes of seniority credits during their re-employment period or leave, as applicable. (Ed. Code, § 88117.)

142 DURATION OF LISTS

All eligibility lists shall continue in force for a period of at least one (1) year from the date of the oral examination. Eligibility lists may be established for a period of six (6) months upon the approval of the Personnel Commission so long as the six (6) months' duration of such a list is noted in the recruitment bulletin announcing the examination. A list may be extended for an additional period of one (1) year or less by the Commission, or it may be terminated before the end of the first year if, through use and through eligibles being unavailable, it is considered exhausted. An eligibility list may be deemed exhausted by the Personnel Director if fewer than three (3) ranks remain. Upon termination of an eligibility list, notice must be given to all eligibles remaining on the list. (Ed. Code, § 88119.)

143 COMBINING LISTS

Any available candidate remaining on an exhausted list shall have his/her name placed on a subsequent examination list in order of his/her percentage rating, providing the examinations are comparable in score and sufficiently similar to preserve their competitive character.

144 REMOVAL OF NAMES FROM LISTS

The Personnel Director may remove the name of a candidate from an eligibility list for any of the following reasons:

- A. Any of the reasons specified in Section 123 for which an applicant may be disqualified
- B. Evidence the eligible candidate cannot be located by the postal authorities
- C. Receipt of a written statement from the eligible candidate that he/she no longer wishes to be considered for an appointment
- D. The candidate declined three (3) selection interviews and/or offers of appointment to the classification
- E. Investigation of the candidate's references reveals information which contradicts his/her statements on his/her application or in his/her oral interview

The Personnel Director or designee shall notify a candidate who is removed from the eligibility list and give the candidate an opportunity to provide sufficient reason why the action should be reversed. The Personnel Director may reinstate an eligible's name on the list when sufficient reason is given. It shall be the responsibility of applicants on the eligibility lists to keep the Office of the Personnel Commission informed of the address or phone number where they may be contacted when openings develop.

145 ELIGIBILITY AFTER APPOINTMENT

Appointment of an eligible candidate to a limited-term position shall not affect his/her standing on the eligibility list for probationary appointment to a regular position.

146 REEMPLOYMENT LISTS

An employee who has been laid off for lack of work or lack of funds may be placed on a re-employment list. Such employees shall have first priority in appointments to classified positions in their classifications in accordance with their length of service with the District and individual classifications. (Ed. Code, § 88127.)

147 PROMOTIONAL CONSIDERATION FOLLOWING SEPARATION

Employees laid off because of lack of work or lack of funds shall be eligible to take examinations on a promotional basis for classifications for which they are qualified during periods of layoff.

An employee who leaves the District (except by layoff) shall have the seniority credits, if any, removed and be ranked according to their relative merit after the addition of veterans credits, if any.

148 REINSTATEMENT CONSIDERATION

Upon petition to the Personnel Director, an employee who had a satisfactory performance rating and was classified as permanent at the time of his/her resignation may be considered for reinstatement within thirty-nine (39) months after his/her last day of paid service without examination to a position in his/her former classification or a lower classification in the same classification series or lower classification in which the employee had permanent status. (Ed. Code, § 88128.)