

SECTION 150 – CERTIFICATION OF ELIGIBLE INDIVIDUAL

151 REQUEST FOR CLASSIFIED PERSONNEL

When a position is to be filled, the supervisor shall notify the Personnel Director on a *Request for Classified Personnel Employment* form. The Personnel Office will post transfer and examination announcements. (See Section 131.)

152 CERTIFICATION OF NAMES

Candidates will be certified to the supervisor by the Personnel Director from the existing lists in the following order. Each list shall be exhausted or terminated before candidates from the next list are certified.

152.1 RE-EMPLOYMENT LISTS

- 1) Former employees who were laid off because of lack of work or lack of funds are eligible for re-employment in their classification for a period of thirty-nine (39) months. They will be re-employed in preference to new applicants and shall be ranked according to seniority in their classification on the re-employment list. The employee who had the longest time in the classification shall be re-employed first. This list will be exhausted first. (Ed. Code, § 88127.)² Employees who were terminated after all available leaves of absence have been exhausted, whether paid or unpaid, due to either industrial or non-industrial accident or illness shall be grouped together and ranked according to seniority in their classification on the re-employment list. The employee who had the longest time in the class shall be re-employed first once they provide a medical release to perform the functions of the classification. (Ed. Code, §§ 88192 & 88195.)

152.2 ELIGIBILITY LIST FROM OPEN/PROMOTIONAL COMPETITIVE EXAMINATION

Certification shall be made from the three highest ranks ready and willing to accept the position.

152.3 OTHER APPROPRIATE LISTS

Candidates for transfer and reinstatement shall be certified to the supervisor in addition to eligibles from the Open/Promotional eligibility lists. If no Open/Promotional list exists for the classification, candidates for transfer may be certified to the supervisor prior to a public announcement of competitive exam.

If there is no other eligibility list for the class in which the vacancy occurs, certification shall be made from the next most appropriate list, if one exists. Only the names of persons having the qualifications required for the classification shall be certified for appointment.

153 REPLY TO NOTICE OF SELECTION INTERVIEW

Failure of a candidate to reply to a notice of selection interview within three working days will be considered an automatic waiver. The Personnel Director or designee will then certify the next eligible on the list.

154 WAIVER OF APPOINTMENT FOLLOWING CERTIFICATION

An eligible candidate may waive appointment after certification and retain his/her place on the eligibility list. However, after three waivers of probationary appointments, his/her name will be removed from the list for the classification. In some cases where waivers were caused by circumstances beyond the control of the eligible candidate, the Personnel Director, upon written request, may restore his/her name to the list.

If a candidate declines the appointment, the reason should be noted on the *Interview Slip* form by the supervisor and returned to the Personnel Office. Another candidate will be certified, if appropriate, by the Personnel Director upon receipt of the returned form.

155 TEMPORARY WITHDRAWAL FROM ACTIVE LIST

An eligible individual may have his/her name temporarily removed from an active eligibility list by submitting satisfactory reason in writing to the Personnel Director. Reinstatement may be made by the Personnel Director during the period the list is in effect.