
6.1 ELIGIBILITY LISTS

6.1.A ESTABLISHMENT AND LIFE OF ELIGIBILITY LISTS: After an examination, the names of successful competitors shall be arranged in the order of examination score plus additional points when applicable. The completed list constitutes an eligibility list for that class after approved by the examination records.

1. Unless specifically authorized in these Rules, all appointments to positions in the Classified Service shall be made from eligibles whose names appear on eligibility lists. The Director of Human Resources shall be responsible for establishing eligibility lists as a result of

REFERENCE: Education Code S04 -0 56.16 64 duca ()Tj o -0.004 Tw 2.54 E 8.0.

additional year by the Commission. Names of successful competitors may be added to eligibility lists by the Director of Human Resources.

1. The Commission may approve the establishment of an eligibility list for a period of six (6) months when announced on the recruitment bulletin for the examination.
2. When fewer than three (3) ranks of available eligibles remain on an eligibility list and the appointing authority has requested certification of additional eligibles, the list may be terminated by the Director of Human Resources.

Eligibility lists may be extended (beyond a year) for additional periods of time, at the discretion of the Personnel Commission, upto a maximum of one (1) additional year or less. ~~provided that the Commission's action to extend is taken prior to the list's expiration date.~~

When an eligibility list has expired a list can be presented to the Commission 90 days after its expiration date. The Commission may consider extending the list within the constraints of the Education Code.

REFERENCE: Education Code Sections 88080, 88081 and 88119

- 6.1.F COMBINING OF ELIGIBILITY LISTS: If a new examination for a class is given during the first year of the life of an existing list, the examination shall be sufficiently similar to the previous examination to ensure the comparability of the scores of eligibles.

necessary, a reemployment list which shall take precedence over all other employment lists in filling vacant positions. This list shall contain the names of all regular classified employees who have been laid off or demoted from any position because of lack of work or lack of funds.

1. An employee who requires a leave of absence for military duty and those who are ordered, pursuant to the laws of the United States, to serve in any civilian war effort or war industry, shall have their names placed over all other names on the reemployment list in the class which they leave.

exception to this Rule will apply if a promotional list has less than three names remaining on the list, but an open eligibility list exists. In this case the Director of Human Resources will continue to certify three ranks by merging the remaining promotional employees onto the open lists, adding any veteran's and seniority points allowed under these Rules, and then rounding the score to the nearest whole percentage point. The Director of Human Resources will then certify the top three ranks of those willing and able eligibles from the newly combined promotional/open lists to the appointing authority for selection.

REFERENCE: Education Code Section 88119

6.1.J ELIGIBILITY AFTER APPOINTMENT: An eligibility list shall be used for full-time, part-time, regular and limited-term assignments in the class. An eligible who accepts a part-time assignment shall continue to be eligible for full-time employment, and an eligible who accepts limited-term assignments shall continue to be eligible for regular employment.

REFERENCE: Education Code Sections 88080, 88081, 88087, 88097 and 88119

6.1.K WAIVERS OF CERTIFICATION: An eligible may make himself unavailable for certification to specific locations or shifts and to part-time or full-time positions and to limited-term or permanent positions by filing a definitive statement in the Personnel Commission Office.

1. Certification of eligibles who have made themselves unavailable shall not be made, provided that eligibles may revise or withdraw their unavailability.
2. An available eligible may waive certification without penalty.
3. District employees on promotional lists are required to keep the Personnel Commission staff advised of their interest for promotional opportunities, i.e., departments, campus, or other information.

REFERENCE: Education Code Sections 88080, 88081 and 88119

6.1.L REMOVAL OF NAMES FROM ELIGIBILITY LISTS: The name of an eligible may be removed from an eligibility list by the Director of Human Resources for any of the following reasons:

1. Failure to respond within five (5) working days following the mailing of an inquiry regarding availability for employment.

2. Any of the causes listed in Chapter 4.2.
3. Failure to respond for a scheduled interview after certification.
4. Termination of employment (Promotional Eligibility List only).
5. Refusing an employment offer after having been properly certified as eligible and available for the appointment.
6. A written request by the eligible for removal.
7. Failure by the applicant to keep their address and telephone number information current with the Personnel Commission.

REFERENCE: Education Code Sections 88080, 88081 and 88119

6.1.M NOTIFICATION TO ELIGIBLE OF REMOVAL FROM LIST: The Personnel Commission shall notify the eligible of the action and the reasons therefor and shall provide the person with the opportunity to appeal the decision within five (5) working days of notification. The decision of the Personnel Commission shall be final.

REFERENCE: Education Code Sections 88080, 88081 and 88119

6.2 CERTIFICATION FROM EMPLOYMENT

procedures listed in 6.2.B.1 above, the top three (3) ranks of available eligibles shall be certified.

4. Open Competitive/Merged List: When the vacancy cannot be filled from C

4. Request authorization from the Commission to refuse further certification should the investigation determine that refusal of appointment by an eligible is in fact not voluntary.

REFERENCE: Education Code Sections 88080, 88081, 88091 and 88096

6.2.G WITHHOLDING NAMES FROM CERTIFICATION: The name of an eligible may be withheld from certification by the Director of Human Resources when the eligible:

1. Expresses unwillingness or inability to accept appointment.
2. Fails to respond within five (5) working days following the mailing of written inquiry regarding availability.
3. Fails to present the license, registration, certificate or any other

2. When the withholding or removal was for a reason listed in Chapter 4.2 and the defect or reason for ineligibility has since been corrected.

REFERENCE: Education Code Sections 88080, 88081, 88091 and 88096

6.2.J

CERTIFICATION FROM LIST FOR ANOTHER CLASS: If there is no eligibility list for the class in which the vacancy occurs, certification may be made from a list for another class at the same or higher salary level if the duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled, provided that

- (b) Notification may be made by telephone, telegram, registered or certified mail.
 - (c) The appointing authority may allow a period longer than two weeks at its discretion.
2. When appointment is to a limited-term or substitute position, the eligible must be available on the date specified by the appointing authority.

classification. Notification shall be made to the affected employee in writing at least five (5) working days prior to becoming effective.

5. When a vacancy exists in a position for which differential compensation is designated, and where more than one employee in the class has filed a request for the vacancy, the assignment shall be given to the most senior employee within that class that has filed a request. Notification shall be given to the affected employee in writing at least five (5) working days prior to becoming effective.