

## **RULE 7**

### **ELIGIBILITY FOR EMPLOYMENT AND PROMOTION**

#### **7.01 Purpose**

The purpose of Rule 7 is to describe the conditions under which applicants establish and maintain their eligibility for initial employment or promotion within the classified service.

#### **7.02 Establishing and Maintaining Eligibility for Employment and Promotion**

- A. Individuals may submit employment applications for a job announcement in a format approved by the Human Resources Department. The Human Resources Department may determine the opening and closing date for receiving applications for a specific job announcement. Applicants may be notified of a vacancy and asked to confirm their continued interest by submitting a response and any additional application documents or information that may be required.
- B. To establish eligibility for employment or promotion, applicants must meet the minimum qualifications set for the position and successfully pass any examinations given for that position.
- C. The Human Resources Department may determine the expiration date of a list of eligible candidates. The expiration date for the list of eligible candidates shall be provided on the job announcement. The Commission may extend the expiration date of an existing eligible list. (CSC 3/14/02) (CSC 12/15/15)

#### **7.03 Ranking of Eligible Candidates**

Eligible candidates are ranked from highest to lowest based upon their composite examination score. In the case where there is an indefinite closing date, the ranks of eligible candidates may change as additional applicants are tested. (CSC 3/14/02) (CSC 12/15/15)

#### **7.04 Expiration or Termination of Eligibility**

An applicant may be removed from eligibility for any of the following reasons:

- A. Expiration of an eligible list; (CSC 12/15/15)
- B. Written request of the eligible candidate; (CSC 3/14/02)
- C. Failure to meet or to continue to meet any of the established requirements for the examination or the position, i.e., license, registration, medical or physical qualifications, age limits, City employment;

- D. Failure to maintain a current address with the Human Resources Department;
- E. Refusing appointment under conditions which the eligible candidate had indicated were acceptable; (CSC 3/14/02)
- F. Failure to respond within the time limits specified on certifications or availability or interest inquiries; (CSC 3/14/02)
- G. Failure to report for duty at the time prescribed; (CSC 12/15/15)
- H. Discharge or resignation in lieu of discharge from City employment; (CSC 12/15/15)
- I. Conviction for a crime related to the position so as to render the eligible candidate incapable of performing duties safely or effectively; (CSC 3/14/02)
- J. Intentional falsification or misrepresentation of information or material used for selection or employment purposes;
- K. Certification and appointment to the same classification; or,
- L. Any sufficient reason which would disqualify an eligible candidate for appointment to the classification. (CSC 3/14/02)

**7.05 Availability or Interest Inquiries and Waivers (CSC 3/14/02)**

A. Availability and Interest Inquiries (CSC 3/14/02)

The Human Resources Department may request additional information or verification of continued interest in and availability for City employment from any group of applicants. Failure to respond to such a request by the date specified may result in removal from the applicant list. (CSC 3/14/02)

B. Waivers

The names of any persons certified who have declined an appointment may be removed from the list unless they waive the position for one of the reasons cited below. (The Human Resources Department must be notified in writing of any change of availability.) (CSC 3/14/02)

1. Waiver of a certain department;
2. A temporary physical impairment; (CSC 3/14/02) (CSC 2/24/09)
3. Military Service;

4. Because a position is temporary;
5. The position does not meet the conditions specified on the job announcement, availability or interest inquiry, or a preference sheet; or, (CSC 3/14/02)
6. Other reasons which are considered sufficient by the Human Resources Department.