RULE 10 - EMPLOYMENT REGISTERS

Section 1. Establishment of Employment Registers

A. As soon as possible after the completion of all evaluation processes, the Human Resources Director shall determine which candidates are qualified and shall prepare and keep available an employment register consisting of the names of qualified candidates. Such candidates may be considered for any vacancies occurring in the class during the course of the duration of the register. Such candidates may also be further evaluated or tested to ascertain each candidate's qualifications relative to other job vacancies that may occur.

B. There are four designations of employment registers: Layoff Register, Internal Register, Re-eligibility Register, and Open Competitive Register.

Section 2. Registers

A. A Register is one which includes the names of persons who were laid off from a class pursuant to these rules, and whose names were placed on the register by the Human Resources Director after written request by eligible applicants. Registers are maintained in seniority order relative to the length of service of the former employee.

B. An employee who has been appointed to a position in a lower class as a result of an action, may be placed on the register for the higher class or classes formerly held. An employee returning to a higher class under these conditions shall not be considered to be promoted.

Section 3. Internal Register

The Internal Register shall consist of the names of regular employees who have satisfactorily completed their initial probationary period and who have satisfactorily passed the required evaluation process for the internal recruitment. Internal Registers are maintained in an order appropriate to the evaluation process. Eligible employees shall be removed from the Internal Register upon their separation from City employment.

Section 4. Re-eligibility Registers

A. A Re-eligibility Register means the list of names of persons who resigned from City service in good standing and who are re-eligible for employment. Former employees may only request re-eligibility to a classification at the same or lower salary grade than the salary grade of the classification occupied when they resigned. If the salary grade

of the former class has changed and if there has not been a major change in job responsibilities, the former employee may be re-eligible for the classification. Such names shall be placed on the register by the Human Resources Director, after obtaining approval of the Department Director where the former employee worked, and upon the written request of the eligible applicant. An applicant who is re-eligible for employment shall not be required to take or pass any written examinations or performance tests, unless requested by the Department Director and approved by the Human Resources Manager.

B. The applicant shall be listed on the register and any hiring list as re-eligible for employment. An eligible applicant may apply at any time within two years after resignation, regardless of whether recruitment is open. Former employees requesting re-eligibility must meet the minimum qualifications of any class to which they are requesting re-eligibility. Former employees requesting re-eligibility will be informed in writing of the approval or disapproval of the request.

C. The request for placement on the Re-eligibility Register must be made within two years from the date of resignation and an application form shall be filed with the Human Resources Director. The Department Director may select any candidate in the register to fill a vacant position; however, the Department Director is not required to select an applicant re-eligible for employment.

D. If the former employee is not selected for employment within two years from the date of resignation, that name will be removed from the register. Thereafter, the former employee may apply only during open competitive recruitment.

Section 5. Open Competitive Register

A. The Open Competitive Register shall consist of the names of either employee and/or non-employee applicants who are deemed qualified and who have successfully passed any required evaluation process for the position for which they applied.

B. Names placed on such registers may be merged with other names already on the register for that classification.

Section 6. Duration of Registers

A. The duration of employment registers, except the Register, shall be for a period of time stated in the job announcement. An announced duration period may be extended or shortened when it is determined to be in the best interests of the City by the Human Resources Director.

B. Names of laid-off employees shall remain on the Register for two (2) years from the termination date of the employment. The name of a laid-off employee shall be removed from the register when re-employed by a department in the City into a position equal to the class the person formerly held or if the person rejects such an offer of employment.

Section 7. Removal from Registers

A. Except for the Register, names of candidates may be removed from the register when:

1. An eligible from any register has been certified three times for the same classification, has not been selected for employment and there are job-related reasons for removing the candidate from the register.

2. An eligible from any register has been determined unsuitable for job related reasons by a Department Director or designee.

3. An eligible declines to be interviewed or fails to report for an interview as agreed.

4. An eligible fails to respond to reasonable communications such as a letter or to verbal messages to return telephone calls.

5. An eligible declines a job offer.

6. The eligible is selected for the position for which placed on the register.

7. The register for the classification has expired.

B. A candidate may be restored to a register if the register developed from the announcement under which the candidate applied is still active and if restoration is determined by the Human Resources Director to be in the best interests of the City.