

Regulation 10 – Eligible Lists

Regulation 10 to be amended as follows:

10.09 - REMOVAL OF NAMES FROM LISTS

10.091 - The Office of Human Resources *shall*, without notice, remove the name of an eligible from an eligible list for any of the following reasons:

10.911 - Appointment through certification from such list to fill a permanent position

- a. in the class for which the list was established; or
- b. any other class for which the list is designated as appropriate or related by the Director under Regulation 10.017.

10.0912 - Separation from the department of the eligible on a promotional list for that department.

10.0913 - Notice by postal authorities of their inability to locate the eligible at his or her last known address.

10.0914 - Death of the eligible.

10.092 - The Director *shall*, with notice specified in Regulation 10.0942, remove the name of an eligible from an eligible list for any of the following reasons:

10.0921 - Failure to respond or report, within the time specified in the notice, to any inquiry of the Director concerning availability of employment, or to any inquiry by the appointing authority concerning availability of employment.

10.0922 - Lack of any of the published requisite qualifications established by the Director for the examination for the position for which he or she applied.

10.0923 - Practice or attempt to practice any deception or fraud in his or her application, in his or her declarations in securing eligibility to compete in a civil service examination process.

10.0924 - For all classes except Police Officer Recruit, Deputy Sheriff Officer, School Crossing Guard, three times waiving or declining an interview for or an appointment to permanent positions in the class for which the list was established to which he or she has been certified. Effective July 1, 2023, for eligible lists established after May 1, 2022 under the varying rule, five times waiving or declining an interview for or an appointment to permanent positions in the class for which the list was established to which he or she has been certified.

10.0924.1 - Two times waiving or declining an interview for or an appointment to permanent positions in the class of Police Officer Recruit or Deputy Sheriff Officer.

10.0924.2 –One time waiving or declining an interview for or an appointment to permanent positions in the class of School Crossing Guard.

10.0925 - Failing a pre-employment drug or alcohol screen.

10.0926 - Having a duplicate application of which only the name associated with the first application submitted shall remain on the eligible list.

10.093 - Upon satisfaction of the requirements of Regulation 10.0943 and upon the written request of an appointing authority, the Director *may*, at his or her discretion, remove the name of an eligible from an eligible list for any of the following reasons:

10.0931 - Felony or misdemeanor convictions in this state or elsewhere which relate to the applicant's suitability in such a way as to preclude them from employment in the position for which they applied and/or are being considered.

10.0932 - Dismissal from the public service or private employment for inefficiency, delinquency or misconduct.

10.0933 - Previous work performance in either public or private employment found to have been unsatisfactory as to efficiency, delinquency or conduct.

10.0935 - Information revealed during the pre-employment background investigation that indicates that the applicant is unsuitable for appointment to the position for which they applied and/or are being considered.

10.0936 - Disability that prevents the eligible, with or without a reasonable accommodation, from satisfactorily carrying on the duties of the position.

10.0937 - Failure to pass an evaluation of fitness for duty for the classes of Police Officer Recruit, Police Officer 1, Deputy Sheriff Officer, Deputy Sheriff Officer Recruit or Correctional Officer.

10.0938 - Practice or attempt to practice any deception or fraud in his or her declarations to the appointing authority in securing employment.