

REGULATION 10 – ELIGIBLE LISTS.

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:

10.0911 - 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.

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 and Deputy Sheriff Officer, 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.

10.09241 - 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.

~~10.0925 - Three times failing to enter into an agreement to pay debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City as defined in Regulation 11.14.~~

10.09256 - Failing a pre-employment drug or alcohol screen.

10.09267 - Having a duplicate application of which only the name associated with the first application submitted shall remain on the eligible list.

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DEPARTMENT OF RECORDS
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Regulation 10 – Eligible Lists

10.11 - CANDIDATE TEMPORARILY INELIGIBLE OR UNAVAILABLE FOR CERTIFICATION OR APPOINTMENT. During a specified period and/or for specified departments, the name of an eligible candidate shall be passed over to fill vacancies as though the name did not then appear on the list for any of the following reasons.

10.111 - CANDIDATE DECLARATION OF UNAVAILABILITY FOR APPOINTMENT. The eligible candidate files a written statement of un-availability with the Director stating that the eligible is unable to accept appointment. Such statement may be restricted to a limited period of time or for appointment to a department or departments as specified in the statement of unavailability.

During the life of the eligible list, any eligible filing such a restricted statement of unavailability may renew eligibility at any time during the period of time specified in the statement by filing with the Director a written withdrawal of such statement. Not more than two such restricted statements of unavailability will be honored for any individual eligible during the life of any eligible list.

10.112 - CANDIDATE INELIGIBLE UNTIL ALL REQUIREMENTS HAVE BEEN MET. An eligible candidate may be declared temporarily ineligible for appointment if the candidate:

- a. has not provided sufficient documentation of published required qualifications;
- b. does not yet possess the required qualifications, but has been approved for the examination on the basis of anticipated eligibility;
- c. has not yet passed a qualifying examination that will be administered after the eligible list has been established;
- d. does not pass a required evaluation of fitness for duty.

The candidate's name will remain on the eligible list, but the candidate will not be appointed to any position until the candidate submits adequate documentation that the candidate does possess the published required qualifications, or has successfully passed the qualifying examination or evaluation of fitness required for the position.

10.113 – CANDIDATE UNAVAILABLE FOR CERTIFICATION OR APPOINTMENT DUE TO ANY AND ALL DEBTS, TAXES, FEES, JUDGMENTS, CLAIMS, AND OTHER ACCOUNTS AND OBLIGATIONS DUE AND OWING TO THE CITY. An eligible candidate who has been conditionally selected and who does not pass the indebtedness check or enter into a payment agreement in accordance with Regulations 10.092 and 11.14 will be made involuntarily unavailable for appointment. Candidates made involuntarily unavailable shall be notified of their unavailability in writing by the Director. The candidate's name will remain on the eligible list, but availability for certification shall not be renewed until the candidate submits written notice and supporting documentation to the Director that the candidate has satisfied any and all

debts or voluntarily entered into a payment agreement with the City to satisfy such debts.

Regulation 33 – Interim Regulations

33.04 - NON-CIVIL SERVICE LEAVE TIME - NO CREDIT GIVEN. Persons who enter a position in the City civil service following employment in a position ~~in the Court system,~~ a position in a quasi-public agency, or any other position outside the City service, shall not be credited with leave time accumulated during employment in their previous position.

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