

**Article 3: Civil Service**

**Division 5: Eligible Lists**

**§23.0501 Subdivision and Merging**

(Rule IV, Section 1 of the Rules of the Civil Service Commission)

- (a) When deemed appropriate by the Personnel Director, the eligible list for a classification may be subdivided, or separate eligible lists may be established. All such separations or subdivisions shall be indicated in the examination announcement.
- (b) By the vote of at least three members of the Commission, eligible lists for a class may be merged. The Commission shall determine the expiration dates of lists so merged. Eligibles shall be notified of the merger and any change in their eligibility expiration date.

*(“Subdivision and Merging” added 6–19–1978 by O–12373 N.S.)*

**§23.0502 Duration of Eligible Lists**

(Rule IV, Section 2 of the Rules of the Civil Service Commission)

- (a) An eligible list shall be in effect from the date on which it is promulgated. The date of promulgation shall be established by the Personnel Director.
- (b) Eligible lists shall be in effect for a period not to exceed 2 years from the date of promulgation.

*(“Duration of Eligible Lists” added 6–19–1978 by O–12373 N.S.)*

**§23.0503 Extension of Eligible Lists**

(Rule IV, Section 3 of the Rules of the Civil Service Commission)

The Personnel Director, City Manager or a non-managerial department head may initiate a request for extension of an eligible list which shall be submitted to the Commission for approval. Eligibles shall be notified of the extension and any change in their eligibility expiration date.

*(“Extension of Eligible Lists” added 6–19–1978 by O–12373 N.S.)*

**§23.0504 Removal of Eligibles from List**

(Rule IV, Section 4 of the Rules of the Civil Service Commission)

- (a) The name of an eligible may be removed from an eligible list for any of the causes enumerated in Rule II, Section 7, or for other causes deemed good and sufficient by the Personnel Director. Anyone whose eligibility is canceled by order of the Personnel Director may, within five (5) calendar days after notice of such order, appeal in writing to the Commission. The Commission shall afford such appellants an opportunity to be heard on their own behalf. The decision of the Commission shall be final. The names of the eligibles who appeal to the Commission shall be recorded in the minutes of the Commission with the decision.
- (b) Eligibles who accept appointments to permanent positions shall have their names removed from the eligible list from which appointment was made. Eligibles appointed to permanent positions may be reinstated to the list at the discretion of the Personnel Director, within sixty (60) days after the appointment.
- (c) Failure of eligibles to reply to availability questionnaires or certifications or to notify the Personnel Director of any change in address while on an eligible list, shall result in removal of their names from the eligible list. Such eligibles will not be given further consideration unless reasons presented for failure to comply with the requirements of this rule are deemed good and sufficient by the Personnel Director.
- (d) Failure of eligibles to execute satisfactory waiver or the use of waivers exceeding allowable limits shall be deemed sufficient cause for removal from the eligible list.

*(“Removal of Eligibles from List” added 6-19-1978 by O-12373 N.S.)*

**§23.0505 Reinstatement Requests**

(Rule IV, Section 5 of the Rules of the Civil Service Commission)

Reinstatement to an eligible list may be done under the following conditions:

- (a) Any employee who has served satisfactorily and presently fulfills the minimum requirements for the classification, and who, without fault or delinquency on his/her part, resigns or demotes from his/her position, may request reinstatement to the eligible list for any class in which such service

was rendered, and/or to the eligible list for a comparable or lower class in the same occupational group.

The request for reinstatement may be made immediately upon demotion, reduction in status, resignation, or termination and must be made within one year from the date of such action.

- (b) Any permanent or probationary employee who has served satisfactorily and is demoted, reduced in status, or terminated as part of an official layoff may, within 60 calendar days of the date of official layoff, request reinstatement to the eligible list and for any comparable or lower class for which the employee meets the minimum requirements at the time of layoff.
- (c) The Commission shall, in its discretion, grant or deny such request. If the request is granted, the person's name shall be placed on such eligible list, and shall be certified according to Civil Service Rule VI. The length of eligibility shall be determined by the Commission, but shall not exceed two (2) years.
- (d) If no appropriate eligible list exists, anyone granted reinstatement under this rule shall have the same eligibility as though there were such a list. After the expiration of the eligible list on which there is a reinstated name, such name shall continue to have eligibility until the completion of the prescribed period, provided that within such period it shall be placed on succeeding eligible lists for the same class or position.

*(Amended 8-12-1985 by O-16492 N.S.)*