

Rule 6 – Eligibility Lists

6.10 Preparation of Eligibility Lists

The Chief Examiner is responsible for scoring, ranking of eligibles, and preparation of eligibility lists. Name(s) on eligibility lists for a class of service shall be listed in order of qualification according to final rating earned in the examination, including veteran preference credits where applicable except that employees laid off from a position in that class shall be given prior preference over original applicants in inverse order of layoff. Whenever two or more persons have the same score on a list, they shall both be given equal consideration as eligibles. Fire Department promotional lists will be consistent with Rule 7.10.

6.11 Certification of Continuous Eligibility List

Applicants certified pursuant to a continuous testing process shall be placed on a Continuous Testing Eligibility List. Certification shall be in accordance with the rules and regulations of the Commission. As each applicant is placed in accordance with his or her scores and veteran's preference (if applicable), or as any applicant is removed from the list as provided in these rules, the placement of all others on the list shall be adjusted.

Amended 9/20/06

6.20 Certification and Duration of Lists

Eligibility lists shall become effective upon the approval and certification by the Civil Service Commission. When testing is conducted on a continuous basis, the eligible candidates produced by any single test will be placed on and merged into the current list in rank order according to their overall score as compared to the scores of those already on the current list. The eligibility list will be continually updated as a result of the continuous testing.

Name(s) appearing on eligibility lists for positions in the police and fire services shall remain effective for the following periods:

	<u>Fire</u>	<u>Police</u>
(A) Entry Level	6 months	12 months**
(B) Promotional	22 months	12 months**
(C) Lateral Entry	12 months	12 months**
(D) Recall from Layoff	24 months 60 months*	24 months 60 months*
(E) Reemployment	12 months	12 months

Amended 02/18/15

**Those employees covered by a collective bargaining agreement only.*

***Upon the request of the Police Chief, the Commission may extend the life of the list to eighteen (18) months. A decision to extend the life of the list shall be based upon consideration of the following:*

- (1) whether there is sufficient number of eligibles to warrant continued use of the list;*
- (2) the timing of City authorization to hire and the projected actual date of commencement of employment as compared to the expiration date of the eligibility list;*
- (3) the cost and time required to conduct a new examination;*
- (4) any other relevant factors.*

Entry level, promotional and lateral entry eligibility lists for positions in the Police Service shall remain in effect for not more than eighteen (18) months. Where continuous testing is used, the eligibility list shall remain in effect indefinitely, but names shall be dropped from the list as the above-referenced periods expire. For continuous testing lists, the effective period for any name shall commence when the eligible candidate is approved and certified for inclusion on the list by the Commission and shall expire 12 months after such approval and certification.

Amended 5/15/02

6.30 Removal of Names from Lists

- A. The name of any person appearing on an eligibility list may be removed by the Chief Examiner for any of the following reasons:
 1. If the person declines certification or appointment. A candidate who accepts appointment within the period specified by the appointing authority in a contingent job offer and who subsequently fails to present himself or herself for duty on the specified starting date shall be deemed to have declined appointment; or
 2. If the person fails to answer any inquiry of the Chief Examiner or the appointing authority within ten (10) business days following the mailing of such inquiry; or
 3. If, as the result of any required background investigation or post-conditional job offer medical examination, drug screening, psychological examination, or polygraph, the appointing authority notifies the Chief Examiner that the person does not satisfy the qualifications for employment in a covered position and provides the Chief Examiner with a statement in general terms of the appointing authority's reasons for such determination; or
 4. If the person fails to respond to a contingent offer of employment; or

5. In the case of a promotional eligibility list, if the person has resigned or has been terminated from the classified civil service.
- B. Whenever the name of any person is removed from an eligibility list as provided above in subsections (A)(1) - (A)(4), the Chief Examiner shall notify the person so removed in writing at his/her last known address. The person so removed may appeal the determination of the Chief Examiner to the Commission by filing an appeal in writing within ten (10) business days of the date the notice of removal is mailed.
 - C. The Chief Examiner shall review the appeal and submit recommendations to the Commission within ten (10) business days of receipt of the appeal. The Commission shall conduct or direct such investigation and review as it deems appropriate and shall make its finding and decision within thirty (30) business days of receipt of the Chief Examiner's recommendation. The name of the person so removed may be reinstated only if satisfactory explanation of the circumstances is made to the Commission.
 - D. The names of persons on promotional eligibility lists who resign from the service shall be automatically dropped from such lists as provided in subsection (A)(5) above without further notification or appeal rights.

Amended 9/20/06

6.40 Notice of Change of Address

Each person on an eligibility list shall file within fourteen (14) days with the Chief Examiner written notice of any change of address, and failure to do so may cause removal of his or her name from the list.

6.50 Revocation of List

An employment list or a promotional list may be revoked, and another examination be ordered only upon the recommendation of the Chief Examiner with the approval of the Commission, when such action is deemed advisable by the Chief Examiner on account of fraud, errors, or of inappropriate standards prescribed in connection with the examination which did or could have resulted in unfair or inaccurate grading of qualifications. No lists shall be altered or revoked except upon written notice to all persons whose eligibility or standing may be affected, and upon a statement of the reasons for the revocation or alteration being entered in the minutes of the Commission.

6.55 Revocation of Continuous Eligibility List

A continuous eligibility list may be revoked and another examination be ordered when there are significant changes in the examination process that make comparing the test results of current and past applicants and creating a merged list difficult. A list may be revoked only upon recommendation from the Chief Examiner with the approval of the Commission. No continuous eligibility lists shall be altered or revoked except upon written notice to all persons whose eligibility or standing may be affected, and upon a statement of the reasons for the revocation or alteration being entered into the minutes of the Commission.

Rule Added 1/16/13

6.60 Less Than Three (3) on Eligibility List

If there are less than three eligible candidates on the entry level or lateral list, the Chief Examiner may choose to call for a new list following consultation with approval of the appointing authority and Commission. Upon certification of the new list, the existing list with less than three eligibles will automatically expire.