

ARTICLE 9 - EMPLOYMENT ELIGIBILITY LISTS

Section 1. Provisional Employment List

- A. Provisional Employment List is a register containing the names of candidates for positions which require further testing or examination to establish minimum eligibility. Names will be transferred to the appropriate regular list after successful completion of all examination processes.
- B. Applicants not meeting acceptable standards as determined by the background investigation, psychological evaluation, and/or polygraph examination will be removed from further consideration for any current vacancies and, in certain cases, may be removed from consideration for future vacancies.

Section 2. Original Employment List

An Original Employment List shall consist of the names of applicants who have successfully demonstrated that their qualifications are suitable for the position for which they applied.

Section 3. Re-eligibility Lists

- A. A Re-eligibility List shall consist of the names of persons who resigned from City service in good standing and whose names were placed on the list by the Human Resources Director, after approval of the Director where the former employee worked.
- B. If the former employee is not selected for employment within one year from the date of separation from the City's service, their name will be removed from the list. The person may then apply only during open recruitment.

Section 4. Establishment of Eligibility Lists

As soon as possible after the completion of the screening process, an eligibility list shall be compiled consisting of the names of qualified candidates for a particular position.

Section 5. Duration of Lists

All employment lists shall be valid for 6 months, except for Police and Fire Department lists, which shall be valid for 12 months. Lists may be extended when it is determined to be in the best interest of the City by the Human Resources Director with the approval of the City Administrator.

Section 6. Removal from Eligibility Lists

A. Names of eligible applicants may be removed from the employment eligibility list when:

- (1) An eligible applicant from any list that has been on the eligibility list three times and has not been selected for employment.
- (2) An eligible applicant from any list that has been determined non-hirable by a Department Head and the position exists only in that department.
- (3) An eligible applicant that declines to be interviewed or fails to report for an interview as agreed.
- (4) An eligible applicant that fails to respond to reasonable communications such as a letter or to verbal messages to return telephone calls.
- (5) An eligible applicant that declines a job offer.

B. Employment lists may be abolished prior to the normal expiration as established above when it is determined by the Human Resources Director, with the approval of the City Administrator, that the evaluated qualifications of the remaining eligible applicants do not meet the needs of the City.