

RULE 5 - REGISTERS

5.01 RESPONSIBILITY FOR MAINTENANCE OF REGISTERS

It shall be the duty of each appointing authority to notify the Director as far in advance as possible of vacancies or anticipated vacancies and to cooperate in manpower forecasting and planning and turnover analysis studies. The Director shall be responsible for the establishment and maintenance of appropriate registers and for the determination of the adequacy of existing registers and for the appropriate assignment of applicants to registers.

5.02 EMPLOYMENT REGISTERS

- A. At the conclusion of assessment processes, the Director shall prepare a register or merge the names of the new eligibles with those on the exiting register. In the case of a continuous recruitment, the names of eligibles shall be continuously merged in registers in the order of their final composite scores from the assessment(s).
- B. Applicants who are current employees may be eligible for placement on the register if:
 - 1. They are not on initial probation (unless waived by the Director); and
 - 2. Meet the necessary position requirements; and
 - 3. Have passed the assessment process(es) in effect.
- C. Upon written request, former regular status employees separated as a result of a formal reduction in force shall be entitled within three months from the date of separation to have their names placed on registers for positions for which they qualify on the same or lower base pay rate as the salary held at the time of separation. Their names shall remain on the register(s) for a period of six months from the date of separation.

5.03 USE OF REGISTERS

The Director may determine the order in which registers will be used to fill vacancies. Usually, registers will be used in the following order:

- A. First, former regular status employees on the same or higher base pay rate as the salary of the position to be filled who have been affected by a reduction in force.
- B. Second, employees, but only if the employee's score falls within 10 points of the top non-employee.
- C. Third, other eligibles in the order of their final scores.

5.04 USE OF RELATED REGISTERS

If a vacancy exists for a position for which there is no appropriate register, the Director may prepare a certification list for the vacancy from one or more existing related registers.

5.05 DURATION OF REGISTERS

- A. Names of eligibles will be removed from registers after six months from the date placed on the register, unless the register is specifically extended by the Director for a period not to exceed an additional six months.
- B. The Director may abolish a register at any time in the event of a new assessment process, changes in position duties or requirements, or whenever an existing register has ceased to meet the needs for adequate placement in the District service.

5.06 REMOVAL OF NAMES FROM A REGISTER

- A. Removal: The Director may remove the name of an eligible from a register at any time for any one of the following reasons:
 - 1. Any of the reasons specified in Rule 4.02E.
 - 2. Failure of the eligible to respond to correspondence (including returned mail).
 - 3. Receipt by the Director or the appointing authority of any communication from the eligible that he/she no longer desires to remain on the register or is no longer available for appointment.
 - 4. Refusal by the eligible of an offer of probationary appointment.
 - 5. Appointment of the eligible to a position or assignment.
 - 6. Rejection of the eligible by the only department utilizing the register or, if utilized by more than one department, rejection as a result of three employment interviews.
 - 7. Refusal by the eligible of three interviews.
 - 8. Expiration of the six-month eligibility on the register, unless the register has been extended.
 - 9. Failure of the eligible to appear for a scheduled appointment relating to the employment process.
 - 10. Separation of an eligible from District service.
 - 11. Abolishment of the register.
- B. Notification: An eligible will be notified orally, by mail, or any other manner prescribed by the Director, when removed from registers for either of the following reasons:
 - 1. Rejection of the eligible by the only department utilizing the register or, if utilized by more than one department, rejection as a result of three employment interviews.
 - 2. Abolishment of the register.