

RULE 5 - Application Files

- 5.1 Maintenance of Application Files.** The Director shall be responsible for the establishment and maintenance of appropriate application files and for the determination of the adequacy of existing application files. Applicants whose applications reflect the necessary minimum qualifications shall have their applications maintained on file for that classification for a minimum of six (6) months.
- 5.2 Development of Registry lists.** Registry lists will be prepared for those classifications for which validated job-related examinations are available. After each examination process, the Director shall prepare a registry list, or merge the names of the newly eligible applicants with those on an existing list. The name of an eligible applicant shall be placed on the list in order of his/her respective ranking, and shall remain on the list for a period of six months. Registers may be updated as necessary to ensure the adequacy of a registry list. Registry lists will be developed to fill vacancies designated as available for Countywide, departmental, or intra-departmental vacancies respectively.
- 5.3 Re-employment.** A Regular Status employee who is laid off from a position shall be eligible for re-employment for a period of one (1) year from the effective date of layoff. A written request and completion of an official application is required within 30 calendar days of the effective date of layoff, in order to be included in the application file and ranked in order of seniority by date of hire of their most recent appointment. It shall be the laid-off employee's responsibility to verify with the Human Resources Department his/her current address and phone number, and to notify the Human Resources Department of any change of address or phone number.
- 5.4 Removal of Applications.** The Director may remove an application from an application file at any time for any of the following reasons:
- A. Any of the reasons specified in Rule 4.2(C).
 - B. When the applicant cannot be located, despite reasonable efforts by the department or Human Resources.
 - C. Receipt by the Human Resources Department of any written or verbal communication from the applicant that consideration for a position in the classification is no longer desired, or that the applicant is no longer available for the appointment.
 - D. Refusal or rejection by the applicant of an offer of appointment.
 - E. Failure of the applicant to respond to a re-employment notice and/or refusal to accept re-employment.
 - F. Upon promotional appointment of an employee, all of his/her applications for classifications at the same or lower salary grades shall be removed.
 - G. The elimination of an application file pursuant to Rule 5.5.
- 5.5 Elimination of an application file.** The Director may eliminate an application file when the classification is deleted or revised with a significant change to the minimum qualifications, or when a major revision has been made to the written test for that application file.