

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

Topic: REMOVAL OF NAMES FROM EMPLOYMENT AND ELIGIBLE LISTS	Date Issued: April, 1991
Section: FILLING OF VACANCIES - ELIGIBLE LISTS	Date Revised: Oct. 2023
Number: V.2.G.	

PURPOSE:

To define the reasons for the removal of names from an eligible list or an employment list as defined by Civil Service Rules.

LEGAL BASIS:

Civil Service Rules Section IV.B.
Civil Service Rule Section VI.C.

CROSS REFERENCE:

Section V.2.A Hierarchy of Employment Lists
Section V.4.B. Interview/Re-interview Requirements

POLICY:

- I. Employment and Eligible Lists are categorized as follows:
 - A. Employment Lists:
 1. Departmental Overfill List
 2. Departmental Reemployment List
 3. Transfer List
 4. Re-instatement List
 5. Re-Entry List
 6. Manpower Training List
 - B. Eligible Lists:
 1. Open-Competitive List
 2. Promotional List
- II. Names appearing on a Certification from an Employment or Eligible List which meet the criteria for removal from the list, do not have to be considered for the appointment to the position. (See Section V.2.A Hierarchy of Employment Lists and Section V.4.B. Interview/Re-interview Requirements)
- III. Reasons for removal from the list:

Names are removed from an employment or an eligible list for only those reasons defined in Civil Service Rules VI.B.4. as listed below. The requirements for noticing the person are indicated.

- A. Departmental Overfill List (Notice required for all removals)
 - 1. A person whose overfill eligibility has elapsed.
 - 2. A person who separates from County service voluntarily or for cause.
 - 3. A person who declines an offer to be interviewed from a departmental overfill list.
 - 4. A person who declines an offer of appointment from a departmental overfill list.
 - 5. A person who refuses three offers of interview and/or appointment from a countywide overfill list.
- B. Departmental Reemployment List (Notice required for all removals)
 - 1. A person where 24 months has elapsed from the date of the original layoff.
 - 2. A person who declines an offer to be interviewed in any department in the class from which laid off.
 - 3. A person who declines an offer of reemployment in any department in the class from which laid off.
 - 4. A person who cannot be located by postal authorities.
 - 5. A person who fails to reply within three working days to a written certification notice. Their name may be restored to the list upon written request by the person.
 - 6. Should the person serving probation as a result of an appointment from a countywide reemployment list not pass probation, that person's name shall be restored to the departmental and countywide reemployment lists for a period of 24 months from the time of restoration.
- C. County wide Overfill List (Notice required for all removals)
 - 1. A person whose overfill eligibility has elapsed.
 - 2. A person who separates from County service voluntarily or for cause.
 - 3. A person who declines an offer to be interviewed from a departmental overfill list.

4. A person who declines an offer of appointment from a departmental overfill list.
 5. A person who refuses three offers of interview and/or appointment from a countywide overfill list.
- D. County wide Reemployment List (Notice required for all removals)
1. A person where 24 months has elapsed from the date of the original layoff.
 2. A person who declines an offer to be interviewed in any department in the class from which laid off.
 3. A person who declines an offer of reemployment in any department in the class from which laid off.
 4. A person who cannot be located by postal authorities.
 5. A person who fails to reply within three working days to a written certification notice. Their name may be restored to the list upon written request by the person.
 6. Should the person serving probation as a result of an appointment from a countywide reemployment list not pass probation, that person's name shall be restored to the departmental and countywide reemployment lists for a period of 24 months from the time of restoration.
- E. Open Competitive (Required notices are indicated)
1. Reasons stipulated in Civil Service Rules Section IV.B. (A notice of removal is required.)
 2. A person cannot be located by postal authorities.
 3. A person who has been passed over by a department on three separate appointments, where the department submits valid reasons for withholding certification. For county wide lists, the person may be certified to other departments. (A notice of removal is required.)
 4. A person who declines an appointment to a position.
 5. A person who requests that their name be removed as they no longer desire consideration for a position in the class.
 6. A person who fails to reply within three working days to a written notice. Such person's name may be restored to the list upon written request by the person.

7. A person who fails to appear for a scheduled interview. Such person's name may be restored to the list upon a written request listing a reasonable excuse for the failure to appear.
 8. A person where the appointing authority has filed a valid job related objection to the person remaining on the list. (A notice of the removal is required.)
 9. A person who accepts an offer of employment and subsequently declines employment. (A notice of the removal is required.)
 10. A person whose period of eligibility has elapsed as defined at the establishment of the list (minimum 6 months, maximum 24 months).
- F. Promotional Eligible Lists (Required notices are indicated)
1. Reasons stipulated in Civil Service Rules Section IV.B. (A notice of removal is required.)
 2. A person cannot be located by postal authorities.
 3. A person who has been passed over by a department on three separate appointments, where the department submits valid reasons for withholding certification. For county wide lists, the person may be certified to other departments. (A notice of removal is required.)
 4. A person who declines an appointment to a position.
 5. A person who requests that their name be removed as they no longer desire consideration for a position in the class.
 6. A person who fails to reply within three working days to a written notice. Such person's name may be restored to the list upon written request by the person.
 7. A person who fails to appear for a scheduled interview. Such person's name may be restored to the list upon a written request listing a reasonable excuse for the failure to appear.
 8. A person where the appointing authority has filed a valid job related objection to the person remaining on the list. (A notice of the removal is required.)
 9. A person who accepts an offer of employment and subsequently declines employment. (A notice of the removal is required.)
 10. A person whose period of eligibility has elapsed as defined at the establishment of the list (minimum 6 months, maximum 24 months).

11. A person who separates from County service voluntarily or for cause.
- G. Transfer (Required notices are indicated)
1. Reasons stipulated in Civil Service Rules Section IV.B. (A notice of removal is required.)
 2. A person cannot be located by postal authorities.
 3. A person who has been passed over by a department on three separate appointments, where the department submits valid reasons for withholding certification. For county wide lists, the person may be certified to other departments. (A notice of removal is required.)
 4. A person who fails to reply within three working days to a written notice. Such person's name may be restored to the list upon written request by the person.
 5. A person who separates from County service voluntarily or for cause.
- H. Reinstatement (Required notices are indicated)
1. Reasons stipulated in Civil Service Rules Section IV.B. (A notice of removal is required.)
 2. A person cannot be located by postal authorities.
 3. A person who has been passed over by a department on three separate appointments, where the department submits valid reasons for withholding certification. For county wide lists, the person may be certified to other departments. (A notice of removal is required.)
 4. A person who fails to reply within three working days to a written notice. Such person's name may be restored to the list upon written request by the person.
 5. A person's 24 month period of eligibility expires.
- I. Re-Entry (Required notices are indicated)
- 1.
 2. Reasons stipulated in Civil Service Rules Section IV.B. (A notice of removal is required.)
 3. A person cannot be located by postal authorities.
 4. A person who has been passed over by a department on three separate appointments, where the department submits valid reasons for withholding certification. For county wide lists, the

person may be certified to other departments. (A notice of removal is required.)

5. A person who fails to reply within three working days to a written notice. Such person's name may be restored to the list upon written request by the person.
 6. A person's 24 month period of eligibility expires.
- J. Manpower Training Lists (Required notices are indicated)
1. Reasons stipulated in Civil Service Rules Section IV.B. (A notice of removal is required.)
 2. A person cannot be located by postal authorities.
 3. A person who has been passed over by a department on three separate appointments, where the department submits valid reasons for withholding certification. For county wide lists, the person may be certified to other departments. (A notice of removal is required.)
 4. A person who fails to reply within three working days to a written notice. Such person's name may be restored to the list upon written request by the person.

K. Alternate Eligible Lists

Persons are not removed from the alternate eligible list as a result of it being used for a job class other than its own, unless it is through the person's request in writing.

L. Alternate Employment Lists

Persons are not removed from the alternate employment list as a result of it being used for a job class other than its own, unless it is through the person's request in writing.

PROCEDURE:

IV. Removal of Names from an Employment or Eligible List: Personnel

Personnel will remove names from the employment or eligible list according to Section V.2.G. Removal of Names from the Certification and/or Eligible List, based on information provided by:

- A. the department as a result of documenting their interviews on the certification form (verification will be made by Personnel for those reasons requiring an notice to the candidate);
- B. the department through written correspondence;

- C. persons on the list as a result of the Personnel Department surveying the list;
 - D. persons through written correspondence (telephone contacts are not accepted) to the Personnel Department.
- V. Candidates Response to Certain Removals

Candidates will be mailed notices of removal as indicated above and be given an opportunity to respond to this action. The decision of the Personnel Director is final on removal of names from eligible and employment lists.