

V-1 RESPONSIBILITY FOR MAINTENANCE OF REGISTERS

Applicants who have successfully demonstrated that they possess minimum qualifications and skills shall be placed on an employment register for that classification for one (1) year. The Director of Human Resources shall be responsible for the establishment and maintenance of an appropriate register for all classifications and for determination of the adequacy of existing registers.

V-2 DURATION OF REGISTERS

A promotional register shall expire in twelve (12) months unless the register is specifically extended by the Law Enforcement Merit System Council at the request of the Sheriff.

A public register shall expire in twelve (12) months unless the register is specifically extended by the Law Enforcement Merit System Council at the request of the Sheriff.

V-3 REMOVAL OF NAMES FROM THE REGISTER

- A. The Director of Human Resources may remove the name of an eligible from a register at any time for any of the following reasons:
1. Any of the reasons specified in Rule IV-2 C;
 2. When the eligible cannot be located despite reasonable efforts by the Sheriff or the Director of Human Resources;
 3. Receipt by the Director of Human Resources or the Sheriff of any written communication from the eligible that consideration for a position in the classification is no longer desired, or that the eligible is no longer available for appointment;
 4. Refusal or rejection by the eligible of an offer of appointment;
 5. Failure to respond to a reinstatement notice;
 6. Upon initial appointment of an eligible all applications for classifications of the same or lower salary grade;
 7. Upon promotional appointment, all applications for classifications of the same or lower salary grade;
 8. The abolishment of a register.

- V-3 B. When an eligible is removed from a register for a reason other than the expiration of an application, the eligible affected shall be so notified.

V-4 REINSTATEMENT REGISTER

- A. An employee who is laid off from a County-funded position may apply for reinstatement within one (1) month after the effective date of the layoff. The employee shall be placed on the reinstatement register for the classification of the position from which laid off.
- B. A laid-off employee placed on the reinstatement register shall remain on the reinstatement register for one (1) year from the effective date of the layoff.
- C. 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 changes of address or phone number.

V-5 PUBLIC REGISTER

After each examination process the Director of Human Resources may prepare a new register or merge the names of the new eligibles with those on an existing register.

V-6 INTERNAL REGISTER

- A. An employee who applies and meets the minimum qualifications shall be placed on an internal register as an eligible.
- B. An employee who has been laid off shall be placed on any internal register for classification(s) other than that from which laid off and for which qualified if a completed application is received by the Director of Human Resources within one (1) month of the effective date of the layoff. A laid-off employee shall remain on an internal register for a period of one (1) year from the date of the layoff.
- C. Any employee with permanent status who resigned in good standing in accordance with these Rules shall be entitled, upon written request within one (1) year, to have his/her name placed on an internal register for rehire to the classification(s) for which qualified at the same or lower grade. Former employees shall remain on an internal register for rehire for a period of one (1) year from the date of separation. Former employees, eligible for rehire, may be ranked by the Director of Human Resources in accordance with the procedure used to rank eligibles for internal registers.