

6.1 MAINTENANCE OF APPLICATION FILE

- A. Human Resources shall be responsible for the establishment and maintenance of all application files for classifications covered by these Rules.
- B. Applicants who have successfully demonstrated they possess the necessary qualifications shall have their applications maintained on file for that classification for at least six (6) months.

6.2 REINSTATEMENT/REEMPLOYMENT

A laid-off County employee shall be eligible for reinstatement and/or reemployment for a period of two (2) years from the effective date of layoff. A written request and completion of an official application is required in order to be included in the application file and ranked in accordance with Merit System Rule 7.1 A.

6.3 SELECTIVE CERTIFICATION

Human Resources may make a selective certification of eligible applicants from the appropriate application file(s) when the vacant position requires specialized knowledge and/or experience or special background or qualification within the particular classification or within a particular geographic area.

6.4 USE OF RELATED APPLICATION FILES

If a vacancy exists in a classification for which few, if any, applications have been received, Human Resources may use a related application file(s). The related classification(s) must have minimum qualifications equal to or greater than those of the classification for which the vacancy exists.

6.5 REMOVAL OF APPLICATIONS

- A. Human Resources may remove an application from an application file at any time for any of the following reasons:
 - 1. Any of the reasons specified in Rule 4.2 C.;
 - 2. The applicant cannot be located, despite reasonable efforts by the department or Human Resources;
 - 3. The applicant has indicated to Human Resources or the department that he/she is no longer interested in a position in that classification, or that he/she is no longer available for appointment;

- 6.5 A. 4. Refusal or rejection by the applicant of an offer of appointment;
5. Failure of the applicant to respond to a reinstatement notice and/or refusal to accept reinstatement;
6. The applicant has accepted an initial or promotional appointment, at which time all applications for classifications of the same or lower grade or open salary range in the same classification family shall be removed;
7. Acceptance of a position by a laid off employee during the reemployment period; the laid off employee's reinstatement application shall remain in the reinstatement application file;
8. For internal County-wide or intradepartmental recruitment, the applicant has been terminated from County employment (i.e., the applicant is no longer a County employee);
9. The elimination of an application file pursuant to Rule 6.6.
- B. When an application is removed from an application file, the applicant may request an Administrative Review under Rule 4.3.

6.6 ELIMINATION OF AN APPLICATION FILE

Human Resources 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.