

7.1 CERTIFICATION

- A. Once a request is received and recruitment, if required, is complete, Human Resources shall prepare a Certificate of Eligible Applicants.
 - 1. Reinstatement: When there are laid-off employees eligible for reinstatement to the requesting department, the Certificate shall contain only the names of those employees who were laid off from that department and who meet the minimum qualifications for that position. The department must appoint from this Certificate, unless none of these employees accepts reinstatement.
 - 2. Reemployment: If County-wide or intradepartmental recruitment is used, the Certificate shall include the names of employees who have been laid off and who are eligible for reemployment for the classification requested.
 - 3. Rehire: A qualified permanent status employee, who resigned in good standing in accordance with Merit System Rules from the classification of Corrections Officer, Public Safety Telecommunicator, or Public Safety 9-1-1 Communicator, shall be eligible for rehire for a period of one (1) year from the date of separation. A written request and completion of an official application is required in order to be included on the current Certificate of Eligible Applicants.
- B. If intradepartmental, County-wide and public recruitment have been requested, a Certificate of Eligible Applicants for each recruitment type may be prepared simultaneously.
- C. The Certificate of Eligible Applicants for a public recruitment may contain internal and public applicants.

7.2 CERTIFICATE OF ELIGIBLE APPLICANTS

- A. The Certificate of Eligible Applicants is valid for one (1) month. Human Resources, giving consideration to the geographic area, type of position and other factors, may extend the Certificate for up to an additional ninety (90) days with concurrence of affected departments. The County Administrator may extend the Certificate past the additional ninety (90) days.
- B. A change in an application file shall not affect the content of an existing Certificate of Eligible Applicants.

7.3 APPOINTMENTS

- A. Except as otherwise provided in these Rules, all appointments shall be made from a Certificate of Eligible Applicants prepared in accordance with these Rules.
- B. A temporary appointment may be made for up to a maximum of eighteen (18) months.
- C. An intermittent appointment shall not exceed one thousand forty (1040) hours worked per fiscal year without prior approval by the County Administrator, for up to a maximum of one thousand four hundred (1400) hours per fiscal year. An intermittent appointment may be continued from year to year without further certification. Intermittent appointments shall be made for non-exempt classifications only.
- D. A reinstatement appointment may be made for a laid-off employee into a position of the same classification in the same department from which laid off, or the return of an employee as ordered by the Merit System Commission.