

RULE VI
Eligible Lists

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4 Section A. Types of lists

5 Eligible lists shall be of three types: layoff, promotion, and original appointment.

6 Section B. Establishment of lists

7 1 Layoff lists

8 a When a layoff occurs in a department without an approved performance management program
9 the employees are placed on a departmental layoff list by job class in inverse order of seniority
10 regardless of performance even if the layoff was by organizational unit.

11 b When a layoff occurs in a department with an approved performance management program, there
12 shall be two types of layoff lists as follows:

13 (1) Organizational unit layoff list

14 This list shall consist of all permanent employees for a job class who have been laid off or
15 demoted in lieu of layoff by an organizational unit.

16 (2) Departmental layoff list

17 If the layoff was by department, this list shall consist of all permanent employees in a job class
18 who have been laid off or demoted in lieu of layoff.

19 c Individual eligibility expires two years after placement on the layoff list.

20 2 Promotion lists

21 a Promotion lists shall consist of the names of all persons employed in the County or
22 department(s)/organizational unit who have passed the examination for the job class for which the
23 list is established.

24 b The names of all persons who attain eligibility in a promotional examination shall be placed on the
25 list in the order of their final qualifying grades.

26 3 Original appointment lists

27 a Original appointment lists shall contain the names of successful applicants in an open-competitive
28 examination for a given job class, ranked in accordance with their final qualifying grades, except
29 that applicants residing in St. Louis County for at least one year may be ranked ahead of other
30 eligibles in examination for job classes requiring no special skill or scientific, technical, managerial,
31 professional, or educational qualifications. Such classes shall be determined by the Personnel
32 Director after consultation with appropriate appointing authorities and approval by the
33 Commission and shall be published in the examination announcements.

34 b When an original appointment list is prepared as a result of a continuous examination, the names
35 of candidates shall be incorporated on the list at periodic intervals as soon as possible after the test
36 process has been completed and final grades have been determined.

37 4 Duration of eligibility

38 The Personnel Director shall determine the period during which candidates remain on promotion and
39 original appointment lists. This period shall not be less than three months nor more than two years
40 from date of preparation of the eligible list.

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41 Section C. Precedence of lists

42 For appointment purposes, lists shall have precedence in the following order: 1. organizational unit
43 layoff, 2. departmental layoff, 3. promotional and/or original appointment.

44 Section D. Addition to lists

45 1 If the Personnel Director decides that the needs of the merit system require that an examination be
46 held for a job class or position for which an original appointment or promotional list already exists,
47 prior to its expiration, the Personnel Director may add to the existing eligible list with the list
48 established as a result of the examination.

49 2 The names of persons remaining on the old list shall be placed on the new list in accordance with their
50 previous final grade but such names may be removed from the list at the expiration of the specified
51 time from their original placement on an eligible list. Should such persons elect and be eligible for re-
52 examination their names shall be placed on the list in accordance with the new final grade.

53 Section E. Consolidation of lists

54 When necessary the Personnel Director may consolidate existing eligible lists of similar job classes in
55 the same pay range.

56 Section F. Cancellation of lists

57 Promotional and original appointment lists

58 The Personnel Director shall determine the period during which eligibles remain on promotion and
59 original appointment lists, but this period shall not be less than three months nor more than two years
60 from date of preparation of the eligible list. When an eligible list exists for any job class and the
61 Personnel Director deems it necessary to establish another such list for the same job class, the existing
62 list may be cancelled or the Personnel Director may combine a new and existing list as provided in
63 these rules.

64 Section G. Availability of qualified applicants

65 1 It shall be the responsibility of qualified applicants to notify the Division of Personnel in writing of any
66 changes in address, telephone number or other changes affecting availability for employment.
67 However, the Division of Personnel may contact qualified applicants at any time to determine their
68 continuing availability.

69 2 Whenever a qualified applicant restricts the conditions of availability for employment, the applicant's
70 name may be withheld from all certifications that do not meet the conditions specified.

71 Section H. Removal of names from lists

72 Names may be removed from eligible lists by the Personnel Director for the following reasons:

73 1 appointment through certification from such lists to fill a position;

74 2 when the applicant has been certified and considered for three vacancies and other persons have been
75 appointed;

76 3 appointment to fill a permanent position at the same or higher pay range from a different list;

77 4 statement by the applicant which indicates unwillingness to accept appointment;

78 5 declining a job offer under such conditions as the applicant had indicated previously would be
79 acceptable;

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- 80 6 failure to respond to an inquiry of the Division of Personnel or an Appointing Authority within seven
 81 calendar days from the date of mailing regarding availability for appointment, or failure to accept
 82 appointment or report for duty within a reasonable time prescribed by the Appointing Authority;
- 83 7 replacement of a promotion or original appointment list by a list resulting from a new examination for
 84 the job class;
- 85 8 separation from the County service of an employee on a promotion list;
- 86 9 medical disability that would prevent the applicant from performing the duties of the position
 87 satisfactorily and without hazard to the applicant or others;
- 88 10 in the case of departmental promotion lists, appointment, transfer, demotion, or return to duty from a
 89 leave of absence of an employee to another department or organizational unit;
- 90 11 failure to maintain a record of the current address and telephone number at the Division of Personnel.
 91 For this purpose the return of a letter by postal authorities if properly addressed to the last address on
 92 record shall be deemed sufficient ground for removal of the applicant's name;
- 93 12 expiration of the term of eligibility on an eligible list. In the case of a list combined with a later one, the
 94 names on the combined list resulting from the earlier examination shall be removed from the
 95 combined list at such time as the original list would have expired;
- 96 13 violation of any of the provisions of the Charter, the Ordinance or these rules;
- 97 14 a positive pre-employment drug test;
- 98 15 for any other cause specified in these rules for the rejection of applications. The Personnel Director
 99 shall notify an applicant of the removal for cause of the applicant's name from an eligible list and of the
 100 right to review as set forth in Section I. hereafter.
- 101 16. Retirement from County service.

Section I. Restoration of names of lists

1 Request for restoration

- 104 a An applicant whose name is removed from an eligible list as provided above may make a written
 105 request to the Personnel Director for restoration to such list for the duration of the list. This
 106 request shall specify the reasons for restoration of the name to the list.
- 107 b The Personnel Director may restore the name to the list or may refuse such request. The applicant
 108 shall be notified of the Personnel Director's action and if the decision is unfavorable the applicant
 109 may make a written appeal to the Commission within 10 days of the mailing of such notification.

2 Restoration to promotional list

111 A former employee rehired by the County in the same department shall be restored to any
 112 departmental promotion list from which the employee was removed because of separation from the
 113 County service, provided the Personnel Director and the Appointing Authority approve the employee's
 114 written application for such action.