

Eligibility Lists

When applicants for a position have been screened and evaluated, and one has been selected to fill the current vacancy, the remaining applications may be retained in an eligibility list for no longer than one year. Subsequent vacancies may be filled from this list without repeating advertisement to the public for screening new applicants, provided the following conditions are met:

1. The list is large enough to guarantee a good selection of persons from whom to choose.
2. The vacancy is posted for no less than five days in-house and any resulting applicants given equal consideration.

Emergency Hiring

Established recruitment procedures must be used in filling vacant positions unless an emergency exists, in which case they may be temporarily suspended. An emergency exists when:

1. No substitute can be found who is qualified to fill the vacancy.
2. To leave the position vacant during normal selection procedures could result in demonstrable serious disruption of operations.

Supervisors are expected to maintain substitute lists whenever possible and to evaluate their hiring needs in such a way as to minimize the need for emergency hiring.

In no case may a newly-created position be filled without use of normal recruitment and selection procedures.