

EXHIBIT "A"

RULE IX

CERTIFICATION AND APPOINTMENT

SECTION 1 FILLING VACANT POSITIONS

When filling vacancies in entrance Civil Service positions, the District and Commission use the following procedures:

SECTION 2 CERTIFICATION OF ELIGIBLES

- A. Vacancy. The Chief Examiner notifies the Commission of the vacancy(s).
- B. Order of Use of Register Lists. The Chief Examiner verifies the names of the candidates on the relevant register for the position vacancy. If no appropriate list exists, the Chief Examiner shall authorize appointment by other prescribed means. Certification shall be made from the promotion or entrance register based upon the decision of the appointing authority.
- C. Order and Number of Names Certified. Names shall be certified in order of standing on the list. The number of names certified from the entrance list shall be three. When more than one vacancy exists, the number of names shall equal the number of vacancies plus two in addition. From the promotional list, the number of names certified shall be two plus one for each additional vacancy.
- D. Order in Which Certification Will Be Issued. Eligible candidates shall be certified for vacancies occurring in a class in order of the number of positions to be filled.
- E. Appointment from Names Certified. The Chief Examiner may select from any of the number of names certified from the entrance or promotional list.
- E F. Additional Certification to a Vacancy. The Chief Examiner may certify additional names to a vacancy upon receipt of a written report from an appointing power that, in the Chief Examiner's judgment, justifies a finding that one or more of the eligible candidates certified would not be suitable for the position that is to be filled. The Commission shall be notified of this finding. Religious, racial, or political reasons shall not be considered as valid reasons for rejection of a candidate.
- F G. Notice of Eligible Candidates Not Appointed. Those persons certified to the District but not appointed shall be so notified by the appointing power within five days after an appointment is made. This rule will not apply in the case of persons who waive, decline, or fail to appear for an interview.
- G H. Restoration of Names to the Register. The names of those persons certified to the District but not appointed shall be restored to the register unless subject to Rule VIII, Section 5.

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SECTION 3

KINDS OF APPOINTMENTS

- A. Probationary Appointment. The appointing power shall make probationary appointments from the list of candidates certified. Such appointments are conditioned upon and subject to the appointee's satisfactorily completing probation.

- B. Temporary Appointments. The appointing authority is authorized to make temporary appointments to assure continuation of required work. A temporary appointment is limited to 6 months and any employee (regardless of term) who is hired to replace a regular full-time employee who is on leave due to disability or other causes regardless of position. Temporary appointments shall require official personnel action and the Chief Examiner shall be so notified. The appointing authority will consider existing lists when making temporary appointments. If there are no names or qualified candidates on the relevant register, or if time does not permit, the Chief Examiner will make the temporary appointment at their discretion. Upon a showing of good cause, the Commission may extend the appointment. For employees and positions covered by a current collective bargaining agreement, the District will comply with any applicable terms of the collective bargaining agreement in making temporary appointments.

- C. Relief Appointments. Relief appointments are used to fill short-term vacancies due to employee vacations, sick time and other leaves of absence. When this circumstance occurs, the appointing authority may make transfers or relief appointments to fill the short-term vacancy(s). Such relief appointments shall be made by the appointing authority who will appoint individuals who meet the minimum qualifications of the class, as established by the Chief Examiner, who are known to have the ability necessary to perform in said position. The appointing authority may consider appropriate eligibility lists where administratively feasible. Relief appointments will not be considered a promotion, if to a position which may have a higher pay scale and return to the employee's regular position shall not be considered a demotion.