

7.1 CERTIFICATION

- A. Once a requisition is received and recruitment, if required, is complete, Human Resources shall identify/certify eligible applicants to continue in the selection process. Only applicants who have been identified/certified by Human Resources will be authorized to participate in the selection process of the hiring department.
1. Reinstatement: When there are laid-off employees eligible for reinstatement to the requesting department, only the names of those employees who were laid off from that department and who meet the minimum qualifications for that position will be identified/certified. The department shall appoint from the identified/certified applicants, unless none of these employees accepts reinstatement.
 2. Reemployment: If County-wide or intradepartmental recruitment is used, only the names of employees who have been laid off and who are eligible for reemployment for the classification requested will be identified/certified.
 3. Rehire: A qualified permanent status employee, who resigned in good standing in accordance with Merit System Rules from the classification of Corrections Officer, Sheriff's 9-1-1 Dispatcher, or Sheriff's 9-1-1 Call Taker shall be eligible for rehire for a period of one (1) year from the date of separation. A written request and completion of an employment application are required in order to be identified/certified.
- B. If intradepartmental, County-wide and public recruitment have been requested, identified/certified applicants may be categorized by their employment status and separate selection processes shall be initiated by the hiring department.
- C. The identified/certified applicants for a public recruitment may contain both internal and public applicants.

7.2 TIMELINESS OF SELECTION PROCESS

- A. Hiring departments have thirty (30) calendar days to conduct selection activities from the list of identified/certified applicants. The thirty (30) day period shall begin when the hiring department is notified by Human Resources of the availability of identified/certified applicants. Human Resources, giving consideration to the geographic area, type of position and other factors, may extend the time period that a hiring department may conduct selection activities for up to an additional ninety (90)

calendar days. The County Administrator may further extend the time period for conducting selection activities past the additional ninety (90) days.

- B. A change in an applicant's status or application may affect his or her identification/certification as an eligible applicant.

7.3 APPOINTMENTS

- A. Except as otherwise provided in these Rules, all appointments shall be made from the list of identified/certified applicants as determined by Human Resources.
- 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.