|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number **C308** |  |
|  |  |  |
|  | Subject:**Employment Eligibility Lists** | Effective Date:**April 1, 2015** |  Total Pages:**2** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
|  |  |  |  |

1. **PURPOSE**

 To establish the source from which fulltime positions are to be filled.

1. **SCOPE**

 This policy applies to all fulltime positions with the District, with the exception of the position of Fire

 Chief.

1. **POLICY**

It is the policy of the Blue Ridge Fire District to follow the guidelines of the Recruitment and Selection policy in the establishment of Employment Eligibility Lists and to use such lists for the purpose of filling vacant position openings.

1. **GUIDELINES**
2. Within five working days after completion of the examination process, including the review period, the names of successful candidates shall be placed on a ranked eligibility list based upon the candidates’ final grades, with the highest grade placing first on the list and following in descending order. Only the ranked eligibility list shall be posted; all numerical scores shall be kept confidential.
3. An employment eligibility list for a given classification shall remain in effect for a period of up to twelve months from the date of certification of the list. In the event of a layoff, an employee who has been placed on layoff status shall be placed at the top of the eligibility list for their designated classification. A new test shall be administered every twelve months or on an as needed basis.
4. At the Fire Chief’s discretion, an employment eligibility list may be extended for a period of six months from the date of expiration.
5. In the event that an employment eligibility list has only one name more than the number of position vacancies, the Fire Chief or his designated representative may elect to order a new examination process in order to certify a new list.
6. An individual’s name may be removed from the employment eligibility list in the following circumstances:
7. If the eligible applicant fails to respond within five working days after receipt of a registered letter advising of selection for employment.
8. At the eligible applicant’s written request.
9. If the eligible applicant has refused a job offer from the list on two, separate occasions.
10. If the applicant is rejected.
11. Failure to maintain good standing in their existing employment with the Blue Ridge Fire District.
12. Those applicants on the employment eligibility list shall be responsible for notifying the District’s Administration Office of any change in address or availability so as to be able to receive notification of appointment.