

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

642

LAW AND RULES

January 1, 1996

642 ESTABLISHMENT AND LIFE OF ELIGIBILITY LISTS

Education Code 45300

Eligibility lists shall be established for a period of not less than one year except that when a list is exhausted for appointments to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before a year has expired.

Eligibility lists may be established for a period of six months upon the approval of the personnel commission as long as the six months' duration of such a list is noted in the recruitment bulletin announcing the examination. If a list is exhausted for appointment to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before the expiration date.

A list may be extended for an additional period of two years or less at the discretion of the commission.

- A. After an examination, names of the successful candidates shall be placed on the eligibility list in order of their final examination scores as modified by the addition of seniority credit or veteran's credits when appropriate.
- B. Eligibility lists may be established for six months upon the approval of the Personnel Commission if the six months duration of such a list was noted in the recruitment bulletin announcing the examination. In all other instances the minimum length of time during which an eligibility list shall remain in force shall be one year. A list shall not be extended if a comparable list, i.e., an area list or a District-wide list, for the same class has been established during the year, even when there have been mergers of lists. In all other cases, an area list or District-wide list shall be extended until a comparable list for the class is established, but not to exceed two additional years.
- C. A District-wide eligibility list for a class shall be applicable to all positions in that class.
- D. Any names remaining on an extended area or District-wide eligibility list shall be removed when a comparable list is established for the same class.

CHANGE:

To reflect changes in the Education Code regarding responsibilities of the Personnel Commission and eligibility list longevity.

Remove: December 11, 1991. Add: January 1, 1996, page 1 of 2.

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May 22, 2002

- E. The provision in Paragraph B, above, prohibiting extension of an area or District-Wide eligibility list if a comparable list for the same class is established, and the provisions of Paragraph D, above, shall not be applied if the new list and/or new examination is authorized as promotional and the current list is open. In such a case, the open list shall be extended until a new open list is established or the list expires.
- F. When an employee is separated from District service, his/her name shall be removed from promotional eligibility lists. If the name appears on a dual-certification list, it shall be placed in proper rank on that list as if the former employee had been an open eligible, provided that the former employee makes a written request for and his/her most recent division head approves that action. If the separation was for disciplinary reasons or in lieu of discipline, the name of the employee shall be removed from all employment lists. Actions pursuant to this paragraph are not subject to appeal.
1. For the purpose of this Paragraph, a laid-off employee is not considered separated as long as his/her name remains on a reemployment list.
 2. If a former employee is reinstated during the life of a promotional or a dual-certification list, his/her name shall be restored to the former rank on that list, provided that written request is made to the Office of the Personnel Commission.

CHANGE:

To reflect changes in law and language.

Remove: December 11, 1991, page 2 of 2. Add: May 22, 2002, page 2 of 2.

Establishment and Life of Eligibility Lists

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