

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

664

LAW AND RULES

May 22, 2002

664 WITHHOLDING NAMES FROM ELIGIBILITY LISTS AND FROM CERTIFICATION

A. Withholding Names from Eligibility List

1. The Personnel Commission staff may withhold from an eligibility list the name of a candidate who achieved a passing score in an examination, pending final determination that the candidate meets:
 - a. Specific employment requirements, such as presentations of diplomas, licenses, or certificates; verification of completion of required coursework; or evidence of proficiency in a required skill.
 - b. The District conviction record standards.
2. Notification to the candidate of the withholding action shall be made at the same time eligibles are notified of their respective places on the eligibility list.
3. In order to be placed on the eligibility list, the candidate must meet specified employment requirements within the life of the eligibility list.

B. Withholding Certification of Eligibles

1. The Personnel Commission staff may withhold certification of a name on the eligibility list under any of the circumstances listed below:
 - a. Pending investigation of the necessity for removal of the name from an eligibility list for the causes set forth in Rule 600.
 - b. During the period between when an eligible appeals removal from an eligibility list and the decision of the Personnel Commission.
 - c. Pending receipt of proof of meeting the requirements for the examination and/or employment.
2. Except when an appeal is to be heard by the Personnel Commission, no name shall be tentatively withheld for more than 30 days without an explanation in writing to the eligible, with a copy to the Personnel Commission.

In no case shall an eligible's name be withheld from certification longer than necessary to clear up matters in doubt. The reason for any action under this Rule that results in a person not being certified when reached on the eligibility list shall be clearly set forth in the eligibility records.

CHANGE:

To reflect changes in law and language.

Remove: August 31, 1987, page 1 of 2. Add: May 22, 2002.

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