

CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

Article 10 – Eligibility Register

SECTION 1001. ESTABLISHMENT AND MAINTENANCE OF ELIGIBILITY REGISTER

An eligibility register shall be established by the Board for each classification after each examination given for the classification. Persons placed on the eligibility register for Firefighter Recruit and Police Officer Recruit shall remain on said eligibility register without the necessity for another examination for a period of two years from and after the establishment of said eligibility register, unless specified otherwise in these Rules and Regulations or by a majority vote of the Civil Service Merit Board members. Persons placed on the eligibility register for all other classifications shall remain on said register without the necessity for another examination for a period of one year from and after the establishment of said eligibility register unless specified otherwise in these Rules and Regulations or by majority vote of the Civil Service Merit Board members.

SECTION 1002. AMENDMENT TO OR ABOLITION OF AN ELIGIBILITY REGISTER

In addition to other provisions of these rules regarding the removal of applicants from an eligibility register, the Board has the power in its discretion to amend any eligibility register where it appears that an error has been made or a violation of these Rules or the City Charter has occurred. The Board may abolish any eligibility register or remove persons from a list under exceptional circumstances, including, but not limited to instances or activities that the Board deems in violation of the provisions of these rules or of merit system principles. However, an eligibility register shall not be abolished nor a person disqualified until after notice and an opportunity to be heard has been given to the affected persons.

Furthermore, the Board may cancel an eligibility register, except for a re-employment or reinstatement register, at such time as the register becomes unsatisfactory or undesirable because of changes in the qualifications standards and thus the selection procedure, or for such other reasons as may be in the interest of good personnel administration. In the event that an eligibility register has been cancelled, the affected applicants shall be notified and provided the opportunity to reapply and to participate in the new selection procedure.

SECTION 1003. PLACEMENT ON ELIGIBILITY REGISTER

After each examination for a particular classification, a new eligibility register shall be established for that classification placing the names of all persons eligible in the order of the grade made on the selection procedure. However, because selection matters are discretionary in nature, successful test results and the meeting of all eligibility requirements do not in any way guarantee the selection of an applicant. "Eligibility for selection" and "actual selection" are separate and distinct matters.

SECTION 1004. DISMISSAL DURING PROBATIONARY PERIOD

Any applicant who is certified and appointed and who, during the probationary period, is dismissed for cause, which cause is found to be justified by the Board, shall not be returned to the eligibility register. Any employee dismissed during the probationary period for any reason other than justifiable cause shall be placed on the eligibility register in his/her respective position according to his/her grade for the period which his/her application would have been valid had he/she not been appointed and he/she shall be notified of the remaining time on the register.