

PERSONNEL – Series 4000

4400 The Merit System

4450 Employment Lists

4451 Eligibility Lists

**4451.8 Removal of Names From Eligibility Lists**

A. The name of an eligible may be removed from an eligibility list by the Director of Classified Personnel, subject to appeal to the Personnel Commission, for any of the following reasons:

1. A request by the eligible to be removed;
2. Failure to respond within five working days to an inquiry regarding availability for employment
3. Failure to respond for an interview after certification;
4. For cause as established by Personnel Commission Rule (See Personnel Commission Rule 4441.5, Disqualification of Applicants, Candidates and Eligibles)
5. Termination of employment when on a promotional eligibility list
6. Two waivers of certification during the life of the eligibility list in regard to employment in a permanent position; and
7. Refusing an employment offer after having been properly certified as eligible for appointment.

Reference:

Education Code Section 45272 and 45300

Approved: October 20, 1975  
Revised: March 24, 1983  
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