

PERSONNEL – Series 4000

4400 The Merit System

4450 Employment Lists

4452 Certification from Employment Lists

4452.9 Duties of Eligibles

- A. It shall be the duty of every eligible to respond promptly after receiving notice of certification. In order to retain eligibility, the response must be within five working days after the date the notice is mailed.
- B. It shall be the duty of every eligible to notify the Director, Human Resources of any changes in his/her address or telephone number.
- C. It shall be the duty of every eligible to notify the Director, Human Resources of any changes in his/her availability for employment.
- D. Failure to keep the Director, Human Resources informed, as stated above, could result in the eligible being bypassed on the eligibility list as unreachable.

Reference:

Education Code Section 45272

Approved:
Revised:

October 20, 1975
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