

RULE VI⁽²⁸⁾
ELIGIBLE LISTS

1. POSTING OF LISTS

The Commission shall prepare and keep open to public inspection, from the returns of each examination, an eligible list of the persons whose earned grade in the examination is not less than seventy percent (70%), unless otherwise specified by the Commission for the particular exam, and who are otherwise eligible for appointment. Such persons shall take rank upon the eligible list in the order of their relative grades.

2. DURATION OF LISTS

An eligible list expires upon the filling or closing of the position. An expired eligible list may be used to fill a position of the same classification within the same appointing authority for which the list was created. But, in no event shall an expired list be used more than one year past its expiration date. An expired list may be replaced at anytime. (124.26).

3. VETERAN'S PREFERENCE (This does not apply to applicants for employment in the classified service of the City of Fairfield as per Ordinance 213-81).¹⁰

In the event two (2) or more applicants receive the same mark in an open competitive examination, priority in the time of filing application with the Commission shall determine the order in which their names shall be placed on the eligible list; provided that applicants eligible for veteran's preference under the Ohio Revised Code shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veteran. Ties among veterans shall be decided by priority of filing application. (124.26)

4. TRANSFER TO LOWER CLASS

At the discretion of the Commission, the name of any eligible may, at any time, upon his written request, be transferred to the eligible list for a lower class in the same series requiring qualifications of the same general character. He shall be ranked thereon according to his original grade.

5. NAMES NOT TO BE CONSIDERED FOR APPOINTMENT

The name of any person appearing on an eligible list who:

- A. fails to report or arrange within six (6) days (weekends and holidays excluded) for an interview with an appointing authority;
- B. fails to respond to a notice from the Civil Service Commission;

- C. declines an appointment without reasons satisfactory to the Civil Service Commission;
- D. cannot be located by the postal authorities;
- E. has indicated to the satisfaction of the Commission that he is no longer a candidate for that position;

shall not thereafter be considered as eligible for appointment and shall be notified to this effect unless his whereabouts are unknown. His name may again be certified from the eligible list only in case a thoroughly satisfactory explanation of the circumstances is made to the Commission. In case an eligible person's name appears on more than one list, appointment to a position in one class shall be considered a waiver for appointment from other eligible lists for classes the salary of which is equal or lower, unless otherwise requested in writing by the eligible person.

6. DISQUALIFICATIONS OF ELIGIBLES

If at any time after the creation of an eligible list, the Commission has reason to believe that any person whose name appears on any list is disqualified for appointment because of false statements made in his application, physical disability, or for other justifiable reasons, the Commission may remove the name of that person. The Commission retains jurisdiction of all eligible lists and may remove the name of any person for cause prior to consideration of the appointing authority. Such person shall be notified and given an opportunity to be heard. If such person shall fail to appear for hearing, or upon being heard, fail to satisfy the Commission, his name shall be removed from such eligible list.

7. CHANGE OF ADDRESS

Each person on an eligible list shall file with the Commission written notice of any change of address, and failure to do so may be considered sufficient reason for not giving his name to appointing authorities for future appointments.

8. REVOCATION OF LIST

An eligible list may be revoked and another examination ordered only when in the judgment of the Commission such action is deemed advisable by reasons of errors, fraud, or obviously inappropriate standards prescribed in connection with any examination. All competitors in the first examination shall be notified and shall be eligible to compete in the rescheduled examination without filing a separate application. No eligible list shall be altered or revoked except upon written notice to all persons whose standing may be affected and upon an entry in the minutes of the Commission of the reasons for such alteration or revocation.