

### 11.03 CERTIFICATION:

a. Certification to fill a vacancy shall be made by the Public Safety Civil Service Commission from registers in the following order and as provided in this rule:

- (1) Reinstatement
- (2) Promotional
- (3) Open Graded

b. Order of reinstatement:

(1) If a vacancy is to be filled from the reinstatement register, the following shall be the order of certification:

(a) Regular employees in the order of their length of service. The regular employee on such register who has the most service credit shall be first reinstated;

(b) Probationers, without regard to length of service. The names of all probationers upon the reinstatement register shall be certified together;

(2) Upon request from the appointing authority, the Executive Director may authorize reinstatement out of such regular order upon a showing of efficiency or that such action is for the good of the service, after giving the employees adversely affected an opportunity to be heard.

(3) Nothing in this rule shall prevent the reinstatement of any regular or probationary employee for the purpose of transfer to another department, either for the same class or for voluntary reduction in class, as provided in these rules.

c. (1) If a vacancy is to be filled from a promotional register, the Executive Director shall certify to the appointing authority the names of the available eligibles with the five highest final scores on the appropriate register. However, if the highest five scores include eligibles with equal final scores, they shall all be certified, regardless of number.

(2) If a vacancy is to be filled from an open graded register, the Executive Director shall certify to the appointing authority the names of the five available eligibles or 25% of the total available eligibles whichever is greater who stand highest on the appropriate register(s). If a supplemental register exists, a supplemental certification will also be issued.

d. In determining the number of names on the eligible register for the purpose of certifying twenty-five percent thereof, only the names of those available will be considered. If the number

is not exactly divisible by four, the remainder number shall be increased to the next highest number divisible by four.

e. If two or more vacancies are to be filled from any of the above registers other than the reinstatement register, the name of one additional person shall be certified for each additional position.

f. If an appointing authority makes an acceptable showing that any of the eligibles certified are not available or that they do not respond, sufficient additional names shall be furnished to complete the certification.

g. Where a certification of eligibles with special experience, training or skill is requested in writing by the appointing authority as being necessary for satisfactory performance in a particular position, and the Executive Director determines that the reasons given fully justify the request, a certification may be made of only the highest ranking eligibles who possess the special qualifications.

h. If a temporary vacancy is to be filled from an open or a promotional register, those eligibles with three months of service who are shown on the register as having been laid off within the last 12 months from the department in which the vacancy exists shall be placed in grade order at the head of the list of eligibles for certification according to rule.

i. Inspection of papers by appointing authority: The application and the examination papers of a certified eligible shall be available for inspection by the appointing authority.

**11.04 DEFERMENT OF CERTIFICATION.** The Executive Director may grant deferment of certification of an eligible upon receipt from the eligible of a written request with satisfactory reason therefore. Such deferment will thereafter prevent certification of such eligible until the next vacancy occurring after the eligible has given written notice of his or her desire to be returned to the register, and such return has been approved by the Executive Director.