

PERSONNEL – Series 4000

4400 The Merit System

4450 Employment Lists

4452 Certification from Employment Lists

4452.8 Withholding Names From Certification

- A. The name of an eligible may be withheld from certification when:
1. The eligible expresses unwillingness or inability to accept appointment.
 2. The eligible fails to respond within five working days following the mailing of written inquiry regarding availability for employment or request to appear for interview regarding employment.
 3. The eligible fails to appear for an interview at the time agreed upon after having been certified.
 4. The eligible cannot be reached in time for appointment when immediate temporary employment is required. This provision shall apply only to such immediate temporary employment lists.
 5. The eligible fails to present the license, registration, certificate, or any other document required. The name of any such eligible may be restored by the Director, Human Resources when the particular requirement has been met.
 6. For cause as provided for by Personnel Commission Rule Numbers 4441.5 and 4451.7

Reference:

Education Code Section 45272

Approved:
Revised:

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