



# REMOVAL FROM REGISTERS

PM-14-07

## Section: 14-00, EMPLOYMENT

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### POLICY

Names of applicants shall be removed from a civil service register for any one of the following reasons:

1. Appointment through certification from a register to fill a job in any Division.
2. Filing or a statement by the applicant stating unwillingness to accept employment with the City.
3. Failure to respond within seven (7) business days to any inquiry by the Director of Human Resources or designee or other appointing authority relative to availability for employment.
4. Expiration of the duration of the appropriate employment registers.
5. Expiration of the applicant's eligibility.
6. Applicant has been certified for interview and rejected by any appointing authority or designee three (3) times.
7. Applicant intentionally made a false statement of material fact.
8. Separation from City employment.