

583 RATING-IN OF ELIGIBLES IN SPECIFIED CLASSES

- A. An eligible for a specified class may be hired above the lowest step of the applicable range if his/her qualifications of education and/or experience meet the standards established by the Personnel Commission for rating-in at that step.
- B. In order for rating-in to be applied to a class, there must have been demonstrated difficulty in recruiting a sufficient supply of eligibles, the Superintendent or his designee must have approved rating-in for the class, and the Personnel Commission must have designated the steps at which hiring can take place and the standards required for each step.
- C. The standards of education and/or experience required for each step shall be announced in the examination bulletin. In order to be rated-in, an eligible must meet those standards at the time of selection for appointment to the vacant position.
- D. When rating-in is newly applied to a class or when hiring-step standards are revised, a current regular employee in the class who is below the step for which the employee would qualify as a new hire shall advance to that step on the effective date of the prospective eligibility list. The appropriate step placement of employees who submit required information shall be determined in a timely manner.
- E. An appeal of a decision on rating-in or step adjustment shall be processed in accordance with the procedures set forth in Rule 600.
- F. The Personnel Commission may terminate rating-in procedures for a class at any time; however, a current eligible shall retain the right to be rated-in for the life of the current eligibility list.

CHANGE:

Amendment of Paragraph C. and F. to permit an accurate and current assessment of education and experience for rating-in at the time of selection.

Remove: August 31, 1987. Add: June 12, 1989.

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