

**INFORMATION ABOUT
PLACEMENT ON PREFERRED ELIGIBLE LISTS
AND
INSTRUCTIONS FOR COMPLETING THE GREEN APPLICATION FORM**

DEFINITIONS

Preferred Eligible List: A Preferred Eligible List is a listing of laid off employees who have been certified by Human Resources staff as eligible for employment in a particular class. When a Preferred Eligible List for a classification exists, a referral for final selection must be issued from the candidates on the Preferred Eligible List before a referral is issued from a new or established Eligible List. Placement on a Preferred Eligible List only guarantees consideration for employment prior to other candidates. A department is not required to hire a person referred from a Preferred Eligible List.

Lay-off Employment Counseling: Lay-off employment counseling by the Department Human Resources Analyst is an evaluation of the knowledge and skills of an employee. Those job classes within the County for which the employee meets eligibility requirements and desires to be considered for reemployment are determined. Employees who are laid off may be placed on a Preferred Eligible List for job classes at the same or lower salary range than their current class.

Preferred Eligible List Applications: Preferred Eligible List Applications are used for employees who have been placed on the Preferred Eligible List. They are green in color.

PROCESS

1. Who is eligible for placement on Preferred Eligible Lists?

If you are a laid off permanent, seasonal, probationary or promotional probationary employee, you are eligible to be placed on Preferred Eligible Lists.

2. How do I get on a Preferred Eligible List?

Prior to your effective date of lay-off, contact your department's Human Resources Analyst to schedule a lay-off employment counseling interview. During this interview, the Human Resources Analyst will review your knowledge and skills to determine those job classes for which you meet employment eligibility requirements and for which you wish to be considered for reemployment.

3. Which Preferred Eligible Employment List(s) will I be placed on?

As a result of the lay-off employment counseling interview with your Human Resources Analyst, you will be placed on a Preferred Eligible List for any job class(es) for which:

- *you meet the minimum qualifications (as determined by the Human Resources Analyst), AND*
- *you wish to be considered for reemployment, AND*
- *which are at a salary range equal to or less than the classification from which you are being laid off.*

4. What should I provide to the Human Resources Analyst prior to the employment counseling interview?

At least two (2) working days prior to your appointed interview, the Human Resources Analyst should receive:

- *Your completed green **Preferred Eligible List Application** form (attached). Leave the “CLASS APPLIED FOR” and “EXAM NUMBER” blank. After the Human Resources Analyst has determined all classes for which you are eligible for reemployment and, of those, for which you wish to be considered, additional copies of your application will be made.*
- *The green **Layoff and Employment Counseling Planning Form** (attached).*

5. How long will I remain on the Preferred Eligible Employment List?

Once you have been placed on a Preferred Eligible List, you will remain on the list for a period of one (1) year unless your name is removed for some other reason.

6. What are the reasons my name may be removed from a Preferred Eligible List?

- *The expiration of one (1) year from the date of lay-off.*
- *Acceptance of permanent employment with the County of Monterey.*
- *Failure to accept an offer of employment with the County of Monterey or report to work.*
- *Failure to appear for a job interview with the County of Monterey after notification by telephone or by mail addressed to your last address on file with Human Resources.*

NOTE: You should notify your Human Resources Analyst if you change your address or phone number.

- *Failure to respond within seven (7) days to a communication regarding availability of employment.*
- *Submission of a written request to be removed from the list(s).*