

9575.0550 ESTABLISHMENT OF REGISTERS.

Subpart 1. **Order of names.** After each examination the supervisor shall prepare and maintain registers of persons who attain passing scores in the examination. The names of eligible persons shall be placed on registers in the order of their final rating, beginning with the highest, except as modified by veteran's preference. If two or more persons have final ratings that are identical, their names shall be arranged on the register in the order in which their applications for examination were accepted. Remaining tie scores shall be broken by arranging names in alphabetical order.

Subp. 2. **Types of registers.** Eligible registers resulting from examinations shall be of two kinds: open-competitive registers, from which original appointment shall be made; and promotional registers, from which promotions shall be made. Other registers or lists of persons eligible for appointment may be established in accordance with other provisions of these rules.

Subp. 3. **Promotional registers.** Promotional registers shall consist of the names of permanent and probationary employees who attain passing scores in the examination for promotion to a class of positions.

Subp. 4. [Repealed, 26 SR 811]

Subp. 5. **Local registers.** Registers shall normally be established on a statewide basis. Nevertheless, the supervisor, with the approval of the commissioner of human services, may offer examinations on a county or area basis or may establish a county area subregister of a statewide register. Eligibility for placement on a county or area subregister shall be determined by legal residence in the county or area or, in the case of a promotional register, by employment with the local social services agency.

Subp. 6. **Layoff lists.** Layoff lists shall be established by county and shall include the names of permanent and probationary employees who have been laid off from employment because of lack of funds or lack of work in accordance with the provisions of these rules. Names shall be placed on this list in reverse order of layoff.

Subp. 7. **Reemployment list.** The supervisor may establish a reemployment list of the names of former permanent and probationary employees who are eligible under the rules for reinstatement to a class of positions and who apply for placement on this list. Names shall be placed on this list in the manner determined by the supervisor. All persons on such list are equally eligible for appointment, and no rank or position shall be assigned.

Subp. 8. **Transfer list.** The supervisor may establish a transfer list of the names of current permanent employees who are eligible by rule to transfer to a class of positions and who apply for placement on this list. Names must be placed on this list in the manner determined by the supervisor. All persons on the list are equally eligible for appointment and no rank or position may be established.

Statutory Authority: *MS s 256.012*

History: *L 1984 c 654 art 5 s 58; L 1994 c 631 s 31; 23 SR 2404; 26 SR 811*

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