



Date: April 5, 2017
To: Civil Service Commission
From: Crystal A. Slaten, Recruitment and Selection Officer *C. Slaten*
Subject: **REQUEST TO RETURN TO THE ELIGIBLE LIST – PAIGE WHITE**

Correspondence has been received from Robert Luna, Chief of Police, requesting that Paige White's name be returned to the Police Recruit eligible list. On January 10, 2017, while on probation, Ms. White resigned from being a Police Recruit due to injuries sustained during training. Ms. White is in agreement with her name being returned to the Police Recruit eligible list.

The Police Recruit eligible list was established on January 27, 2016. The Police Department has submitted this request to provide Ms. White the opportunity to be considered for the upcoming academy class scheduled to start in May 2017 and has an open requisition on file.

Per Section 90 of the Civil Service Rules and Regulations, "An employee may be terminated at will any time during their probationary period. If, in the opinion of the department head and the Commission, the person is still regarded as capable of performing in some other position in the same classification, his/her name may be returned to the eligible list established for the classification."

If the Commission concurs with the Police Department's request, Ms. White's name would be returned to the Police Recruit eligible list and certified to vacancies during the life of the eligible list. Staff is in support of this request and representatives from the Police Department will be in attendance to answer any questions.



Date: March 22, 2017
To: CIVIL SERVICE COMMISSION
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: REQUEST TO RETURN RESIGNED PROBATIONARY EMPLOYEE TO THE
CURRENT CIVIL SERVICE ELIGIBLE LIST

The Police Department requests that Paige White's name be returned to the established eligible list for the Police Recruit classification, in accordance with Article VII, Section 90 of the Civil Service Rules and Regulations.

Ms. White resigned from being a Police Recruit during the probationary period as part of Police Academy Class 90 due to injuries sustained during training. Ms. White has taken action towards reapplying during the current Civil Service Police Recruit process recruitment period which closes in April; however, the department requests that her name be placed on the current Civil Service List of candidates eligible for selection for Police Academy Class 91, scheduled to start on May 25, 2017.

If you have any questions or need additional information, please contact Personnel Administrator Paula Gallegos at extension 8-7310.

RGL:PG:amr

Request to return resigned employees to the current civil service eligible list- P. White

CIVIL SERV. DEPT.-RCVD.

MAR 29 2017 PM 1:14

(Handwritten initials)
Human Resources Approval

C. Gallegos
Director or Designee

3/28/17
Date

NEW EMPLOYEE DISCHARGE DURING PROBATIONARY TERM

Sec. 90. An employee may be terminated at will any time during their probationary period. If, in the opinion of the department head and the Commission, the person is still regarded as capable of performing in some other position in the same classification, his/her name may be returned to the eligible list established for the classification.

Rev. August 21, 2001