

## **780 KAR 3:050. Employment lists.**

RELATES TO: KRS 151B.035

STATUTORY AUTHORITY: KRS 151B.035

NECESSITY, FUNCTION, AND CONFORMITY: KRS 151B.035 requires the executive director to promulgate comprehensive administrative regulations which govern personnel rules for certified and equivalent employees in the Office of Career and Technical Education. KRS 151B.035 requires any recommendation for employment be based on guidelines promulgated by the executive director. This administrative regulation establishes the requirements relating to employment lists for the Office of Career and Technical Education.

Section 1. Notification of Vacancies. The Administrative Business Office shall notify the executive director or the Director of Human Resources as far in advance as possible of vacancies in full-time or part-time certified and equivalent positions.

Section 2. Use of Employment Lists. (1) The Director of Human Resources shall maintain lists of all qualified applicants for open positions.

(2) These lists shall be used as an available pool of qualified applicants to fill positions.

(3) The Division of Human Resources shall maintain lists of all qualified applicants for central office vacancies for the Office of Career and Technical Education.

(4) Employment lists shall include all current active employees who wish to be considered for other positions.

Section 3. Update of Lists. The employment lists shall be updated to include walk-in applicants or respondents to advertisement or vacancy notices for specific positions.

Section 4. Reemployment Lists. The Division of Human Resources shall maintain lists of all former employees who qualify for reemployment. These employees shall be considered if an appropriate vacancy occurs. (17 Ky.R. 734; eff. 10-14-1990; 35 Ky.R. 1906; 2228; eff. 5-1-2009; Crt eff. 6-28-2019.)