

255L. *After a pay plan and rules for its administration have been adopted by the Board of County Commissioners, the Personnel Director shall assign each job class to one of the pay ranges provided in the pay plan.*

255M. *Original appointments to vacancies occurring after this sub-title becomes effective shall be based on merit including qualifying examinations.*

255N. *Examinations shall be in such form as will fairly test the abilities and aptitudes of candidates for the duties to be performed, and may not include any inquiry into the political or religious affiliations or race of any candidate.*

255-O. *Candidates who qualify for employment shall be placed on an eligible list for the appropriate job class.*

255P. *Vacancies in positions above the entrance level shall be filled by promotion whenever in the judgment of the Personnel Director it is in the best interests of the county to do so, and promotions shall be on a competitive basis. Promotions shall give appropriate consideration to the applicant's qualifications, record of performance, and seniority.*

255Q. *Pending the availability of an eligible list determined by the Personnel Director to be appropriate for a class, vacancies may be filled by temporary appointment.*

255R. (a) *Eligible lists shall include re-employment lists, promotional lists and original appointment lists and may be limited in number and duration by the Personnel Director.*

(b) *Re-employment lists shall contain the names of permanent employees laid off in good standing for lack of funds or work.*

(c) *Promotional eligible lists, and original appointment eligible lists shall be created as provided in Sections 255M-255Q.*

255S. *When an appointment is to be made to a vacancy the Personnel Director shall submit for consideration to the appropriate Department Head any applicable eligible list. The Department Head shall refer to the appointing authority the applicant who in his judgment is best qualified to fill the vacancy.*

255T. *Policies and procedures for administering eligible lists shall be provided in the personnel rules, covering the duration, cancellation, replacement and consolidation of such lists, and the removal or suspension of the names of eligibles therefrom.*

255U. *Employees appointed from original appointment eligible lists or from promotional eligible lists shall be subject to a period of six months probation and if retained beyond such period shall automatically acquire permanent status.*

255V. *The work and conduct of probationary employees shall be subject to close scrutiny and evaluation, and if found to be below standards satisfactory to the Department Head, the appointing au-*