

HERKIMER COUNTY PERSONNEL

ALTERNATE TEST DATE POLICY

Adopted July 30, 1985

Because considerable planning, preparation and expense goes into each examination scheduled by the Personnel Officer, it is expected that candidates exert every effort to appear on the announced examination dates. On occasion, candidates may have to sacrifice personal commitments to pursue their career goals. On the other hand, the Personnel Officer must also be able to respond to legitimate needs when candidates find that significant personal events preclude their taking written examinations when scheduled.

Listed below are reasons, which the Personnel Officer has determined, warranting granting an alternate test date. Other reasons not listed below will be considered on an individual case basis.

1. A death in the immediate family or household within the week preceding the examination.
2. Military commitment.
3. Being a member of a traditional, religious or civil ceremonial party, such as a wedding, baptism, bar mitzvah or graduation; or a member of the immediate family or household of the individual for whom the ceremony is being held.
4. Having a conflicting professional or educational examination. Professional examinations would include those for CPA, ACSW, and the Bar. Educational examinations would include SAT, College Boards, and Graduate Records.
5. Vacations for which nonrefundable down payments were made before the examination announcement was issued.
6. Required court appearances.
7. Medical emergencies involving a hospital confinement or certification from a physician that the candidate is unable to appear for the examination due to a specific medical problem of the candidate or member of the immediate family or household.
8. Emergency weather conditions, verified by the local public safety agency, that lead to the closing of specific roads, highways or independent transportation services, which prevents a candidate from reaching the test center.

PROCEDURE FOR REQUESTING ALTERNATE TEST DATE

1. For situations known prior to when the examination is scheduled for administration, i.e., categories 1-7, the candidate should notify the Herkimer County Personnel office in writing as soon as possible before the test date. The request should contain a complete explanation of the reason the candidate cannot take the examination as scheduled and be supported by appropriate documents, if available.
2. For emergency situations, i.e., categories 7-8, the candidate must notify the office no later than Tuesday following the Saturday scheduled test date.

LIMITATIONS IN APPLYING ALTERNATE TEST DATE POLICY

1. Written examinations will not be administered prior to the scheduled date.
2. Alternate test dates generally will be granted no later than the Saturday following the scheduled examination.
3. Taking two civil service tests on the same day is not a basis for an alternate test date for one, as long as both are provided by the New York State Department of Civil Service.
4. Alternate test date candidates must affirm in writing that they have not discussed the examination content with any individual. If the affirmation proves untrue, disqualification will follow.

**Mr. Steven R. Billings, Personnel Officer
Herkimer County Personnel
109 Mary Street, Suite 1304
Herkimer, New York 13350-2915
315-867-1115 Phone
315-867-1412 Fax
E-mail: srbillings@herkimercounty.org
www.herkimercounty.org**