

PERSONNEL SERVICES BULLETINS (PSBs)

200-3

Subject: Late filing of promotion examination applications

Supersedes: Personnel Policy and Procedure 587-84

Source: General Examination Regulation E 2.3

Date: March 21, 1997

I. Policy

An employee may file a late application for a promotion examination if the employee meets the one of the following conditions:

- A. The employee is absent for at least one-half of the application period and could not apply for reasons such as vacation, sick leave, or military duty and becomes aware of the examination before the date of the test; or
- B. The employee was appointed or promoted to an eligible title after the application period closed but before the date of the test.

The employee must obtain an application and file it, in person only, with the employing agency's personnel office. Such application must be filed as soon as possible after the employee becomes aware of the examination, but before the date of the first test or after appointment and the filing fee must be paid **by money order only** payable to "D.C.A.S. (Exams)". No other form of payment will be accepted. However, the application fee will be waived for City resident receiving Public Assistance from the NYC Department of Social Services. A clear photocopy of the current benefit card must be enclosed with the application in such cases.

II. Procedure

- A. Agency personnel officers, or their designated representatives, will provide applications and any other required forms (such as education and experience papers) to employees who request such applications. Completed applications, other required forms and application fees (money orders **only**) will be collected by the employing agency personnel office. (It is suggested that agency personnel officers who make appointments to eligible titles after the application period has closed and before the date of the test should inform the new appointed eligibles of this procedure.
- B. Upon request, agencies will be furnished with a supply of application forms (DP-2512) as well as other forms such as education and experience papers, when required, which they are expected to replenish as needed by contacting the Exam Support Group of the Department of Citywide Administrative Services at 2 Washington St., 17th floor, NY, NY 10004 (212) 487-6371.
- C. The employing agency must deliver completed applications, forms and fees as quickly as possible by messenger to the Examining Service Division of the Department of Citywide Administrative Services at 2 Washington St. NY, NY 10004 (212) 487-6400. The completed applications must be accompanied by a letter from the agency personnel officer verifying that each employee is submitting a late application because of the conditions set forth above in either section I (A) or I (B).

D. If the late applications are delivered to Department of Citywide Administrative Services prior to admission cards being mailed, they will be processed according to regular procedures, and the applicants will receive an admission card through the mail.

E. If the late applications are delivered to Department of Citywide Administrative Services after admission cards have been mailed, the Examining Service Division will provide the appropriate number of admission cards to the employing agency. The employing agency will enter each applicant's name and home address on the card and will distribute the cards to the applicants prior to the test date.

F. In "last minute" situations, the agency personnel officer must contact the Director of the Exam Support Group to request that individuals be allowed to take the exam prior to submitting an application. If approved, these individuals will be given conditional admission cards. The agency must then submit the completed applications along with a letter from the agency personnel officer documenting why the applications could not be submitted prior to the exam date and verifying that the employees are submitting late applications because of the conditions set out above in section I (A) or I (B).

G. Test papers of candidates who have not filed applications or whose applications are incomplete will not be rated.

William J. Diamond
Commissioner