

ONEIDA COUNTY EXAMINATION ATTENDANCE POLICY

This policy applies to all examinations.

It has been found that applicants frequently file applications for examinations, and then fail to appear on the date of said examination. These failures to appear have a burdensome effect on the Commissioner of Personnel and his/her subordinates and employees in regards to both time and expense.

The purpose of this policy is to avoid the added time and expense caused by these failures to appear, while safeguarding the rights of applicants who fail to appear for legitimate reasons. This policy will also ensure that applicants who fail to appear and lack a legitimate reason for such failure to appear shall be treated in a uniform manner.

It is the policy of the Commissioner of Personnel that if an applicant fails to appear for two (2) consecutive examinations administered by the Commissioner of Personnel and his/her subordinates and employees within an eighteen (18) month period, said applicant shall be deemed to lack good moral character and habits and shall be disqualified from future examinations for a two (2) year period, pursuant to Oneida County Rules of the Classified Civil Service Rule IX.

The applicant shall be notified of such disqualification and shall be afforded an opportunity to make an explanation by submitting facts in writing and supporting documentation in opposition of such disqualification to the Commissioner of Personnel. Upon review of the written facts and supporting documentation, if the Commissioner of Personnel, in/her his sole discretion, determines that there was a legitimate reason for one or both of the failures to appear, he/she may find that the applicant does not lack good moral character and habits and may therefore rescind the disqualification from future examinations, upon notice to the applicant.

Adopted 5/10/11

Effective 9/1/11