

HUMAN RESOURCES MEMORANDUM 99-013		DATE ISSUED: 5/11/1999
SUBJECT: APPLICATION ACCEPTANCE POLICY		REFERENCE: None
TO: DEPUTY DIRECTORS, OFFICE/BRANCH CHIEFS, EXECUTIVE OFFICE MANAGERS, EXECUTIVE DIRECTOR/SECRETARY CLIENT AGENCIES, PERSONNEL LIAISONS, ATTENDANCE CLERKS		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

We have received an increasing number of requests from applicants and offices to accept applications for examinations after the posted final filing date. Since it has been over ten years since we published our policy on acceptance of examination applications, we thought it would be beneficial to reissue the policy. Please ensure that all employees in your office/branch are aware of this policy. We recommend that you post a copy of this memo in the same location that examination bulletins are posted.

APPLICATION ACCEPTANCE POLICY

The Department of General Services is required to comply with civil service laws and rules concerning the administration of examinations. State Personnel Board Rule 174 stipulates that applications for examinations are to be filed at the place, within the time, in the manner and on the form specified in the examination announcement (bulletin). Filing an application “within the time” means that it must be postmarked by the postal service or date stamped by the Office of Human Resources, Personnel Operations Section (hereinafter referred to as OHR) by the final filing date published on the bulletin. **APPLICATIONS RECEIVED VIA FAX WILL NOT BE ACCEPTED.**

HOW TO ENSURE APPLICATIONS ARE FILED ON TIME

Examination bulletins publicize the final filing dates and are designed to allow a reasonable amount of time for interested persons to file an application prior to the final filing date. The length of the publicity period of an examination is based on the business need of the office(s) who has requested the exam. Many of our exams have short filing periods. Employees should be encouraged to file early to ensure timely receipt of the applications by OHR.

Examination bulletins are distributed to each Human Resources Liaison in the department. In addition, these bulletins are posted on the bulletin outside the Office of Human Resources at 1325 J Street, Suite 1714. Human Resources Liaisons are responsible for ensuring that all employees in their respective offices/branches are informed of examinations. When an exam has a short filing period, it is doubly important that HR Liaisons immediately notify their employees that an exam is in progress, to give employees an adequate amount of time to file their application before the filing deadline. This can be accomplished by posting the examination bulletins to a centralized bulletin board within the office/branch; faxing the bulletins to locations outside of the headquarters office and sending an e-mail notice using the “All (office name) Staff” distribution list advising employees of the examination. It is then the individual employee’s responsibility to follow up to obtain more information.

If an application is mailed, the date shown on the post office cancellation stamp is considered the filing date. It is the applicant's responsibility to ensure that the application is postmarked on or before the final filing date, and not merely delivered to a post office or placed in a mail drop on that date. Please note that, in many areas, mail is moved to other areas prior to being postmarked and may not be postmarked the same day the application is put into a mail drop. Therefore, we recommend that if an employee is mailing an application within a day or two of the final filing date, the employee should go to a post office and request a certificate of mailing receipt. There is a nominal cost for the receipt. Should an application be lost or postmarked after the final filing date, the certificate of mailing is acceptable proof that the application was submitted in a timely manner and the applicant would be allowed into the examination.

LATE APPLICATION ACCEPTANCE POLICY

The following are conditions under which we may consider accepting a late application:

1. The Office/Branch Chief verifies in writing that the examination announcement was not received by the office/branch due to bulletin distribution problems, which prevented an applicant (who is a DGS employee) from being properly notified of the examination. This applies only to promotional examinations. Employees are responsible for keeping themselves informed of open examinations.
2. The supervisor verifies that the applicant (who is a DGS employee) was away from his/her normal place of work during the entire publicity period (e.g., due to work assignment, vacation or sick leave). Again, this applies to promotional examinations only. Supervisors and managers are responsible for keeping permanent intermittent employees and employees who are on leaves of absence informed of examinations that they may be qualified to take.
3. The application was delayed due to a verified error on the part of State Personnel Board staff, DGS staff or through a documented administrative error by postal authorities.
4. The application was submitted in error to the State Personnel Board, to another DGS office or to another state agency AND was either postmarked by the post office or date stamped by the other office or agency on or before the final filing date.

The following are conditions under which we will not accept late applications:

1. The applicant claims the application was mailed, placed in interagency mail service, placed in interdepartmental mail or hand delivered to the OHR prior to the final filing date, but the OHR received the application after the final filing date or did not receive the application.
2. The application is postmarked after the final filing date. (If the post office verified in writing this was due to an error on their part, we will accept the application.)
3. The applicant claims he/ she did not see the announcement because of distribution problems within the reporting unit. For example, the announcement was routed instead of posted or the announcement was posted in other than the usual location.
4. The applicant gives an application to another person to turn in at the OHR, but it is not received in the OHR by the final filing date.

QUESTIONS REGARDING THE APPLICATION ACCEPTANCE POLICY

Questions regarding this memorandum should be directed to your assigned Selection Analyst.

LYNN W. CATANIA, Manager
Personnel Operations Section

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cc: Assistant Personnel Managers
Personnel Analysts
Customer Resources staff