

LIVINGSTON COUNTY ALTERNATE TEST DATE POLICY

All persons whose applications are approved to take a civil service examination shall take the examination on the appointed date unless an exception to this rule is provided by law, approved by the State Civil Service Department, or provided in this policy. The local exceptions are as follows:

Continuous Recruitment Examinations

All persons must take an examination which is offered on a continuous basis on the scheduled test date. If a person is unable to do so for any reason, he/she may request a continuance to the next available scheduled test date; however, no person shall be permitted a continuance for a period of time in excess of six months from the date of his/her application for examination.

Other Examinations

For all other examinations the following exceptions will be allowed:

1. **Non-refundable Trips.** If the applicant has scheduled a trip prior to the announcement of the examination and has paid money in excess of \$50 toward a trip which is non-refundable upon cancellation, the applicant may be granted an alternate test date.
2. **Hospitalization.** If the applicant has been admitted to a hospital or similar health care facility and will be hospitalized on the date of the scheduled examination, the applicant may be granted an alternate test date.
3. **Wedding.** If the applicant is a bride, groom, bridesman, groomsman, mother of the bride/groom, father of the bride/groom, sister or brother of the bride/groom, grandparent of the bride/groom, and the wedding and/or reception is scheduled to occur during the appointed time for the examination, the applicant may be granted an alternate test date. An alternate test date may also be granted if the applicant is otherwise eligible, but the wedding and/or reception is not scheduled to occur during the appointed time for the examination, but it is not feasible for the applicant to attend the wedding if he/she also attends the examination.
4. **Other Traditional, Religious or Civil Ceremonial Event.** If the applicant is a direct participant in a traditional, religious or civil ceremonial event, such as a baptism, bar mitzvah, graduation or other similar event, or a member of the immediate family or household of the individual for whom the ceremony is being held, and the event is scheduled to take place during the scheduled examination, the applicant may be granted an alternate test date. An alternate test

date may also be granted if the applicant is otherwise eligible, but the event is not scheduled to occur during the appointed time for the examination, but it is not feasible for the applicant to attend the event if he/she also attends the examination. For purposes of this section, “member of the immediate family or household” shall mean the parent, spouse, child, sibling, grandparent or member of the household of the applicant immediately preceding the event in question.

5. **Death.** If the parent, spouse, child, sibling, grandparent or member of the household of the applicant dies within 168 hours prior to the appointed time of the examination, or the funeral for such person is scheduled to occur during the appointed time for the examination, then the applicant may be granted an alternate test date.

6. **Serious Medical Condition of Family Member.** If the parent, spouse, child, sibling, grandparent or member of the household of the applicant is admitted to a hospital or other similar health care facility *and*

- a. The patient is the applicant’s child who is under the age of 18; or
- b. The patient is scheduled for surgery on the day of the examination; or
- c. The patient is hospitalized more than 100 miles from the test site; or
- d. The patient is suffering from his/her last illness and is expected to die within 72 hours from the appointed time of the examination; or
- e. There is another urgent circumstance which requires the applicant to be in attendance for the patient at the hospital or health care facility at the appointed time of the examination, the applicant may be granted an alternate test date.

7. **Conflicting Examination.** If the applicant is scheduled to take a New York State, professional or educational examination on the same date as the scheduled civil service examination and it is not possible for the applicant to take the conflicting examination within 3 months of the original examination date, the applicant may be granted an alternate test date. Professional examinations include those for CPA, ACSW, and the Bar. Educational examinations include SAT, College Boards, and Graduate Records. (This section does not allow an alternate test date for a conflicting examination offered by the New York State Department of Civil Service.)

8. **Court Appearance.** If the applicant is a party Plaintiff or Defendant in a court case which is scheduled for court proceedings on the date of the

examination or has been subpoenaed to appear in court on the date of the scheduled examination, the applicant may be granted an alternate test date.

9. **Emergency Weather.** If the Livingston County Sheriff or other Livingston County government official has closed roads, highways or independent transportation services which prevents the applicant from reaching the test center, the applicant may be granted an alternate test date.

10. **Home Emergency.** If the applicant's home is damaged by fire, flood, tornado, earthquake, other natural disaster, or any other means, *and* the applicant's lack of immediate attention to the event will, or is likely to, result in further serious damage to the home, *and* the applicant's efforts to address the situation make it impossible to attend the examination, the applicant may be granted an alternate test date.

11. **Serious Health Condition.** If the applicant suffers from a health condition which requires admission to a hospital or similar in-patient medical institution within the seven day period preceding the exam, and because of such condition the applicant is unfit to sit for the exam on the appointed exam date, the applicant may be granted an alternate test date.

12. **COVID 19.** If the applicant is under a quarantine or isolation order issued by the Department of Health or a health care provider related to COVID 19, the applicant may be granted an alternate test date. If the applicant is exhibiting any COVID 19 symptoms (fever, cough, shortness of breath), the applicant may be granted an alternate test date if the applicant immediately seeks a COVID 19 test, participates in such test within one week of the test date, and produces documentary proof of having received the test to the Personnel Office.

13. **Disability.** If the applicant suffers from a disability that causes him/her to be continuously disabled for a period beginning at least two weeks prior to the date of the exam and continuing at least through the date of the exam, the applicant may request an alternate test date as a form of reasonable accommodation. The Personnel Officer will determine whether there is sufficient evidence of: (1) disability, (2) the reasons why the disability prevents the applicant from taking the exam on the scheduled date, and (3) a time when the applicant will be able to take the examination. The Personnel Officer will determine whether the delay in the taking of the exam constitutes a reasonable accommodation under the facts and circumstances that exist at the time of the request taking into account the period of delay in the taking of the exam, the needs of the appointing authority(ies) to make appointment, the effect of delay in the establishing of an eligible lists upon other examinees, and any other factors the Personnel Officer may deem relevant.

14. Mandatory Military Training. If the applicant is under official order to participate in military training on the date of the exam, the applicant may be granted an alternate test date. The applicant must provide satisfactory proof of his/her orders to participate in military training on the date in question.

Eligibility

In order for an applicant to be eligible for an alternate test date, the applicant must provide the following to the Livingston County Personnel Officer within the time frame proscribed by same:

1. Applicant must submit a written request for an alternate test date a minimum of two weeks prior to the test date, or as soon as possible prior to the test date if the circumstance qualifying the applicant for an alternate test date is not known more than two weeks prior to the examination date. In no event will an alternate test date be provided if the request is received later than 72 hours after the scheduled examination date. The request shall set forth the specific request and each and every reason why the request is being made. The applicant will swear or affirm that all statements in the request are true and correct.
2. Applicant must submit all relevant documentation and/or evidence required by the Personnel Officer to support the applicant's request with the applicant's written request. The burden of proving eligibility for an alternate test date is on the applicant.
3. Applicant shall sign an agreement stating that he/she will not speak with any other person regarding the contents of the test booklets or questions for the examination and must affirm prior to beginning the examination that he/she had no prior knowledge of the contents of the test booklets or questions used in the examination.
4. The examination must be taken by the applicant no more than six days from the appointed date of the examination, unless it is not possible to test in this time frame. If it is not possible to test within six days, a later day may be given only if approval of the request is received from the New York State Department of Civil Service. The applicant must take the examination when it is scheduled by the Personnel Officer. All alternate test times will be during the normal hours of business for the Livingston County Personnel Office. No rescheduling of the alternate test date will be allowed. No alternate examination dates will be provided prior to the regularly scheduled examination date.

Disapprovals of Alternate Test Date Requests

If a request for an alternate test date is disapproved, the applicant may choose to take the examination on the appointed date.

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