

SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL

- A. Employees of the Sandusky County Department of Human Services may be authorized time off without loss of pay to allow them to annually take up to two (2) civil service examinations conducted by the Ohio Department of Administrative Services. Employees who receive authorization to take an examination must submit documentation to the SCAA that they have been scheduled to take an examination prior to being authorized to participate in the test. If an employee takes more than two (2) examinations in one (1) calendar year, the additional time off shall be charged to the employee's vacation or compensatory time.

- B. Employees shall return to work promptly upon completion of any civil service examination.

- C. An applicant who has competed in a civil service examination may not repeat the same examination or take an examination for the same classification within six (6) months from the date of the original examination, unless an alternative form of examination is given, or unless other standards are specified in the examination announcement.