



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

DEPARTMENT OF HUMAN RESOURCES

EXAMINATION RE-SCHEDULING

PURPOSE: Establishment of this policy is intended to provide City of Flint job applicants with fair, consistent examination measures free from unnecessary distraction.

STATEMENT OF POLICY:

No applicant will be rescheduled for missing a scheduled examination unless they provide adequate written proof of an emergency situation that would have prohibited them from being able to contact the Human Resources Department prior to the examination. Non-emergency situations require that the applicant request and provide adequate written proof of a valid reason for the necessity of rescheduling an examination **prior** to the date of the examination. If the Human Resources Director or his/her designee finds that a valid reason exists, said applicant will be rescheduled for the examination no later than five business days following the original examination date. Should extenuating circumstances exist that may prevent the applicant from testing within the five day time frame, the Human Resources Director will determine the appropriate alternate course of action. It should be noted that in all cases, it is the sole responsibility of the applicant to ensure every attempt possible is made to notify the Human Resources Department of an anticipated absence **prior** to the scheduled examination date.

This policy also extends to applicants who arrive late to examinations. Any applicant arriving to an examination once the testing process has begun will not be allowed to enter the examination room. This is disruptive and is very unfair to other applicants. Make-up examinations will be allowed at the sole discretion of the Human Resources Director and will be contingent upon the applicant providing a valid reason for being late, as well as adequate written proof of the reason for the tardiness. Again, the applicant bears sole responsibility for notifying the Human Resources Department of the tardiness, preferably prior to the start of the examination.

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