

TABLE OF CONTENTS

Volunteer Experience

Volunteer experience as qualification for admittance to examinations . 5-219a-1
Appeal procedure 5-219a-2

Volunteer Experience

Sec. 5-219a-1. Volunteer experience as qualifications for admittance to examinations

(a) Applicants desiring an evaluation of their volunteer experience as qualification for employment for all state jobs which have as a requirement specific training and experience shall present documentation verifying this experience. Applicants for competitive appointment shall present the requested documentation to the Director of Personnel and Labor Relations and for non-competitive appointments to the Appointing Authority. Such documentation shall include the organization's name, address, the volunteer's job title, years of volunteer service, description of the duties performed and the name and address of the organization's representative to be contacted regarding verification.

(b) The Director of Personnel and Labor Relations or the Appointing Authority shall request, where necessary, the assistance of the Governor's Council on Voluntary Action, to investigate and authenticate the credentials submitted and to make recommendations as to their applicability to the experience requirements of the position. The decision as to the appropriateness of the qualifications presented for competitive appointment will rest with the Director of Personnel and Labor Relations and for non-competitive appointment with the appointing authority to be reviewed by the Director of Personnel and Labor Relations.

(c) The volunteer experience accepted shall be directly related to the position requirements, the level of such experience must be at least equivalent to that which would be gained through paid employment and the cumulative amount of volunteer service time will be prorated to a full-time equivalency.

(d) Due to the special nature of volunteer experience, a supplemental application form shall be requested if areas such as the type of work, the level of responsibility, scope of authority in decision making and degree and duration of supervisory experience are not clearly defined on the initial application.

(Effective March 21, 1980)

Sec. 5-219a-2. Appeal procedure

(a) Candidates reporting volunteer experience who are not admitted to an examination shall have the same recourse of appeal used by other applicants provided by Section 5-221a, C.G.S.

(Effective March 21, 1980)