

**RULES FOR RESPONDING TO CANVASS LETTERS
FOR CANDIDATES ON
ONONDAGA COUNTY CIVIL SERVICE ELIGIBLE LISTS**

At the time the eligible list is established, certifications of eligible candidates will be sent to those departments and agencies employing provisional appointees and to those departments and agencies seeking to fill vacancies. As vacancies occur and are to be filled, subsequent certifications of eligible candidates will be sent to the employing agency.

Upon receipt of a canvass letter, you should immediately indicate your interest in the position or your reason for declination and return the canvass letter. All canvass letters must be post marked within **five (5) business days** from the date of the canvass letter.

The official policy of the Onondaga County Department of Personnel regarding replies to canvass letters is as follows:

1) TYPES AND EFFECT OF DECLINATIONS

a) Declination for Temporary Inability - TI

If you decline an offer of appointment because of temporary inability, you will be considered to be unavailable for any appointment during this canvass period (i.e. 60 days). Your name will not be certified to any agency with this title until the date indicated on your canvass letter. If no date is supplied, certification of your name will be restricted until the end of the certification period.

b) Request for Inactive Status - IN

If you decline an appointment because you are no longer interested in employment as a result of your standing on a specific eligible list, your name will not be certified for appointment in any agency in this title until you notify the Onondaga County Department of Personnel in writing to reactivate your name.

c) Declination for Location - NI

If you decline an offer of appointment because of the location of the position, you shall be considered to have declined all positions in that specific department only for the duration of the eligible list.

d) Declination for Annual Salary - SL

If you decline an offer of appointment because of the annual salary, your name shall not be certified for any positions at the same annual salary or lower in any agency in this title for the duration of the eligible list.

e) Declination for Hourly Salary - HR

If you decline an offer of appointment because of the hourly salary, your name shall not be certified for any positions at the same hourly salary or lower in any agency in this title for the duration of the eligible list.

f) Declination for Hours - HW

If you are not interested in the hours of work specified in the canvass letter, you may decline for hours. This declination will remove you from consideration for that specific offer of employment only; it will not restrict your name on other certifications regardless of hours worked.

f) Declination of Temporary Appointment - TE

If you decline an offer of temporary employment, your name will not be certified for temporary appointment in this position in any agency for the duration of the eligible list.

g) Declination for Contingent Permanent Appointment - CP

If you decline an offer for a contingent permanent appointment, your name will not be certified for a contingent permanent appointment in this position in any agency for the duration of the eligible list.

h) Declination of Appointment in a School District - SD

If you are declining a 10 month or a 12 month position in a school district, your name will not be certified for full time appointment for the duration checked in any school district for the duration of the eligible list.

i) Declination Due to Residence - RE

If you decline an offer of appointment due to residency, your name will not be certified for appointment in that jurisdiction in any position filled from the eligible list from which you declined.

ALL OF THE ABOVE DECLINATIONS SHALL REMAIN IN EFFECT UNLESS YOU INDICATE IN WRITING TO THIS DEPARTMENT THAT YOU WISH TO REMOVE ANY RESTRICTIONS AND HAVE YOUR NAME RESTORED TO ACTIVE STATUS.

(OVER)

2) FAILURE TO REPLY TO CANVASS LETTERS

If you fail to respond to a canvass letter from a department or agency, the appointing authority will report such failure to reply on the certification that is returned to the Department of Personnel. This department will advise you that your name will be removed from further consideration for that position and all other positions filled from the eligible list in any agency with this title.

3) RESTORATION TO ELIGIBLE LIST

If your name has been removed from an eligible list, your name may be restored to active status on this eligible list by written request to the Exams Unit of the Onondaga County Department of Personnel. Include in this request, your name, social security number, eligible list number, and title. Once reinstated, your name will be considered on future certifications, but your name will not be added to any outstanding certifications.

4) ELIGIBLE LISTS ARE ESTABLISHED FOR A PERIOD OF AT LEAST ONE YEAR TO A MAXIMUM OF FOUR YEARS

You can check the status of an eligible list by visiting our office or by going to <http://wasp01.ongov.net/CivilService/Ranking> on the internet.

5) CHANGE OF ADDRESS

Please notify the Department of Personnel of any change of legal and/or mailing address. Failure to do so could result in your name being removed due to undeliverable address. Change of address forms may be obtained from the Onondaga County Department of Personnel or by visiting our website at http://www.ongov.net/Employment/document_center/Docs/home.cgi. Active county employees should change their addresses with their department's payroll clerk.

6) RETURN OF CANVASS LETTER

All responses to canvass letters must be post marked within five business days of the date of the letter. Canvass letters should be returned to the department or agency conducting the canvass; they should not be sent to the Onondaga County Personnel Department. If you return the canvass letter late, the agency is not required to consider you for that job.

7) REMOVAL UPON FULL-TIME APPOINTMENT

Candidates will have their name removed from the eligible list upon receiving a full-time permanent appointment.

If you have any questions regarding eligible list canvass procedures, you should address them to the Onondaga County Personnel Department at 435-3537.