



STATE OF DELAWARE
SELECTIVE PLACEMENT PROGRAM PROCEDURES
As Amended September 2009

1. Individuals wishing to obtain employment in a State of Delaware merit position through the Selective Placement Program should contact the Office of Management and Budget's Selective Placement Program Manager, Jane Hahn located in the Haslet Armory, 122 William Penn Street, Dover, DE 19901 and may be reached by phone at (302) 672-5173 or Fax (302) 739-3000, the designee for the Director of the Division of Vocational Rehabilitation (DVR), Cynthia Fairwell located at 4425 N. Market Street, Wilmington, DE 19809 and may be reached by phone at (302) 761-8275 or Fax (302) 761-6611 and/or the designee for the Director of the Division for the Visually Impaired (DVI), Stacey Bragg located at the Milford State Service Center Annex, 13 S.W. Front Street, Suite 105, Milford, DE 19963 and may be reached by phone at (302) 424-7240 or (302) 255-9800.

2. Either DVR or DVI certifies whether the individual has a disability using the standard in the Americans with Disabilities Act. Once certified as disabled, the State's Program Manager, in consultation with DVI and DVR, determines whether the individual is eligible to participate in this program. Eligibility is based on an individual having a physical or mental impairment that impacts his/her ability to participate in the competitive selection process. The individual does not have to be receiving services from DVR or DVI at the time in order to be certified as eligible. Certification for this program does not preclude individuals from applying competitively for other State jobs.

3. Once certified as eligible, DVR or DVI notifies the applicant to complete the practice application in DEL and submit a Selective Placement Program form to Human Resource Management (HRM) to signify that the applicant has been certified and has completed the practice application. HRM reviews the practice application to determine which classification job requirements the applicant meets. HRM notifies the applicant's Employment Specialist at DVR or DVI which classifications the applicant qualifies for and to copy the applicant's practice application into DEL's Free Names for those qualified classifications of interest to the applicant. Hiring agencies access all Free Names and add the applicants for that classification to the referral list. The Selective Placement candidates are considered an addition to the top 30 on the referral list. Title 29, 5904A of Delaware Code states, in part, "Such employment shall be by appointment without a competitive examination and without listing on an

eligibility list.” Thus, Selective Placement candidates can be hired without the position being posted, without the Selective Placement candidate’s name being placed on a referral list and without interviewing any other potential job candidates. Therefore, agencies may review Selective Placement candidates in DEL at any time, do an interview and immediately hire a Selective Placement candidate for a specific position.

4. The candidate selected to fill the vacancy shall be appointed for a probationary period. The probationary period shall be in accordance with Chapter 9 in the Merit Rules or the prevailing union contract, if applicable. Upon the Director of Human Resource Management’s approval, probationary periods may be extended.

5. If the appointee is eligible for services from DVR or DVI, that agency will provide vocational rehabilitation services and assist with any reasonable accommodations, which are appropriate.

7. After successful completion of an initial probationary period, the incumbent shall leave the Selective Placement Program, and the incumbent shall be a Merit employee.

8. If the appointee's work performance is unsatisfactory during the probationary period, the certifying agency and the Office of Management and Budget will be notified and the appointee's employment shall be terminated. Such termination shall not preclude a candidate from appointment to another placement under this program.