

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Hiring Persons with Disabilities (55-A)

CHAPTER: IV

SECTION: 12

EFFECTIVE DATE: 1/81

REVISION DATE: Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

New York State Civil Service Law specifically provides for the recruitment of persons with disabilities through Sections 55-a. Section 55-a permits local municipalities to designate a specific number of positions for the mentally and physically disabled. These positions are restricted to entry-level positions that are vacant and competitive class. Identified positions are then reclassified from the competitive to the non-competitive Civil Service jurisdictional class. This reclassification exempts the individuals from participation in a Civil Service examination. Section 55-a appointments are normally permanent appointments.

II. GUIDELINES

A. Eligibility

1. Each applicant for a 55-a position must be certified as a qualified individual with a disability by Vocational and Educational Services for

Individuals with Disabilities (VESID) or by the Commission for the Blind and Visually Handicapped (CBVH).

2. Each applicant must meet the minimum qualifications contained in the Civil Service job specification for the position sought.

B. Appointment Process

1. Candidates hired under Sections 55-a are subject to the same work rules and requirements as other employees, including an initial probationary period.
2. The hiring of persons with disabilities is not limited to Section 55-a placement. A person with a disability may be appointed to almost any position and/or title, provided that an existing medical limitation or condition cannot be such that it would prevent the applicant from being able to successfully perform the duties of the position sought, with or without a reasonable accommodation.