

HUMAN RESOURCES DIVISION
EMPLOYMENT/EXPERIENCE CREDIT INFORMATION SHEET
EXAMINATION TITLE: Attleboro Deputy Police Chief Open Competitive Written Examination
EXAMINATION DATE: May 21, 2016

ATTENTION APPLICANTS: In order to receive experience credit for this examination (pursuant to MGL C31, §22), please follow the steps listed below. Credit will be given only for employment/experience in the following position title: Deputy Police Chief. In other words, since you are taking the examination for Deputy Police Chief, you can claim any employment/experience you have had performing work **ONLY** in the title listed above.

A. Procedure to Receive Proper Credit for Employment/Experience

1. Collect the appropriate supporting documentation. Qualifying employment/experience is limited to work in the title: Deputy Police Chief.
 - Fill in the information requested on page 2 of this document.
 - Make sure that you include all employment/experience for which you can claim credit.
 - Include with this document, a dated letter, signed by the appointing authority or your employer, identifying the position title, type of job responsibilities, dates of employment/experience, whether the employment/experience was full or part-time and other pertinent information concerning your employment/experience. Letters of verification must be on original, official letterhead or stationery, with an original signature.
 - Include any other supporting documentation with this document.
 - Sign and date this document.
2. Attach this form and the documentation to your examination application or email it to civilservice@state.ma.us. This form and the documentation need to be submitted by May 28, 2016.

B. Scoring of Employment/Experience Credit

1. You will receive 0.2 points for each month of creditable employment/experience/service as a Deputy Police Chief. One month equals 16 or more workdays or 172 work hours.
2. If you receive employment/experience credit, as described in the preceding paragraph, your employment/experience credit will be added to your written exam score. Your employment/experience score will count as 10% of your overall mark. If you do not qualify for an employment/experience score, your overall score will be based on your written exam score.

C. EXPERIENCE SCORE APPEALS

Experience scores will only be calculated for individuals who achieve a passing score on the written examination. Experience credit **cannot** be added to a failing written score in an attempt to achieve an overall passing score.

If you believe that your experience score has been calculated incorrectly, you have the opportunity to appeal the experience score only. When you receive your examination score, carefully read the instructions that will be noted on the page including your score. All appeals must be filed in writing; no appeal telephone calls will be accepted. No new information can be submitted on appeal; only clarifying information relative to the experience you originally claimed can be considered during the appeal process. **Please address any questions to:** civilservice@state.ma.us

