



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
100 CAMBRIDGE STREET, SUITE 600, BOSTON, MA 02114

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MICHAEL J. HEFFERNAN  
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Chief Human Resources Officer

MEMORANDUM

TO: Municipal Appointing Authorities, Fire Chiefs and Police Chiefs

FROM: Regina Caggiano, Director of Civil Service 

DATE: January 24, 2019

RE: Revocation Policy

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Pursuant to its authority under Massachusetts General Laws Chapter 31, the Human Resources Division (HRD) has issued a revocation policy that provides for the extension of promotional eligible lists beyond the two-year period provided for in Section 25. The policy is as follows:

If an appointing authority does not have an eligible list scheduled to be merged with, or to replace an existing eligible list, that department's existing eligible list will be extended for a period of time not to exceed three years from the first day of the month the examination was held.

How the Examination Date Is Determined:

- If an eligible list is established following a written examination only, the date of the written examination will be used to determine the date of revocation.
  - For example: Town A participated in a Civil Service written exam administered on October 20, 2012. The eligible list was established on January 15, 2013, with a two year expiration date of January 15, 2015. If there was no new list scheduled to replace the existing list at the end of the two year expiration date, under the HRD's revocation policy the eligible list would be extended to October 1, 2015.
- If an eligible list is established following a weighted/graded or sole assessment center examination, the date of the assessment center component of the examination will be used to determine the date of revocation.
  - For example: Town A signed up for a weighted/graded examination. It participated in a Civil Service written exam administered on October 20, 2012. On January 15, 2013 the assessment center was held, resulting in an eligible list established on March 1, 2013, with a two year expiration date of March 1, 2015. If there was no new list scheduled to replace the existing list at the end of the two year expiration date, under the HRD's revocation policy, the eligible list would be extended to January 1, 2016.

Extensions:

- Under limited circumstances, eligible lists may be extended beyond the three-year revocation policy.
- Extension requests shall be made in writing, and must be submitted while a list is active (prior to the date of revocation). Requests are to be submitted to the Personnel Administrator and must include the reasons for the extension and the department's efforts to participate in future examinations in the title for which the list extension is requested.
- The Personnel Administrator will consider extension requests on a case-by-case basis.

Please keep in mind that pursuant to civil service law and rules, HRD must receive notice that promotions have been made on or before the date of the eligible list's revocation. If you have any questions or concerns, please do not hesitate to contact your Civil Service Liaison. Thank you.