

## SHOULD 55-a ELIGIBLE INDIVIDUALS TAKE CIVIL SERVICE EXAMINATIONS?

Yes. The 55-a Employment Program is voluntary and some departments and local jurisdictions may not participate. To ensure that you do not miss any employment opportunities, you should take all examinations for which you qualify.

Special arrangements and accommodations are provided for disabled people upon request to enable them to participate in the civil service examination process.

## PROMOTIONAL OPPORTUNITIES FOR 55-a EMPLOYEES

Section 52 of New York State Civil Service Law permits 55-a employees to compete in promotional examinations for which they qualify.

## JOB PROTECTION

New York State Civil Service Law provides job protection under Section 75 after five years of employment. Labor contract provisions, if any, would apply and may grant similar protections within a shorter period.

## WHO TO CONTACT FOR FURTHER INFORMATION ON THE SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE'S 55-a EMPLOYMENT PROGRAM

### Suffolk County Department of Civil Service

725 Veterans Memorial Highway  
North County Complex, Bldg. 158  
P.O. Box 6100  
Hauppauge, New York 11788-0099  
(631) 853-5500  
[www.suffolkcountyny.gov/civilservice](http://www.suffolkcountyny.gov/civilservice)

### Suffolk County Office for People with Disabilities

725 Veterans Memorial Highway  
North County Complex, Bldg. 158  
P.O. Box 6100  
Hauppauge, New York 11788-0099  
(631) 853-8333  
(631) 853-5658 - TTY

### New York State Education Department

#### ACCES-VR

State Office Building  
Veterans Memorial Highway  
Hauppauge, New York 11788  
(631) 952-6357  
(631) 727-6496 - Riverhead

### New York State Commission for the Blind and Visually Handicapped

175 Fulton Avenue  
Hempstead, New York 11550  
(516) 564-4311

STEVEN BELLONE  
SUFFOLK COUNTY EXECUTIVE

SUFFOLK COUNTY  
DEPARTMENT OF CIVIL SERVICE/  
HUMAN RESOURCES

AN AFFIRMATIVE ACTION/  
EQUAL OPPORTUNITY EMPLOYER



## SECTION 55-a EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES



The Civil Service Department is frequently contacted by individuals seeking information about civil service employment opportunities for persons with mental or physical disabilities. This brochure was prepared to answer the basic questions which arise regarding the Department's Section 55-a Employment Program.

## WHAT IS THE 55-a EMPLOYMENT PROGRAM?

55-a refers to the section of New York State Civil Service Law which allows Suffolk County and other local governmental entities to bypass the examination process when employing people with disabilities in competitive civil service jobs.

## WHO IS ELIGIBLE FOR THE 55-a PROGRAM?

You may be eligible if:

- a) You are certified as having a mental or physical disability which is a substantial barrier to employment; and
- b) You meet the minimum qualifications for the job.



## WHO DECIDES MY ELIGIBILITY?

a) The New York State Office of Adult Career and Continuing Education Services Vocational Rehabilitation (ACCES-VR) or the Commission for the Blind and Visually Handicapped (CBVH) certifies your disability based on recent information which you provide or, if the information is insufficient, you may be required to undergo a medical examination paid for by ACCES-VR or CBVH.

b) The Suffolk County Department of Civil Service determines if you meet the minimum educational and/or experience qualifications.



## WHAT JOB OPPORTUNITIES ARE AVAILABLE?

Entry-level positions exist in technical, professional, administrative, and clerical areas.



## HOW ARE EMPLOYMENT OPPORTUNITIES LOCATED?

An eligible individual can contact the Suffolk County Department of Civil Service for assistance in identifying appropriate job titles. However, it is the individual's responsibility to locate a suitable opening.

## ARE ELIGIBLE INDIVIDUALS GUARANTEED A JOB?

No. The program is voluntary and appointing authorities are not required to hire each 55-a eligible person. When an appointing authority is interested in hiring you, the job description will be reviewed by ACCES-VR or CBVH to assist you in determining your ability to perform the essential duties of the job.