



FACT SHEET

- Limited Examination and Appointment Program (LEAP) employment lists are not examination eligibility lists. They are referral lists used to place LEAP individuals in a job setting for completion of the Job Examination Period (JEP) and the LEAP examination process. In light of this, transfer between the LEAP referral list and a non-LEAP eligibility list is not permitted. (Note: A person can simultaneously be on both lists by meeting the requirements of each).
- The JEP is the second part of the LEAP Examination. Participation in this process does not guarantee a permanent civil service appointment. LEAP candidates must satisfactorily perform the critical classification requirements of the position to pass the examination and transition to a parallel permanent civil service classification.
- The JEP *is* a confidential process.
- All LEAP candidates, regardless of rank, are eligible for hiring consideration since “Rule of the List” applies when using the LEAP Referral Lists.
- The medical clearance process is the same for LEAP candidates as it is for any other appointment.
- A LEAP candidate may initiate a request for reasonable accommodation during the job-examination period (JEP).
- During the JEP, the LEAP candidate receives the same salary and benefits of a temporary employee.
- If the LEAP candidate’s appointment is half time or greater, s/he is entitled to health, dental and vision benefits.
- Leave benefits for LEAP candidates are prorated according to proportional amount of time worked.
- LEAP candidates are eligible to enroll in the State Retirement System upon appointment to a permanent civil service classification.
- The LEAP Job Examination Period and the Civil Service probationary period are two separate and distinctive processes. Time served in the JEP does not count toward the probationary period of the civil service classification.
- LEAP candidates are temporarily placed in Bargaining Unit 1 until successful transition to the parallel classification, at which time the employee is placed in the appropriate bargaining unit of the parallel classification.
- Completion of the disability questionnaire is voluntary; however, LEAP candidates are encouraged to complete the questionnaire to accurately reflect the Department’s disability employment goal.