

4-2. APPOINTMENT

g. Promotions and reassignments.

(1) Although employees on Schedule A, section 213.3102(u) appointments cannot be considered concurrently with competitive service employees under merit promotion or reassignment plans, their names (if they are qualified) can be sent to the supervisor on a separate list or with other noncompetitive actions and, if the supervisor wishes to select the handicapped employee, the position may be excepted.

(2) Specific position vacancies which are to be filled are usually announced on bulletin boards within the applicable merit promotion plan's area of consideration. Severely handicapped employees on Schedule A appointments who wish to be considered for an announced vacancy should submit an application as shown in the announcement. Such employees are advised, but not required, to show at the top of their application that they are serving under an excepted appointment. Alternatively, severely handicapped employees may forward an application for an

announced vacancy directly to the appropriate level Selective Placement Coordinator.

(3) Severely handicapped employees may be informally referred and considered for a higher graded position at any time. Such employees are not subject to normal competitive ranking requirements.

(4) Supervisors should ensure that any severely handicapped employees under their supervision who is unable to review normally posted vacancy announcements is advised of any announced vacancies in which he or she may be interested, and is informed of the procedures for expressing his or her interest in such positions, as described above.

(5) In referring candidates to selecting officials the Selective Placement Coordinator may advise the selecting official directly as to the employee's qualifications and as to any special considerations pertinent of the type of appointment, procedures required to affect the selection, and any specialized facilities or equipment which may be needed at the worksite.