



Limited Examination and Appointment Program (LEAP) Frequently Asked Questions (FAQ) – January 2023

For Job Seekers/LEAP Candidates

LEAP Certification

1. How can I check if my LEAP certification is active in my CalCareers Account?

Log into your CalCareers Account. Under Job Applications, select “Additional Records.” If DOR has added your LEAP certification, the LEAP record will display a link stating “On File.” Select the “On File” link to check whether LEAP status is active. If it is not active, contact DOR’s Workforce Development Section at Workforce.Development@dor.ca.gov or at 916-558-5423.

2. My LEAP certification is several years old. Is it still valid?

LEAP certifications do not expire; however, those issued prior to 2017 may not be linked to your CalCareers account. If the system does not allow you to take LEAP exams, contact the DOR’s Workforce Development Section at Workforce.Development@dor.ca.gov or at 916-558-5423.

LEAP Exams

3. How can I find out which LEAP exams I can take?

LEAP certified job seekers can take any LEAP exam for which they qualify. [LEAP exams](#) are posted on the [CalCareers website](#). Each LEAP exam announcement provides detailed information about the examination, including a list of minimum requirements.

For HR/EEO Professionals

LEAP Certification Verification

4. How can departments verify if an individual is LEAP certified?

Departments can verify LEAP certification through the Examination Certification Online System (ECOS), which is accessed by ECOS experts from their Human Resources (HR) office.

Name Change

5. How do we handle name changes on LEAP certifications?

Contact the Examination Certification Online System (ECOS) staff in CalHR's Selection Division at (866) 844-8671.

General Information

6. How can departments get LEAP brochures?

Departments can request brochures by contacting DOR's Workforce Development Section at Workforce.Development@dor.ca.gov or at 916-558-5423.

7. Can a LEAP candidate be considered for a Limited Term (LT) position?

Yes. LEAP candidates can be hired and appointed to any position for which they qualify.

Job Examination Period (JEP) Length

Please clarify length of JEP based on "monthly pay periods worked;" what if the JEP starts part-way into a month? Is it monthly or hourly?

If appointed to a class that has a 12-month probation period and the time base is full-time, LEAP candidates would serve 12 monthly pay periods. If appointed mid-month, like the middle of January 2019, they would serve the JEP halfway into January 2020.

If the time-base is part-time or intermittent, the length of the JEP is based on hours worked as described in [CCR 547.58.1](#). [Note: For other

than full-time positions, the JEP may be completed, and the candidate appointed to the position on the same day. In contrast, when the JEP is completed in full-time positions, the candidate is appointed the following day.]

8. How do we calculate the JEP length when part of the time was half-time, or other than full-time, and the remainder was full-time?

Guiding regulation on JEP length under [CCR 547.58.1](#).

Helpful tools:

[State Pay Period Calendar](#)

For full-time, the JEP length is based on pay periods worked (6 or 12 months, same as the probation length of the given classification).

For other than full-time (i.e., half-time or intermittent), JEP length is based on hours worked (840 hours for 6-month classes, 1680 hours for 12-month classes).

The JEP starts on the first day worked, regardless of time base.

This example: Six-month class of Office Technician and start date of July 31, 2020.

- Use the State Pay Period Calendar to find the number of workdays in each pay period [Note: Start dates do not always fall on the first day of the pay period.]
- If the first day of the JEP falls on the first day of the pay period, count each month going forward through the sixth month.

Example of full-time through the entire JEP: July 31, 2020, was the first day of the JEP during the August pay period and the first monthly pay period served in the JEP. January 2021 would be the sixth and final pay period served. Per the calendar, the last workday in January 2021 and last day of the JEP is January 29. Upon successful completion of the JEP, appointment to the position is the day after the last day of the JEP, Saturday-January 30 in this example.

[Note: The date of appointment to the position can land on a weekend or holiday]. When candidates work part of the JEP as other than full-time and the rest as full-time:

- Time base was half-time July 31-August 17 (59 hours, or 7.375 workdays served, count as 7 workdays through August 10. Note: 15 full-time additional days are needed to complete the 22 workday August pay period).
- August 18 was the first day of full time. From August 18-31, 10 full-time days were served, 5 days short of the 15 full-time days needed.
- To reach six pay periods, start with July 31, count six months forward (to the last workday of January 2021), and add the 5 workdays arriving at February 5, 2021, as the last day of the JEP. Since the time was full time at the end of the JEP, appointment to the position is the day after completion of the JEP, which is February 6, 2021.

9. The JEP length is the same as the length of probation for the parallel classification. Where can I find the probation length for a classification?

The probationary period for classifications is located in the respective bargaining unit contract. Please check with your HR Office.

CalHR 273 JEP Evaluation Form

10. Who is the reviewing officer of the CalHR Form 273?

The reviewing officer is the second-level supervisor.

11. For retention, is it permissible to store the evaluations electronically?

It is permissible. Evaluations may be stored electronically at the discretion of the appointing authority.

12. On the CalHR Form 273, are electronic signatures acceptable?

Yes.

13. Who is responsible for listing the duties/essential functions on the CalHR Form 273, the supervisor or LEAP Coordinator?

The supervisor is the subject-matter expert on the essential functions for the position. The supervisor also completes the CalHR Form 273.

14. On the evaluation form, where would we indicate concerns about attendance and the working relationship with the supervisor?

Attachments can be added to the evaluation regarding working relationships. Some duty statements list attendance as an essential function. If that is not the case, an attachment can be added to the evaluation regarding attendance.

15. If a candidate has two out of eight essential functions rated as “Goal Not Met,” does this automatically mean that they do not pass the JEP?

The CalHR Form 273 is simply an optional tool. Supervisors may document performance and provide feedback to candidates through other methods. Ultimately, it is up to the supervisor to determine through the JEP process whether to recommend appointment to the position.

16. After passing the JEP, can the candidate remain in the LT position as long as the position exists?

Yes. The candidate can remain in the LT position but will not gain permanent civil service status.

17. Can an employee that has passed the JEP in a limited-term position be appointed permanent if the position is later made permanent?

Yes, provided the position was initially advertised as “limited-term, may become permanent.” If the position was not initially advertised with the wording “may become permanent,” candidates can pass the JEP and be appointed to the position; however, they would not gain civil service status. [Note: Often, candidates in this situation seek permanent positions.]

18. For part-time or intermittent positions, can the JEP be completed, and the candidate appointed to the position on the same day?

Yes. For example, in classifications that require 840 hours, if the candidate has served 837 hours by the end of one workday and begins the next workday that is four hours, they would complete the JEP and qualify to be appointed to the position on that same day. [Note:

Appointment to the position would only occur the following day if the final hour was worked as the last hour of the workday.]

Transfers

19. Can a LEAP candidate take a lateral transfer during the JEP?

An employee must have permanent or probationary status to be eligible to transfer. An employee initially appointed to the JEP (aka an examination appointment) is in a temporary appointment until they complete the JEP and are transitioned to a permanent appointment. An employee does not have eligibility to transfer using a temporary appointment. Once a LEAP candidate is transitioned to permanent civil service status (or on probation), they are no longer in the LEAP process and may be eligible to transfer.

20. A candidate was transferred to a new position, same class, same department in the middle of the JEP after a Leave of Absence. Is it okay for the new supervisor to see prior evaluations?

Yes. The new supervisor has a need to know.

Transition into the Parallel Classification/Civil Service Status

21. Would departments need to clear certain certification lists (e.g., dept. reemployment, general reemployment, and SROA) prior to appointing a LEAP candidate to a permanent position after completion of the JEP?

No.

22. [CCR 547.58.7 \(b\)](#) states, "The date of the termination of the job examination period shall be the day before the date of the candidate's appointment to the parallel class." What does that mean?

Candidates serving the JEP in full-time positions complete the JEP on one specific day and are appointed to the position the following day. The word "termination" in this part of the regulations simply means the end, or last day of the JEP.

JEP Extensions/Reductions

23. What do departments need to submit to CalHR to request shortening or extending the JEP?

Email LEAP@CalHR.ca.gov requesting the specific type of approval.

Include:

- Start date
- Classification
- Original anticipated end date
- The new requested JEP end date
- All completed JEP evaluations
- Duty statement
- If the request is to extend or the time base is “other than fulltime”, submit the timesheets to confirm time served (for shortening) or to verify past approved absences (for extensions). For extension requests with future absences, please include verification of approved leave.

24. Can the JEP be extended due to reasonable accommodation being explored?

[The regulations pertaining to JEP extension](#) specify extensions may be granted due to permissible absences. If the candidate is placed off work while the reasonable accommodation is explored or arranged, that time off is considered a period of permissible absence.

25. Is a candidate allowed vacation during the JEP and, if so, do we need to request an extension?

Yes. Vacation is allowed during the JEP; however, a one-week vacation may not make much difference. If the supervisor determines that further evaluation of the candidate is required, an extension may be requested. Please refer to [CCR 547.58.5](#).

JEP Terminations

26. Are departments required to notify CalHR of JEP terminations?

No. Departments are not required to notify CalHR of JEP terminations.

27. A LEAP candidate has poor attendance and inappropriate behavior. Can we terminate the JEP immediately?

Some duty statements list attendance as an essential function. If that is not the case here, an attachment can be added to the evaluation. The JEP may be terminated at any point. [CCR 547.58.8](#) requires a five-day advanced notice.

28. Do we have to wait until the end of the JEP to terminate?

Termination of the JEP can be done before the anticipated end date, but the candidate must be given at least five days advanced notice per [CCR 547.58.8](#).

29. Does CalHR have a sample JEP termination letter?

No. CalHR does not have a sample JEP termination letter. Departments may consult their HR Office and Legal Office for guidance.

Re-instatement

30. A LEAP candidate would like to mandatorily re-instate to their previous department/ classification. Are you able to advise on the appropriate next steps?

Please check with your department's HR Office regarding notice given to the department the LEAP candidate is returning to. For keying/transaction codes, SCO is the authority.

Probation

31. An individual transfers to another unit within the same department and with the same classification passing the JEP. Is the individual required to serve probation?

No. Probation is not required when transferring to the same classification under the same appointing power. The individual will be required to serve

probation when he/she/they transfer to another department.

Employment Benefits

32. Are the Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Act (EFMLA) applicable to the LEAP candidates in the JEP as well?

Those programs will apply to LEAP candidates if there is no rule against employees in limited term status or having less than 12 months of employment.

33. Please confirm if time served in the LEAP appointment qualifies towards the Merit Salary Adjustment (MSA) date on the A22?

Yes. Per [Personnel Letter #20-021](#). Although the policy does not use the term MSA, below are relevant points from the Salary/Benefits section:

- Those hired through the LEAP process receive the same general salary adjustments as those hired through non-LEAP processes.
- Time spent in the JEP counts as time served in the classification.

Example: An employee has verified LEAP eligibility, but the appointment was keyed as Permanent not Limited Term as instructed by the SCO Personnel Letter #20-021.

Please contact your department's liaison to CalHR's Personnel Management Division (PMD).

34. Prior to the [LEAP Policy](#) release and the SCO system adjustments in August 2020, departments had to use the Std. 607 to reclassify positions from the parallel civil service class to the LEAP candidate identified class when first appointing candidates to the Examination Appointment/JEP. Is a Std. 607 Change in Established Positions no longer needed?

Please contact:

- Program Administration (e.g., rules, regulations, benefits/pay impacts) CalHR Personnel Services Branch (916) 323-3343.
- General Payroll Procedures, Disability Payroll Procedures,

Employment History Procedures:
SCO Statewide Customer Contact Center (916) 372-7200

Performance Appraisals

35. The CalHR website states, “Employee performance appraisals will be completed yearly after the initial probationary period ends.” Should the Individual Development Plans (IDPs) be used for LEAP as well?

Yes. IDPs are used for employees in permanent-tenure positions, including employees who previously completed the LEAP JEP.

36. Can an employee get a promotion-in-place to a LEAP classification?

Yes. The employee needs to be on the relevant LEAP referral list.

For further guidance, contact:

LEAP Manager

Office of Civil Rights

LEAP@calhr.ca.gov

(916) 322-3748