



## **ALTERNATIVE EMPLOYMENT PROGRAM (AEP) PARTICIPANT INFORMATION & GUIDELINES**

### **SUMMARY:**

The Alternative Employment Program (AEP) is a program administered by the Department of Central Management Services. It was established, by law, to find alternative employment opportunities for certified employees who are on an approved leave of absence due to a work related or non-work related disability which permanently and totally precludes the performance of the assigned duties of their current position. The employee must have certification by a physician that he/she is not permanently and totally disabled from performing job duties other than his/her current position.

### **GUIDELINES:**

1. At the time an employee submits his/her request for a leave of absence because of a disabling condition, his/her agency personnel officer may provide him/her with an alternative employment packet, explain the program, make clear to the employee that participation is voluntary and will not affect disability benefits if they decline to participate. After discussion of the program, the Personnel Officer will provide the employee with the Certification of Referral to the Alternative Employment Program for completion and signature.
2. If the employee chooses to seek participation in AEP, the packet of forms provided to the employee by their employing agency must be completed by the employee through consult with their physician/s and returned to the agency personnel office.
3. When the employing agency is in receipt of the completed AEP packet from the employee, the agency reviews the packet of information for completeness and assures that the physician's statement indicates that the applicant is not permanently and totally disabled from performing any kind of work. If the packet is complete, it is forwarded to the Disabled Workers Coordinator at CMS.
4. The packet is reviewed by the Disabled Workers Coordinator to finalize approval of the packet before contacting the applicant.
5. The Disabled Workers Coordinator reviews the applicant's CMS 100 and talks with the applicant to determine appropriate position titles to establish AEP grades for.
6. The Disabled Workers Coordinator notifies the applicant of the suggested position titles/counties by letter, asking if part-time employment is acceptable.



The applicant is required to respond within 30 days of receipt of the letter. If the applicant does not respond, they have in effect declined participation in the program. Title suggestions may only represent lateral moves or downward appointments. Promotions are excluded.

7. Once the applicant has agreed to position titles/counties, a pre-qualification review is completed and an assessment is made as to whether or not the applicant meets the requirements for the selected position titles. The titles which are approved are put on the State's grading system as eligible AEP grades. These grades are eligible for a 2-year time period. The applicant is notified by the AEP coordinator regarding the results of the pre-qualification review. The applicant is sent a print out of his/her eligible AEP grades and notified if they do not qualify for a selected position title.
8. Applicants have two years of eligibility in the AEP program once their first grades are put on the system. If a placement is not made during that time period, they are removed from AEP.
9. When an agency seeks to fill a position and reaches the AEP eligibility list, those applicants who have grades for the position/county requested will be referred to the hiring agency. The hiring agency must interview the AEP candidate and offer the position to him/her before filling it by any other means.
10. When an applicant is referred to an agency via AEP, CMS and the hiring agency will conduct a thorough review of the applicant's limitations compared to the requirements of the position.
11. If an applicant declines to be interviewed or refuses an offer of employment, he/she will be disqualified from continued participation in AEP.
12. When an applicant accepts a position through AEP, he/she must resign from his/her leave of absence position in order to be probationarily appointed to the AEP position. The employee must complete a six-month probationary period or an approved training period for trainee titles. Upon accepting a position via AEP, participation in the program is ended and all existing AEP grades of no longer valid.

Revised: 7/27/2005

Original Effective Date of 2-year program eligibility: 1/1/2005