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Title of Exam:
WPM Required:

PERFORMANCE WAIVER REQUEST

I, _____ am requesting a waiver for the following performance(s):

- ☐ Typing @ 25wpm
- ☐ Typing @ 35wpm
- ☐ Typing @ 40wpm
- ☐ Typing @ 45wpm
- ☐ Other (ex. 911 or data base performance)

I have successfully qualified at the performance level indicated above for the title of _____, held at _____ on _____, 200____ as the copy of the attached result letter indicates.

OR

I am presently working for _____ in the title of _____
(Agency)
for which I qualified under (B) as noted on the back of this page at a performance level(s) indicated above.

Address:

Signature

Date

(For Office Use Only)

- ☐ Approved
- ☐ Disapproved Reason:

Civil Service Administrator

Notification to Candidate:
Date

Date

TYPING PERFORMANCE WAIVER STATEMENT

A. If a candidate has already passed a *35 word per minute corrected or higher test administered by Wyoming County Civil Service, the NYS Division of Employment, NYS Civil Service or BOCES within two (2) years of the date of the written test, the typing performance may be waived. A candidate requesting a waiver **must** submit verifiable evidence of qualifying. Information submitted must contain the title and location of the typing test, the test date and the passed speed.

B. If a candidate is employed by Wyoming County, or a public agency or jurisdiction served by the Civil Service Commission and presently holds permanent or permanent contingent competitive status in a title for which passing of a performance test in typing at *35 words per minute corrected or higher was required for appointment, the performance test may be waived.

SPECIAL NOTE: The words per minute may change based on the title of the position.