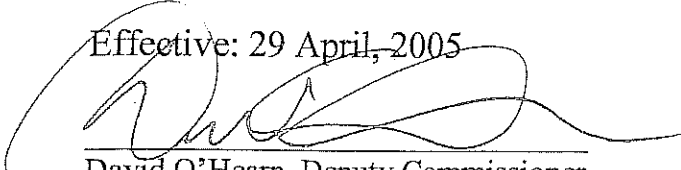


State of Connecticut
Department of Public Works
Bureau of Design & Construction

Policy Statement No. 3

Subject: Panel Substitution

Effective: 29 April, 2005


David O'Hearn, Deputy Commissioner

Panel Member Substitution Protocol (149F)

- 1. Substitutions for Screening and Interview Panel Members:** Upon appointment, DPW panel members are expected to complete all obligations pursuant that selection. If there is a legitimate conflict with the schedule, the panel member must arrange for a substitute to serve in their place. Substitutes shall come from the panel member's team. Substitutions requests shall be processed upon submittal of the approved ~~Substitution~~ Form by the DPW panel member (see attached). This form is signed by the panel member, the substitute and the panel member's Supervising Project Manager. The signed form will be sent to the Selection Supervisor with a copy to the DPW Administrator of Client Teams and filed.
- 2. Alternates for Interview Panel Members:** There will no longer be ~~any~~^{any} designated alternates assigned when the panel members are assigned. Each DPW Supervising Project Manager (SPM) shall be scheduled to serve for a duration of one month, on a rotating basis, as the "standby" interview alternate for all interviews held during that month. On the morning of the day of the interviews the "standby" SPM shall be ready serve as the alternate for any appointed interview panel member should a sudden and unforeseen event prevent the panel member from being able to attend the interview.
- 3. The "Panel Member Substitution Protocol (149F)" form** can be found on the P drive. The path is dpwpublic on 'IBM PRT SRVR DPW_NT1 (dpw_nt1)'(P:) / BD&C / BD&C Publications / 1 Initiation and Selection Phase / Panel Member Substitution Protocol (149F)