

APPOINTMENT TYPES

Employees are appointed to positions in the classified service in several ways. The most common are restricted appointments, job appointments, provisional appointments, and probational appointments.

Restricted Appointment

Employees hired on a restricted appointment are temporary employees. The appointment cannot exceed six months. The Director of Civil Service or the University's Appointing Authority (Human Resources Director) may cancel a restricted appointment at any time. Employees hired on restricted appointments are not eligible to receive funeral leave, special leave (except for some types of military leave), or any holiday leave. A person serving a restricted appointment cannot gain permanent status, and cannot earn or take leave. They are only paid for the hours they work.

Job Appointment

Employees hired on a job appointment are temporary employees. Persons on job appointments do not attain permanent status and may be separated by the employing agency at any time. A job appointment may be made for a period up to but not exceeding three years at a time.

Probational Appointment

The probational appointment is the most common method of filling vacancies. Applicants are hired from a certificate of eligible applicants (register) or based on having a certifiable score for competitive positions. For noncompetitive positions, the best-qualified applicant is selected. Each person appointed to a probational appointment serves a probationary or working test period of no less than six months. During this period the supervisor determines whether or not the employee can satisfactorily perform the job duties.

The probationary period may be extended for up to twenty-four months upon the recommendation of the supervisor.

If the employee's performance does not meet the required standards, the employee may be removed at any time during the probationary period.

If the employee satisfactorily completes the probationary period he/she attains PERMANENT STATUS. Attainment of permanent status is extremely important, as many rights under the Civil Service system are limited to permanent employees. Some of the more important ones include: the right to appeal disciplinary actions, preference in layoffs, noncompetitive re-employment rights, and promotions.

Non-Competitive Probational Re-employment

For competitive positions, a former permanent employee who has been separated from classified service and who was in good standing (last separation from the classified service was not by dismissal or resignation to avoid dismissal) may, within ten years from separation, be non-competitively re-employed to any competitive position for which he/she is qualified and which has the same or a lower entrance salary as the current minimum for the class in which he/she had permanent status. This is a probationary appointment.