

CIVIL SERVICE RULES ON JOB & RESTRICTED APPOINTMENTS

JOB APPOINTMENTS

Acceptable reasons for using

- work of a temporary nature
- to substitute for another employee
- for projects not expected to last over three years

State justification for appointment in Remarks on PER2.

Maximum of three years (*No exceptions*)

- only set up for needed period
- advertise if over 180 days

Employee must meet the selection requirements set up by Civil Service. (Check to see if a score is required.)

Employee earns holiday pay if working 50% or more effort. Employee earns leave.

Always notify employee at beginning of the appointment that they may be terminated prior to originally stated end date if deemed necessary.

RESTRICTED APPOINTMENTS

Acceptable reasons for using

- for work of a temporary nature
- to substitute for another employee
- pending filling the position in a regular manner
- to address an emergency or work overload situation

Maximum of six months (*no exceptions*)

- only set up for needed period
- maybe continued for a total appointment of up to six months in a calendar year (six months must include time with all state agencies)
- “six months” is for the person not the position

Pay rate must be within range of job title pay level.

Employee must meet minimum qualifications, however, does not have to pass test for appointments to competitive job titles.

Must state justification for appointment in Remarks on the PER2.

Always notify employee at beginning of the appointment that they may be terminated prior to originally state end date if deemed necessary.