

PROSPECTIVE PROVISIONAL APPOINTEE

PROVISIONAL APPOINTMENT: What does it mean?

A provisional employee has no status or rights to employment.

As a Provisional, you will receive the salary and benefits that permanent employees in the same title receive. However, a Civil Service examination for that position will be ordered, if it has not already been ordered. As a Provisional, you must, by law, file an application for and take this examination when it is offered. If you do not file for and take the exam, you must be terminated and you cannot receive a second Provisional Appointment in that title.

You must pass the examination and be reachable* on the Eligible List that results from the Civil Service Examination in order to receive a permanent appointment to any position.

The position that you hold on a Provisional basis, **MUST BE FILLED** from the Eligible List. If you are not on the list or are not reachable on the list - you must be terminated within sixty (60) days of the establishment of that list.

No provisional employee who fails two examinations for permanent appointment shall be eligible for provisional appointment in the same title under the same appointing authority, even though there is no valid Eligible List.

NOTE: It is very important that you fully understand these terms of employment so that you can make an informed decision on accepting a Provisional Appointment.

*Reachable means one of the top three candidates willing to be appointed to the position.