

CIVIL SERVICE DEPARTMENT PROCEDURES

SUBJECT: PROVISIONAL APPOINTMENTS	FILED UNDER: CIVIL SERVICE COMMISSION POLICIES	ITEM NO: 1.02 PAGE 1 of 2
APPROVED BY: _____		EFFECTIVE DATE: 2/07/96
AUTHORIZED SIGNATURE		
NOTES:		

PURPOSE: To establish guidelines for the review and authorization of provisional appointments to classified positions.

Prior to approving a provisional appointment, the Civil Service Commission shall require the requesting department to provide the following:

A statement indicating that either a clear operational necessity to fill the position exists, or a clear detriment to the City will result if the position is not quickly filled.

A valid requisition to fill the subject vacancy must have been received by the Civil Service Department for the classification in question.

No existing priority or eligible list from which to certify names to the subject vacancy, nor any allied or comparable lists suitable for alternate certification are currently in effect.

All persons whose names are certified for provisional appointment must meet the minimum qualification for the classification.

REQUESTS FOR PROVISIONAL APPOINTMENTS TO PROMOTIONAL POSITIONS

Requests for authorization to make a provisional appointment to a **promotional** position will be evaluated by the Civil Service Commission, who will use, in addition to the above, the criteria below:

- 1) The vacancy in the promotional classification must have occurred **abruptly**, and, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services, or create a City safety hazard.
- 2) Other avenues for filling the vacancy must have been fully investigated and proved to be impracticable, i.e. rotation of subordinate personnel and/or the use of temporary higher class pay.

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- 3) Employees in the "feeder" classifications for the promotional opportunity have had an equal and fair opportunity to demonstrate their abilities to function in the promotional position.
- 4) Under no circumstances will a provisional appointment be approved if:
 - a) The eligible list for the promotional classification in question is either active, concurrent with the vacancy, was allowed to expire during the vacancy, with no attempt to appoint from that list, or an active certification of the eligible list to an open requisition awaits disposition.
 - b) The promotional position has been left vacant for at least 60 days. Exceptions will be made for those promotional positions unable to be filled because of a City Manager imposed hiring freeze, which preclude the approval of a requisition for the classification in question.

All provisional appointments shall expire upon the establishment of an eligible list for the classification or after 150 days, whichever comes first.

Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period.

Current classified employees appointed on a provisional basis shall have the right to return to their former classified position upon completion of a provisional appointment.