

## CANVASS LETTER INFORMATION

The purpose of this canvass letter is to determine your interest in and your availability for employment in the position noted on the front of this letter. Do not interpret this letter to mean that you will be interviewed immediately or selected for this position. Interviews and any subsequent appointment(s) are dependent on the number of vacancies available and the number of candidates interested in employment in such vacancies. Interested candidates may be asked to appear for interviews on the basis of their rank on the eligible list. **Do not leave your present employment.**

### DURATION OF EMPLOYMENT

**PERMANENT:** Appointment to a permanent position from an open-competitive list is subject to satisfactory completion of a probationary period of not less than eight nor more than twenty-six weeks. Appointment to a permanent position from a promotional list is subject to satisfactory completion of a probationary period of eight weeks. If you accept a permanent appointment your name is removed from the eligible list.

**CONTINGENT PERMANENT:** This status means that someone else owns the position. The employee may be on an extended leave of absence and is unlikely to return; may be on a probationary period in a different position; or is provisional and waiting to take a civil service test. Two possible outcomes will occur if you accept a contingent permanent appointment:

1. If/when the employee is no longer on leave or is permanent appointed, your status becomes permanent automatically (this is the most likely outcome – it is rare for a contingent permanent employee to be displaced).
2. If/when the employee returns to his/her position, you would be displaced and your name would be put on a preferred list for the very next available position in that or a comparable title. A preferred list is used prior to any other list and lasts for up to four (4) years.

If you accept a contingent-permanent appointment your name is removed from the eligible list. If you decline a contingent-permanent appointment, you will not be canvassed in the future for contingent-permanent vacancies. A copy of the Contingent-Permanent Rule can be found [here](#).

**TEMPORARY:** Appointment to a temporary vacancy is normally limited to the length of time specified. Acceptance of a temporary appointment will not necessarily lead to permanent appointment. All eligibles, including those temporarily appointed, will be re-canvassed for permanent vacancies. Declination of a temporary offer will not affect the future consideration of the candidate's name for any possible permanent position.

**TRAINEE:** Appointment to a trainee position will be for at least one (1) year during which time appointees will be required to achieve all required training and/or receive required license or certificate.

### AVAILABILITY FOR EMPLOYMENT

If you are interested in employment, it is hoped that you will be able to report for duty within fifteen (15) days after being selected for appointment. If you are unable to report within fifteen (15) days, however, you may indicate the amount of time you will require and discuss your situation at the time of the interview. Candidates who are unable to report for duty within thirty (30) days will not be certified to the department.

If you indicate you are interested in employment in this position but are not interviewed or after the interview are not selected for appointment at this time, your active status is continued. **Candidates who decline after an interview, must immediately submit a letter of declination to the Civil Service Office.** Declination forms can be found [here](#).

If you fail to reply to a canvass letter, your name will be removed from the eligible list. If you wish to be reinstated, you must present your request in writing for the Personnel Officer to review and possible approval. You must explain your reasons for your failure to reply.

If you indicate you are unavailable for appointment to this position, your name will be placed on inactive status for a minimum of six (6) months. Upon completion of the minimum period you must notify this office of your wish to become active. You will then be activated if this list is still in existence. Thereafter, you may not request inactive status again.