

## APPOINTMENT TYPES

**Appointments:** All appointments are to be made in accordance with applicable laws, rules and regulations.

### **Permanent appointment:**

- Expected to last more than one (1) year
- No one else has rights to the position
- Made to any class (competitive, non-competitive, exempt, labor, unclassified)
- Provides rights & privileges
  - Due process prior to dismissal
  - Eligibility for promotion examinations, transfers and future reinstatement
  - Certain protections in the event of abolition of positions

### **Provisional appointment:**

- Non-permanent appointment
- Competitive class positions only
- No mandatory eligible list exists
- Nominee must meet minimum qualifications
- Exam is automatically requested within thirty (30) days of appointment
- Candidate must be appointed within two (2) months after eligible list is established
- 2<sup>nd</sup> provisional appointment is possible if list has fewer than three (3) names

### **Temporary appointment:**

- Non-permanent appointment of limited duration
- Made to any class (competitive, non-competitive, exempt, labor, unclassified)
- Following lengths permitted:
  - 3-months: important and urgent need
  - Leave of absence: not to exceed the authorized duration of a leave of absence
  - 6-months: position will not exist for longer than six (6) months.
  - 1-year: not to exceed one (1) year when abolishment of positions is anticipated
  - 18-months: position requires professional, scientific, technical or other expert services

**Note:** *Temporary appointments to competitive class positions are permitted under the following conditions.*

- 3-months: do not have to appoint from eligible list
- 3 – 6 months: must appoint from anywhere on eligible list
- 6-months & over: must appoint from among the top three (3)

### **Contingent-permanent appointment:**

- Temporary appointment
- Competitive class positions only
- Permanent incumbent on leave of absence
- Must make appointment from among the top three (3)