



STATECIVILSERVICE

## PROCEDURES

### Conversion from Job Appointment to Probational Appointment – Posting Requirement

By this policy, conversion from job appointment to probational appointment will be allowed using the authority of the original certificate used to make the job appointment provided the job was announced using the "classified" job type and contained no special note in the supplemental information indicating that the list will be used for job appointment only.

For documentation purposes and at the time of conversion, the agency is required to establish a note by maintaining text in the LaGov Human Capital Management System. The text, for example, should say something equivalent to the following: "This employee was converted using original Exam Plan # ABC." With this notation, the Staffing division will not need to go back and check qualifications of the appointee a second time.

**NOTE:** Employees cannot convert from job appointment to probational appointment unless the position had been announced. Other issues addressing the probational period are included in [Chapter 9](#) of the Civil Service Rules.