



**NOTE: These policy standards apply to Job Appointments, [Rule 23.5](#). Violation of the policy standards may result in a formal investigation and required corrective action.**

1. Written justification must be maintained at the agency which explains why this should be a temporary job appointment, rather than a permanent classified appointment.

Reasons for use of a job appointment are:

- a. To fill a position for which there is a specific need for a limited period of time in which there is a definite time frame attached to the situation. Examples would be special projects or work overload that may have a more long-term duration.
  - b. To substitute for another employee. The regular incumbent may be on extended leave or may be detailed or appointed to another position for a limited period of time.
2. The duration of the job appointment should fit the reason for it and not exceed the period of actual need. Example: If the job appointment is for a special project, the employee should be used only for that project and should be separated promptly at the conclusion of the project.
  3. If it is determined that the position should be permanent, or another position in the same job title in the same agency becomes available, an employee who has served at least 24 months in a job appointment with no break in service may be appointed to that position without serving a probational period. (See [Rule 9.1h](#)). Further information regarding posting requirements may be found in the HR Handbook: [Chapter 22: Requirements for Filling Job Vacancies](#) and [Procedures: Job Appointment Conversion Policy](#).
  4. Job Appointments shall not exceed four (4) years. When an employee has served four years on job appointment within an agency, that agency may not, without SCS approval, reappoint the employee to a second job appointment for a period of 12 months after the initial appointment has ended. However, for rational business reasons, the appointing authority may request an extension for a longer term job appointment. The long-term job appointment, when applicable, will remain as a non-permanent appointment as long as it exists and provides no entitlement or rights to the employee. The Commission may approve the request or delegate approval authority to the Director. The request must be submitted no later than the agency deadline for Commission requests. Agencies shall avoid appointing the employee to a job appointment in a new job title following a four-year appointment without SCS Commission or Director's approval. This practice will be viewed as a circumvention of the rules and will be monitored in audit practices by State Civil Service.
  5. Job Appointment extension requests due to lack of T.O. will be recommended for State Civil Service Commission approval for a one (1) year period only. The agency must obtain from the Division of Administration, Office of Planning and Budget, written approval or certification that funds are available for an extension of a job appointment. This documentation may be obtained via email and should be maintained in the employee's personnel file for audit purposes. The

Director may also require agencies to terminate temporary appointments in accordance with [Rule 23.6c](#) in the event of a proposed layoff.

6. Job Appointments that are funded by grants that have a duration of 6 years or more, or recurring grants, will require State Civil Service Commission approval. Job appointments that are funded by grants that require renewal or application from year to year may be approved by the Director or will be referred to the Commission for approval, if necessary.
7. The agency should also avoid hiring an employee on job appointment long-term. Each job appointment must be based on a specific need and justification should reflect and support this need.

**Example:** An agency has entered into a rather lengthy project such as a system implementation that may last over 6 years. The agency prefers to hire employees on job appointment for the first 4 years and may or may not choose to reduce some of the originating staff for the remainder of the project. For this reason, the agency requests extension approval from the State Civil Service Commission for the remaining years of this project. **This is acceptable** because the agency has invested time, experience and training in the employees dedicated to this project.

For purposes of this policy standard, an “agency” shall be defined as any one of the twenty (20) major Executive Branch agencies, or any independent board, commission or authority.

8. Former employees may be placed on job appointment. However, if there are a series of actions which could lead to the reasonable conclusion that the employee’s separation and subsequent temporary appointment were effected primarily for the purpose of retaining the employee in the same or equivalent position while giving the employee the benefit of the annual leave payment allowed under Civil Service [Rule 11.10](#), this activity will be reviewed by the State Civil Service Accountability Division. A rule violation may result in the removal of delegated authority to use job appointments without prior approval of the Director.
9. If a Department Preferred Reemployment List (DPRL) exists for the agency, a new job appointment shall be offered to the first person on the list. If the employee declines this temporary appointment, his name remains on the list. Each subsequent person on the DPRL is offered the appointment until one accepts. If no one accepts the appointment, the agency is then authorized to hire someone who is not on the DPRL. In accordance with Civil Service [Rule 17.25](#), the agency is required to offer the job appointment to employees on a DPRL for as long as the DPRL is valid.
10. It is the policy of the State Civil Service Director that agencies use form [“Statement of Agreement and Understanding – Employment in a Non-Permanent Job Appointment”](#) for all non-permanent appointments. This document provides clarity and information to the employee on his type of appointment. The following shall be required:
  - a. The form shall be retained in the employee’s personnel file.