



TEMPORARY OR PROVISIONAL APPOINTEES

Statement of Understanding

CS-114, R. 03/2007

Distribute a copy to:

- Appointee
- Department
- Dept. of Employee Relations – *Pay Services Section*

Date:

NAME OF APPLICANT:

I understand that if I am appointed as a _____ on a provisional* or temporary** basis, that I must meet the requirements for and compete in the next examination for this position. I also understand that I must not only pass the examination, but pass with a grade which shall place me among the top three on the eligible list in order to be eligible for a regular appointment to this position. I understand if I do not pass the examination, or if I do not pass it with a grade high enough to place among the top three eligible on the eligible list, that I will be replaced by someone appointed from the list, within two weeks after the list is approved.

I also understand that I will not be eligible for paid holidays, sick leave, vacation or other fringe benefits until I am appointed from an eligible list. (Note: This does not apply to City employees who are eligible for fringe benefits at the time they are given provisional or temporary appointments.)

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons related as closely as first cousins when the relationship is by blood, or more closely than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in law and wives of brothers-in-law.

Witness Signature

Provisional or Temporary Applicant Signature

* Provisional Appointments covered by the 2/3/75 Court Order cannot exceed 180 days.

** A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligibles on the list, or compete in a future examination.

Individuals given temporary appointments to jobs covered by the 2/3/75 court order will not be given Regular job rights (*civil service status*) despite their ranking on the eligible list and, because of this Federal court order, these temporary appointments cannot exceed 90 days.

