



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 *shall 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, such as 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 *shall fit the reason* for the request 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. Per SCS Rule 9.1(h), an employee who has served at least 24 months in a job appointment with no break in service may be appointed to the same position, or a position in the same job title, in the same agency without serving a probationary period. 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 the same agency*, that agency shall not, *without SCS Commission approval*, reappoint the employee to a second job appointment. The Commission may approve the request or delegate approval authority to the Director ([Agency Request for Extension of Job Appointment form](#)). The request shall be submitted no later than the agency deadline for Commission requests. Agencies *shall not* appoint an employee to a job appointment in a new job title following a four-year appointment without SCS approval. This practice will be viewed as a circumvention of the extension process and will be monitored in audit practices by State Civil Service.
 5. The Director may require agencies to terminate temporary appointments in accordance with [Rule 23.6c](#) in the event of a layoff.
 6. 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 authority to use job appointments without prior approval of the Director.
7. 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 shall offer the job appointment to employees on a DPRL for as long as the DPRL is valid.
 8. It is the policy of the State Civil Service Director that agencies use the [“Statement of Agreement and Understanding – Employment in a Non-Permanent Appointment”](#) form for all non-permanent appointments. This document provides clarity and information to the employee on his type of appointment. **This form shall be retained in the employee’s personnel file.**