

RULE 7 - Appointments

- 7.1 Appointments.** Except as otherwise provided in these Rules, all appointments shall be made from a Certificate of Eligible Applicants or an application file, prepared in accordance with these Rules.
- 7.2 Provisional Appointments.** When a vacancy exists for which there are no eligible applicants available and no related Registers can be used to provide eligible applicants for certification, a provisional appointment may be made for six (6) months or less, with the approval of the Director. At the conclusion of the Provisional Appointment the employee shall be terminated from County employment.
- 7.3 Intermittent Appointments**
- A. Appointments to positions, which recur on a seasonal or intermittent basis, are intermittent appointments. Such appointments shall be made from a Certificate of eligible applicants or an Application file if available, otherwise by approval of the Director, based on meeting the minimum requirements for the position.
 - B. An intermittent appointment shall not exceed one thousand forty (1,040) hours worked per fiscal year. An intermittent appointment may be continued from year to year without further certification.
 - C. Intermittent appointments shall be made only with approval of the Director based on the recurring seasonal or intermittent needs and the appropriate seasonal periods and types of classes involved.
- 7.4 Appointments Requiring Special Certification.** Where a County employee seeks to advance to a position requiring certification by a state regulatory agency, such employee shall undergo the required examination for such a position and shall obtain the required certification from the regulatory agency within no more than one year in order to be eligible for continued appointment to the position.
- 7.5 Temporary Promotional Appointments**
- A. When the Services of an employee are needed temporarily for up to thirty (30) working days in a budgeted position of higher classification, the Appointing Authority may assign an employee noncompetitively to the temporary appointment. When the services of an employee are needed temporarily for more than thirty (30) working days in a position of higher grade within County employment, upon prior approval of the Director, the employee may be appointed to that position for a period up to one (1) year. A competitive process shall be used to fill any appointment, which exceeds thirty (30) working days, unless the Appointing Authority requests, and obtains, a waiver of the competitive process by the Director.
 - B. An employee is eligible for temporary promotional appointment only if that employee meets the the needs of the organization as determined by the Appointing Authority.
 - C. When a Temporary Promotional Appointment is made, a promotional increase commensurate with the increased responsibility will be awarded. When an employee returns to his/her primary responsibilities at the conclusion of the temporary appointment, the promotional increase will be forfeited.
 - D. A temporary promotional appointment to a position not covered by the Merit System shall not result in abridgement of any rights the employee may have prior to detail.