



TEMPORARY CIVIL SERVICE APPOINTMENT

Use this form to justify a classified **restricted appointment** [usually 90-180 days] into a position, to hire a new classified employee on a temporary **job appointment** [up to three years], or to **detail** a classified employee from one position to another position [usually higher level job for not less than 30 days and not more than one year].

Attach this form in HRS when creating an appointment for Restricted Appointments, Details to Special Duty and Job Appointments. A PFAV must be created in HRS and an updated Civil Service SF-3 with job description and organizational chart should be attached.

Name: _____ Department: _____

Type of Action: Restricted Appointment Detail Job Appointment

Reason for Action: [Check all that apply]

Substitute for _____ [employee(s) name who are out for an extended period]. Specify period: _____

Temporary work similar to other work done by classified employees, i.e. details to special duty, temporary assignments. Briefly describe work: _____

Cannot fill the job in the regular manner. Briefly explain: _____

Address emergency and/ or work overload situation. Briefly describe work: _____

Projects [usually grant/contract funded] not to exceed three years. Briefly describe work: _____

Comments: _____

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____