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HR Handbook Update No. 2017 – 0007

Issue Date: March 31, 2017

To: Head of State Agencies and Personnel Officers

Subject: Update to HR Handbook Chapter 23 – Job Appointment

REASON FOR UPDATE: Updates to the Policy Standards for Job Appointment and Agency Request for Extension of Job Appointment form.

EFFECTIVE DATE: March 30, 2017

This update is to advise agencies of the revisions to the Director's *Policy Standards for Job Appointments* and to the *Agency Request for Extension of Job Appointment* form, which is used by agencies when requesting to extend a Job Appointment. State Civil Service extended all existing Job Appointments effective July 1, 2013, for an additional four years to expire June 30, 2017. Civil Service Rule 1.18 defines Job Appointment as a non-permanent appointment of an employee to fill a position in the classified service for a limited period of time.

Procedures:

[Policy Standards for Job Appointments](#)

- Corrected wording for rule 9.1(h)
- Added language to advise that prior SCS Commission approval is needed to re-appointment an employee who has served four years in job appointment, within the same agency, to a second job appointment
- Included the link to access the *Agency Request for Extension of Job Appointment* form as part of the Policy Standard
- Removed the reference to job appointment extensions requested due to grant funding or T.O. issues. These types of issues will be reviewed on a case-by-case basis and the decision to extend the job appointment will be referred to the Commission.
- Removed the reference to delegated authority

Job Aids and Resources:

[Statement and Agreement of Understanding – Employment in a Non-Permanent Appointment](#)

- Combined the *Statement of Agreement and Understanding for Employment* for both WAE and Job Appointments into one document

[Agency Request for Extension of Job Appointment](#)

- Added a link to the revised form under the Job Aids and Resources section of the HR Handbook. This form is also accessible in the [State Civil Service Forms](#) section under the Employee Relations Division

If you have any questions regarding this handbook update, please contact your Employee Relations consultant.

Sincerely,

s/Byron P. Decoteau, Jr.
Director
State Civil Service