



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

Gerace Office Building • 3 N Erie Street • Mayville, NY 14757 • Phone 716.753.4237 • Fax 716.753.4686

MUNICIPAL CIVIL SERVICE

ACKNOWLEDGEMENT OF PROVISIONAL APPOINTMENT STATUS

Name of Provisional Employee

Title/Position

Under **Section 65** of Civil Service Law, a provisional employee will receive the salary and benefits that permanent employees in the above title receive. Provisional appointments are allowed when there is no appropriate certified list available for filling a vacancy in the competitive class. A qualified candidate may be appointed to fill a vacancy as a provisional until selection and appointment can be made after successful competitive examination.

As a provisional appointee, you will have to apply for, and take, the exam for your position. All appointments from an eligible list must be made by selection of one of the top three reachable candidates willing to accept appointment. Provisional appointees are not exempt from this requirement.

- I understand, that it is my responsibility to monitor when such exam will be administered via county website and submit any mailing address changes.
- I understand, that in order to retain my position, I must be one of the top three reachable (Rule of Three) candidates on the Certified Eligible List that results from the civil service examination and be willing to accept appointment.
- I understand, that my probationary term will not start, until appointed from a Certified Eligible List.
- I understand, that if I am unsuccessful in the competitive examination, my position may be terminated within 60 days following the establishment of an appropriate list for filling my current position.

By signing below, I acknowledge that I have read and understand the terms regarding my provisional appointment and employment with your agency.

I accept the position of _____, effective ___/___/___

Employee Signature

Date

Appointing Authority Signature

Date

For office use:

Original placed in Employee's file ____

Copy given to employee ____

Copy sent to Civil Service ____

Revised 9-11-2020