EMERGENCY APPOINTMENTS

Sec. 42. If, in times of emergency, it becomes necessary to fill positions in the classified service and no priority or eligible lists exist for the classification which encompass the vacant positions, the appointing authority may, for purposes of short term employment, make temporary appointments to those positions for a period not exceeding 30 days; however, the Commission may approve an extension of the appointments for a period not exceeding a total of 60 days.

PROVISIONAL APPOINTMENTS

Sec. 43. When no priority or eligible list exists for a classification which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission.
Revised July 20, 1993

PERMANENT EMPLOYEE REINSTATEMENT AFTER TERMINATION OF PROVISIONAL APPOINTMENT

Sec. 44. When no priority or eligible list exists for a classification, or when desirous of re-assigning an employee to another classification for purposes of training and/or rehabilitation under Section 63 of these Rules, the appointing authority may, with the consent of both the Commission and the employee, temporarily reassign an employee to a position in a different classification. All temporary reassignments, with the exception of those made for purposes of training and rehabilitation which shall not exceed one year, shall be valid only until an eligible list for the classification in which the re-assigned employee is working becomes available for certification. When the temporary reassignment is terminated, the employee shall be returned to his/her previous position. Upon successful completion of rehabilitation an employee may be permanently transferred to the classification which accommodated his/her rehabilitation pursuant to Section 67(3) of these Rules.

Any person appointed or transferred to fill a position made vacant by a City employee's acceptance of a temporary reassignment, shall be considered a "substitute employee" and may be separated from the City at any time, unless the "substitute employee" holds status in another classification.

REAPPOINTMENT OF RESIGNED EMPLOYEE

Sec. 45. If no priority list exists for a classification which has been requisitioned, a resigned or retired employee who had acquired permanent status in the classification may, after approval by the appointing authority and the consent of the Commission, be reappointed to the classification. If reappointed, the employee must serve a new probationary period.
Rev. July 20, 1993