





County of San Bernardino PROVISIONAL APPOINTMENT

A Provisional Appointment is the appointment to a position of an individual who is not on an eligible list for the Job Code Title (Classification) requested.

REFERENCES

Personnel Rules

FORMS REQUIRED

Employment Application
Personnel Requisition (PR) 
Provisional Appointment Agreement 

MANDATORY FIELDS

All applicable
Refer to Personnel Requisition procedure
All

GENERAL INFORMATION

A Provisional Appointment may be requested under any one of the following conditions:

- ◆ When an eligible list does not exist for the Job Code Title (Classification) and a comparable list is not available.
- ◆ The eligible list contains less than three names **and** the appointing authority has filed a valid written objection with Employment-Human Resources (HR) to the employment of each person on the list.
- ◆ Persons on the eligible list are not available for appointment under the terms and conditions of employment prescribed for the position.

Refer to Personnel Rule VII, Appointments.

The department's appointing authority must contact Employment-HR to determine that the position cannot be filled by normal procedures.

Refer to department guidelines for individual procedures.

Upon verbal approval by Employment-HR, the department may select an applicant who meets the minimum requirements for the position. The applicant will be required to complete an employment application to verify eligibility.

STIPULATIONS

- ◆ A provisionally appointed employee who wishes to be considered for the regular appointment must re-apply for the position when it is opened for recruitment. The applicant must be within certification range following completion of the examination process.
- ◆ Provisional Appointments shall terminate no later than two (2) pay periods after certification list of qualified applicants has been established or 12 months from the date of the original appointment.
- ◆ Provisional Appointments may be renewed if the appointing authority provides justification for the recruitment delay.
- ◆ The appointing authority may submit a written request and justification to the Director of HR to extend the provisional appointment in six (6) month increments. No more than two extensions may be granted for each provisional appointment.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Ensure that a PR has been completed and attach a Provisional Appointment Agreement along with an employment application








Note: A tentative start date may be placed on the PR, however, the applicant cannot start work until the Provisional Appointment is approved by Employment-HR and applicant has passed a pre-employment physical (if required).

- ◆ Audit all forms for completeness
- ◆ Retain a copy for department file
- ◆ Send originals to Employment-HR (0440) for approval
- ◆ Upon receipt of Employment-HR approval of the PR, complete appropriate JAR packet
- ◆ Verify that EMACS has been updated to reflect the requested action

DISTRIBUTION GUIDELINES

Upon approval of the PR, Employment-HR will forward originals to EMACS-HR for processing and a copy to the department.

RELATED PROCEDURES/FORMS

Checklist for Contract to Regular 
Checklist for Extra-Help/Recurrent/PSE to Regular 
Checklist for New Hire-Extra-Help/Recurrent 
Checklist for New Hire-Regular/Part-Time/Reemployment 
Checklist for New Hire-PSE 
Employment Status and Wage Notification 
Hiring Transactions
Job Action Request (JAR) 
Promotions
Transfers