



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

PROVISIONAL APPOINTMENT AGREEMENT

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name		
Company	Department		Effective Date	
Proposed Hire Date	Work Location		Shift	
			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Rotating	
Position No.	Position Type		Job Code	Job Code Title
	<input type="checkbox"/> Regular <input type="checkbox"/> Extra-Help <input type="checkbox"/> Recurrent			

I understand, if appointed on a provisional basis, I will be required to take the examination for this Job Code Title at the next possible opportunity. To qualify for a probationary or regular appointment (see note below), I must pass the examination and be in a certifiable range among those successful candidates who are available for this location and shift (normally the top ten).

If not in a certifiable range, I understand this Provisional Appointment will be terminated no later than two (2) pay periods following certification of those in certifiable range.

Provisional Appointee Signature	Date
Supervisor Signature	Date
Appointing Authority or Designee Signature	Date

NOTE: If a provisional appointee has met the requirements of the probationary period for this Job Code Title prior to meeting the requirements for conversion from provisional status, status change may be from Provisional to Regular pursuant to Personnel Rule 7, Section 9 (Special Districts: Personnel Rule 6, Section E) — Waiver of Probationary Period. Otherwise, status change shall be from Provisional to Probationary.

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.