

## Types of Appointments

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**Definition of Appointment**

An appointment is the approval or certification of an applicant or employee to perform the duties and responsibilities of an established position subject to the provisions of the State Personnel Act. The selection and appointment of all personnel into classified state service shall be made by the head of the agency subject to final approval of the State Personnel Director. Listed below are the types of appointments.

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**Probationary**

Individuals receiving initial appointments to permanent or time-limited permanent positions must serve a probationary period. The probationary period is an extension of the selection process, and provides the time for effective adjustment of the new employ or elimination of those whose performance will not meet acceptable standards. The maximum length of the probationary period shall be not less than three nor more than nine months of either full-time or part-time employment from the actual date of employment. This includes time worked only; periods of extended leave do not count towards the probationary period.

Employees with a probationary appointment receive leave, total state service credit, retirement and health benefits. They are not eligible for severance pay or priority reemployment consideration.

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**Trainee**

A trainee appointment may be made to a permanent position when (1) the job specification includes special provisions for a trainee progression leading to regular appointment, (2) recruitment efforts fail to attract qualified candidates, (3) operating need warrants a trainee, or (4) the recommended applicant fails to meet minimum State education and experience requirements. The trainee appointment, like the probationary period, is also an extension of the selection process, and provides the time for effective adjustment of the new employee or elimination of those whose performance will not meet acceptable standards.

Employees with a trainee appointment receive leave, total state service credit, retirement and health benefits. In reduction-in-force situations, trainees who have completed six months of service or who had a permanent appointment prior to entering a trainee appointment may receive severance pay and priority reemployment consideration.

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## Types of Appointments, Continued

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**Permanent**

A permanent appointment is a permanent full-time appointment to a permanently full-time established position when the incumbent is expected to be retained in the position on a permanent basis. A permanent appointment shall be given when (1) the requirements of the probationary period have been satisfied, (2) an employee in a trainee appointment has completed all training and experience requirements, or (3) a time-limited permanent appointment extends beyond three years.

Individuals receiving initial appointments in state government must first serve a probationary or trainee appointment before being eligible for a permanent appointment.

Employees with a permanent appointment receive leave, total state service credit, retirement and health benefits, and when applicable, severance pay and priority reemployment consideration.

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**Time-limited  
Permanent**

A time-limited permanent appointment is an appointment that has a limited duration to:

- a permanent position that is vacant due to the incumbent's leave of absence and when the replacement employee's services will be needed for a period of one year or less,
- a time-limited permanent position. If an employee is retained in a time-limited permanent position beyond three years, the employee shall be designated as having a permanent appointment.

This type of appointment is distinguished from a temporary appointment by the longer length of time, and from a regular permanent appointment by its limited duration.

Individuals receiving initial appointments in state government must first serve in a time-limited probationary appointment before being eligible for a time-limited permanent appointment.

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**Types of Appointments, Continued****Time-limited  
Permanent  
(continued)**


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Employees with a time-limited permanent appointment receive leave, total state service credit, retirement and health benefits. They are not eligible for severance pay and priority reemployment.

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**Temporary**

An appointment for a limited term, normally not to exceed three to six months, to a permanent or temporary position. Upon request, the Office of State Personnel shall approve a longer period of time; but in no case shall the temporary employment period exceed twelve consecutive months. Exception for students and retired employees: Students are exempt from the twelve-months maximum limit. If retired employees sign a statement that they are not available for nor seek permanent employment, they may have temporary appointments for more than twelve months. "Retired" is defined as drawing a retirement income and/or social security benefits.

Employees with a temporary appointment do not receive leave, total state service credit, health benefits, retirement credit, severance pay, or priority reemployment consideration.

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**Part-time  
Permanent,  
Trainee or  
Time-Limited**

An appointment of less than full-time to a permanent or time-limited permanent full-time position or to a permanent or time-limited permanent part-time budgeted position on a continuing basis.

Employees with permanent part-time appointments that are 20-29 hours per week earn leave benefits (prorated), total state service credit, and when applicable, severance pay and priority reemployment consideration. They do not receive retirement credit or health benefits; however, they may belong to the group health plan by paying their own premiums.

Employees with permanent part-time appointments that are 30-39 hours per week for at least 9 months per year earn leave benefits (prorated), total state service credit, retirement credit, health benefits and when applicable, severance pay and priority reemployment consideration.

Employees with appointments that are less than 20 hours per week earn no benefits.

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## Types of Appointments, Continued

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### Temporary Part-Time

An appointment of less than full-time for a limited term normally not to exceed three to six months. Upon request, the Office of State Personnel may approve a longer period of time; but in no case shall the temporary employment period exceed twelve consecutive months. Exception for students and retired employees: Students are exempt from the twelve-months maximum limit. If retired employees sign a statement that they are not available for nor seek permanent employment, they may have temporary part-time appointments for more than twelve months. "Retired" is defined as drawing a retirement income and/or social security benefits.

Employees with temporary appointments earn no benefits.

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### Intermittent

An intermittent appointment may be made to positions needed only for intermittent periods of time. The intermittent service of an individual shall not exceed a total of nine months during any continuous twelve-month period, except during extreme emergencies when such periods of time shall be extended for the duration of the emergency.

Employees with intermittent appointments earn no benefits.

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### Pre-Vocational Student Appointment

This appointment is to be used to enable students to gain practical knowledge of and further prepare for the particular occupational area. A suitable plan for training under close supervision must be developed for the individual; in the case of a co-operative, work-study, internship or similar appointment, the time schedule for work must be determined.

A copy of the plan must be submitted to the State Personnel Director who is responsible for determining an appropriate salary. Upon successful completion of their training, individuals may be considered for any vacant position for which qualified. Work time spent in a pre-vocational student appointment may be counted toward the required probationary period.

**Note: Certain benefits apply to students working in a co-operative education program. This can be obtained from the Agency Personnel Director.**

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