

OFFICE OF HUMAN RESOURCES

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CITY OF SAINT PAUL

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Information for Provisional Employees

A provisional appointment is made under the following conditions:

1. No list is available of qualified persons who have passed an examination for this position.
2. The vacancy is such that the department cannot reasonably wait for an examination to be held before securing an employee.

When these conditions exist, the department needing help may be authorized to make a provisional appointment. A provisional appointment can last only until the vacancy can be filled from a list of persons who have passed an examination for the position.

Persons accepting provisional appointments should acquaint themselves with the official minimum qualifications for the position involved so that such employees will not be in the situation of working provisionally and then learning that it will not be possible to apply for the examination because of the requirements as to age, education or experience. Job descriptions including a statement of minimum qualifications are available in the Office of Human Resources.

The fact that a provisional employee is actually performing the duties of a certain position does not give that employee any preference when an examination is announced. A provisional employee must rank high enough on the eligible list to be reached for certification in order to receive a regular appointment. Provisional employees should also understand that promotion eligibles must be appointed ahead of applicants who do not have promotional rights.

Provisional appointees earn sick leave and vacation credits if they are employed in positions in which sick leave and vacation are earned. Time worked is credited toward increases if a regular appointment follows the provisional employment.

Provisional employees are hired on an at-will basis which means that either the employee or the City may terminate employment at any time for any reason or no reason.

Announcement of upcoming examinations are posted in the Office of Human Resources. In order not to miss a particular examination in which you are interested, please check job announcement at www.stpaul.gov/jobs. If at any time you have questions regarding Civil Service examinations or appointments, please call this office.

This is to certify that I have received a copy of this information sheet.

Signature	Print Name Here
Title and Department	Date

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