



Office of Human Capital

Narlene Ragans, Ed.D.
Director Recruitment, Selection, & Retention Team

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AFFIRMATION OF PROVISIONAL APPOINTMENT STATUS

I understand that I am being considered for/have been given a provisional appointment to the position of:

Title Department/Agency

Section 65 of Civil Service Law allows such an appointment when there is no appropriate eligible list available for filling a vacancy in the competitive class. A qualified candidate may be appointed to fill a vacancy as provisional until selection and appointment can be made after a competitive examination.

As a provisional appointee, I am required to participate in the next examination for my job title. If I do not take the next exam, it will be considered a refusal to participate and I cannot receive another provisional appointment in the same job title in accordance with rule XVIII of the Rules of the Monroe County Civil Service Commission.

All appointments from an eligible list must be made by selection of one of the top three candidates willing to accept appointment. Provisional appointees are not exempt from this requirement. In order to retain my position, I must be one of the top three candidates willing to accept appointment.

Candidate name, please print

Candidate signature

Date

Cc: Personnel file

Congratulations!

Sincerely,
Narlene Ragans
Narlene Ragans, Ed.D.
Director of Recruitment, Selection & Retention