



Department of Employee Relations  
 200 E. Wells Street, Room 706  
 Milwaukee, WI 53202-3554



**NOTICE OF PROVISIONAL APPOINTMENT**

R. 09.19.19

A provisional appointment may be appropriate when a vacancy exists for which there is no eligible list or for which, after certification of names on the list, no one responds or will accept appointment. **The notice of a provisional appointment constitutes a request for examination.** A provisional appointment is only valid while a recruitment is conducted for the position in which the provisional appointment is made.

When making an employment offer for a provisional appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the provisional appointment has been made. All provisional appointees must meet the minimum requirements established for the position to which the individual is appointed.

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

**\*\*\*CONTACT YOUR DEPARTMENT'S STAFFING ANALYST TO BEGIN THE RECRUITMENT PROCESS FOR THIS POSITION AT 286-3751\*\*\***

PROVISIONAL APPOINTMENT/APPOINTEE DETAILS			
DEPARTMENT/DIVISION	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	EFFECTIVE DATE	RATE OF PAY
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE PROVISIONAL APPOINTMENT IS NEEDED:			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED:			
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. licenses)	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, CURENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
IS THE INDIVIDUAL BEING GIVEN THIS PROVISIONAL APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism) <input type="checkbox"/> NO <input type="checkbox"/> YES – EXPLAIN RELATIONSHIP:			
<b>THIS PROVISIONAL APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 1 OF THE CITY SERVICE COMMISSION AND UNLESS THE APPOINTMENT IS MADE REGULAR AFTER APPOINTMENT FROM THE ELIGIBLE LIST, THE APPOINTMENT WILL TERMINATE 14 DAYS AFTER THE ELIGIBLE LIST IS ESTABLISHED.</b>			
REPORTING OFFICER	SIGNATURE	TITLE	DATE
APPROVING OFFICER	SIGNATURE	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE

## **NOTICE OF PROVISIONAL APPOINTMENT INSTRUCTIONS FOR SUPERVISORS/MANAGERS**

Rule IX, Section 1 of the Rules of the City Service Commission allows a provisional appointment when there are no eligible lists, or for which, after certification of names on the list, no one responds or will accept appointment to an authorized, vacant position.

The conditions under which a provisional appointment may be made include:

- The understanding that a provisional appointment constitutes a request for examination.
- As soon as the eligible list is secured for a position filled by provisional appointment, DER shall certify to the appointing officer the names of eligibles in the top five scores and the appointing officer shall make a regular appointment within fourteen days of certification.
  - If the provisional appointee is not certified in the top five scores, or the appointing authority does not make the provisional appointment regular, the provisional appointment shall expire fourteen days after certification of the eligible list.
- The understanding that provisional appointments do not confer upon the appointee any privilege of regular appointment, promotion, transfer or reinstatement to any position in the service.
- The understanding that the person receiving the provisional appointment meets the minimum requirements established for the position and the rate of pay is determined by the appropriate provisions of the Salary Ordinance.
- The availability of a position authority to make the provisional appointment.

### **Procedure**

The NOTICE OF PROVISIONAL APPOINTMENT form is to be completed and signed by the appointing authority and sent to DER in advance of making the provisional appointment, when possible - or no later than the close of the pay period in which the provisional appointment has been made.

The following documents must be attached to the NOTICE OF PROVISIONAL APPOINTMENT form.

- A copy of the CURRENT JOB DESCRIPTION for the position that is being filled on a temporary basis
- A copy of the RESUME AND/OR EMPLOYMENT APPLICATION of the candidate selected for the temporary appointment
- A copy of the signed PROVISIONAL APPOINTEE STATEMENT OF UNDERSTANDING

### **Filling a Provisional Appointment**

Prior to making a provisional appointment, the hiring authority must confirm that:

- The department has authority to fill a vacant position OR has authority to utilize an auxiliary position
- The department has a business need to fill the job before the establishment of an eligible list
- The individual selected to fill the provisional appointment meets the minimum requirements of the job

### **Provisional Appointment Employee Rights**

A provisional appointment does not provide the individual with any privilege of regular appointment, promotion, transfer or reinstatement rights to any position in the service.

An individual selected to fill a position on a provisional appointment who is a current City of Milwaukee employee will maintain his/her rights.

### **Expiration of Provisional Appointments**

Temporary appointments are limited to a period of 90 days. The Commission may authorize temporary appointments of longer periods. If an extension to a temporary appointment has not been approved by the Commission, the temporary appointment must be expired.

**Questions?** Contact your department's Human Resources Officer or the Department of Employee Relations at 414.286.3751.

r. 03.11.20