



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



**PROVISIONAL APPOINTEE STATEMENT OF UNDERSTANDING**

Rule IX, Section 1 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a provisional basis when the department has authority to fill a vacant position for which no eligible list exists, or for which, after certification of names on the list no one responds or will accept appointment. The provisional appointment may be made pending examination, and will constitute a request for examination. The provisional appointment shall terminate within fourteen days of the date the eligible list has been certified to the department.

**SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY**

APPLICANT NAME (LAST, FIRST, MIDDLE)		DATE
POSITION TITLE	PAY RANGE	RATE OF PAY

**SECTION II. PROVISIONAL APPOINTEE STATEMENT OF UNDERSTANDING**

I understand that if I am appointed to the position described above on a provisional basis, that I must meet the requirements for the position. I further understand that this provisional appointment may expire at any time.

I understand that as a provisional appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this provisional appointment, and that this provisional appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a provisional appointment to a different position retains his/her current benefits and civil service status).

I understand that the City is conducting a recruitment and examination to fill this position with a regular appointment, and that if I wish to be considered for regular employment I must compete in the Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a provisional appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

Provisional Appointment Applicant Signature	Date Signed
Witness Name (Print)	Witness Signature