

A C K N O W L E D G E M E N T

FOR

APPLICANTS (NON-COUNTY) OR

NON-TENURED EMPLOYEES

APPOINTED TO A RESTRICTED APPOINTMENT POSITION

I understand that my appointment is to a restricted position. I also understand that I will have all rights and benefits afforded all classified employees, except that I do not have continuing entitlement to the position to which I have been selected. I further understand and agree that upon the decision of the Agency Head or their delegate; or upon the return of the incumbent; or upon the failure to complete my initial probationary period, I shall be subject to termination from employment without the right of appeal to the Civil Service Board. I understand, as a tenured employee, I may appeal any performance related disciplinary action as provided for in CS Rule 15.

[Employee's Signature and Date]

[Witness's Signature and Date]











OVERVIEW:

The forms used in this section are intricate in nature and require specified direction from the staff of the Civil Service office PA section to ensure compliance with CS Law and Rules. Please contact the staff when the need arises to utilize the following forms:

CS FORMS:

Limited Duration Acknowledgement – New Hire
Limited Duration Acknowledgement – Promotion
Limited Duration Acknowledgment-Lateral or Demotion Other Agency
Limited Duration Acknowledgment-Lateral or Demotion Same Agency
Restricted Acknowledgment-New-Hire
Restricted Acknowledgment-Promotion
Restricted Acknowledgment-Lateral or Demotion Other Agency
Restricted Acknowledgment-Lateral or Demotion Same Agency

CS Forms Identified as follows:

-  CS Form 66 Restricted Later Demotion within same Agency.docx
-  CS Form 67 Restricted New Hire.docx
-  CS Form 68 Limited Duration New Hire.docx
-  CS Form 69 Restricted Lateral Demotion Other Agency.docx
-  CS Form 70 Limited Duration Lateral or Demotion Same-Agency.docx
-  CS Form 70B Limited Duration Position Funding.docx
-  CS Form 71 Limited Duration Lateral Demotion Other-Agency.docx
-  CS Form 72 Limited Duration Promotion.docx
-  CS Form 72B Limited Duration Reduction In Force.docx
-  CS Form 73 Restricted Promotion.docx