

A C K N O W L E D G E M E N T
FOR
CURRENT COUNTY CLASSIFIED “TENURED” EMPLOYEES

SELECTED [NOT PROMOTED] TO A
LIMITED DURATION APPOINTMENT
WITHIN THE EMPLOYEE’S CURRENT AGENCY

I understand that my appointment is to a position established under a grant agreement, or other specific funding source having distinct time or funding limitations. I also understand that I will retain 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 termination of this appointment I shall be returned to my former position and shall be placed in the same position of the salary range, plus, any performance increase(s) [percentage] and pay adjustment(s) that I would have received had I not left.*

I understand that this appointment is projected to end on or about _____ . [Indicate Projected Termination Date].

[Employee’s Signature and Date]

[Witness’s Signature and Date]

**For use only by Agencies covered by the Civil Service Rules*











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