

## SECTION 160– APPOINTMENTS

### 161 APPOINTMENTS

All vacancies in the classified service shall be filled from applicants on eligibility lists. Appointments may also be made by means of transfer, demotion, reinstatement, and re-employment in accordance with the rules of the Commission. (Ed. Code, § 88091.)

### 162 INITIAL APPOINTMENTS

Upon initial appointment and upon each change in classification thereafter, each classified employee shall be furnished two (2) copies of his/her job specifications, salary, assignment of work location, duty hours, and prescribed workweek. The employee shall sign the forms, retain one (1) copy and return the other to his/her supervisor. (Ed. Code, § 88168.)

### 163 LIMITED-TERM APPOINTMENTS

When the Board creates a limited-term position, not to exceed six (6) months, **OR** when a replacement is needed for the term of an employee's absence, candidates shall be certified in accordance with their positions on the appropriate eligibility list and their willingness to accept limited-term employment. The acceptance or refusal of an appointment shall not affect an eligible's standing on the list or his/her eligibility for probationary appointment. Successive limited-term appointments to the same position shall not be made. (Ed. Code, § 88105.)

### 164 PROVISIONAL APPOINTMENTS

When no eligibility list exists for a classified position, the Personnel Director may certify a qualified individual for provisional appointment which may accumulate to a total of ninety (90) working days. Successive provisional appointments of any one person may not be made to any full-time position without a lapse of ninety (90) calendar days. The Personnel Director may extend the provisional appointment beyond the ninety (90) days by thirty-six (36) additional days if an examination for the class failed to result in qualified candidates, it is necessary to carry on vital functions, and the position cannot be filled by the use of other lists. No full-time person shall be employed in a provisional capacity for more than one hundred twenty-six (126) working days in any fiscal year. After continuous examination procedures for the classification have been authorized by the Commission, successive provisional appointments may exceed the one hundred twenty-six (126) day limit, extending until such time as certification can be made from an appropriate eligibility list. (Ed. Code, §§ 88106, 88107, 88108.)

### 165 EMERGENCY APPOINTMENTS

In order to prevent the stoppage of public business when an emergency arises and persons on the appropriate eligibility list are not immediately available, the Personnel Director may certify the appointment of an employee for a period not to exceed fifteen (15) working days. (Ed. Code, § 88109.) Time served under such an emergency appointment shall be considered a part of the period permitted under Education Code section 88106 for provisional appointments.

### 166 RESTRICTED APPOINTMENTS

Restricted appointments shall be made to specially funded positions that limit the employment of persons from specific groups, areas, or for a particular function and restrict the privilege of all citizens to compete for employment. The positions filled by restricted appointment shall, in addition to its regular classification title, be labeled as "Restricted." Persons employed in restricted positions shall be classified employees for all purposes except they shall not be accorded employment permanency or acquire seniority credit. (Ed. Code, § 88008.)