



# Oneida County Civil Service

Oneida County Department of Personnel

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## **NOTICE TO PROSPECTIVE TEMPORARY EMPLOYEE**

*Civil Service Law Section 64 and Oneida County Civil Service Rule XVI*

Temporary appointments may be made when there is a need for emergency work, a position is scheduled to terminate within a short period of time, when the work is seasonal, to fill in for a permanent employee who is on a leave of absence, or when the position is pending jurisdictional classification.

Temporary appointments are not permanent in nature and may be terminated at any time.\*

If you have been appointed to a temporary position from an eligible list, your standing on that list will not be affected for a permanent appointment. You will still be canvassed and/or certified for permanent positions when vacancies occur.

As a temporary employee you should continue to take civil service examinations until you obtain permanent employment.

The person explaining these terms to you must also sign below acknowledging he/she has fully explained the terms of employment. If you have any questions that the interviewer/department head cannot answer, please call the Oneida County Personnel Office at 315-798-5726 or e-mail [personnel@ocgov.net](mailto:personnel@ocgov.net).

I acknowledge by signing below that I understand the terms of temporary employment.

\_\_\_\_\_  
Temporary Employee Signature

\_\_\_\_\_  
Interviewer/Department Head Signature

\_\_\_\_\_  
Temporary Employee Printed Name

\_\_\_\_\_  
Title and Agency/Department

\_\_\_\_\_  
Date

\*An employee with a leave of absence from a permanent, classified civil service appointment to a temporary appointment returns to the previously held position upon termination of temporary appointment.

Revised: 01/2024