



Oneida County Civil Service

Oneida County Department of Personnel

800 Park Avenue – Utica, NY 13501

Phone: (315) 798-5726 Fax: (315) 798-6490

E-mail: personnel@ocgov.net Website: www.ocgov.net/personnel

NOTICE TO PROSPECTIVE PROVISIONAL EMPLOYEE

A provisional employee has no status or rights to employment.

As a provisional employee, one will receive the salary and benefits that permanent employees in the same title would receive. However, within thirty (30) days after appointment, a Civil Service examination for that position must be ordered. As a provisional one must, by law, take the Civil Service examination when it is offered or be terminated per Oneida County Rule XVI (3), with no possibility of receiving a second provisional appointment in that title. A provisional employee may be terminated at any time.

For a provisional employee to become a permanent employee, one must pass the required civil service examination and be reachable (Rule of Three) on the certified eligible list that results from the civil service examination after the scores are processed.

The position that is filled on a provisional basis **must be filled** from the certified eligible list. If a provisional is not on the eligible list or reachable for appointment, then one must be terminated within sixty (60) days of the date the eligible list being established.

It is very important that you understand fully these terms of employment so that you can make an informed decision on accepting a provisional appointment. If you have any questions that the interviewer/department head cannot answer, please contact the Oneida County Personnel Office at personnel@ocgov.net or 315-798-5726.

You are asked to sign the bottom of this notice as an acknowledgement that you are aware of the possibility that you may not receive a permanent appointment in your provisional title, and that you understand that this position must be filled from the certified eligible list. The individual explaining these terms to you is asked to also sign this form in acknowledgment.

This information is not intended to discourage you from seeking employment but rather to let you know your provisional status in this position. A copy of this form will be forwarded to the Oneida County Personnel Office for your file. **Please keep a copy for your records.**

Provisional Employee Signature

Interviewer/Department Head

Provisional Civil Service Title

Title and Department

Date