

TYPES OF APPOINTMENTS - USPS

Regular Appointment (Permanent Status) – A continuing appointment after successful completion of the designated probationary period for the class.

Probationary – An appointment to a position in a class for the designated period, where the employee meets the minimum qualifications for the position. Continuous successful performance in a class while serving with temporary status may be counted toward completion of the required probationary period. The decision to count such time toward completion of the probationary period shall be made at the time the employee is initially appointed with probationary status.

Trainee – An appointment to a position prior to receiving certification, when required, except that in the case of law enforcement officer recruit, the employee must, within 180 consecutive days following such appointment, be actively enrolled in the training program to obtain a Certificate of Compliance. Trainee status is also used when the employee has not passed a required examination but meets the minimum qualifications for the position; qualified applicants are not sufficiently available for the position and the employee is not fully qualified but is expected to acquire such qualification in a period of time; or the appointment meets the requirements of an affirmative action program or is under a cooperative education program, a vocational rehabilitation program, an approved university training program or an apprenticeship program.

Temporary – An appointment to provide a non-permanent assignment to a vacant position; to replace an employee on leave, temporarily promoted or reassigned; or to overlap one employee with another for training purposes for no more than 12 months. Employees employed on temporary status are entitled to all the rights, privileges, and benefits of regular employees, except the right to attain regular (permanent) status. In addition, employees with temporary status do not have lay-off rights. Applicants appointed with a temporary appointment must meet the minimum qualifications.

Emergency - An appointment for no more than 3 months when a vacancy must be filled immediately due to an emergency. Such appointments may be made without regard to the employee's training and experience or other provisions of these rules. Employees appointed to emergency appointment do not need to meet the minimum qualifications. Employees in emergency status are entitled to all the rights, privileges and benefits of regular employees, except the right to attain permanent status no lay-off rights.

Time-Limited – An appointment to a position funded by contract and grant, auxiliaries, or local funds, as appropriate, for a particular project, enterprise, or specified period. Such designation must be made to the position at the time of recruitment. Applicants must meet the minimum qualifications and must satisfy a six month probationary period. Department must reappoint employee annually based on funding by submitting a Personnel Action Form and Time Limited Acknowledgement. Time-Limited employees are entitled to all the rights, privileges, and benefits of regular, full or part-time employment except the right to continued employment.