



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street - Suite G2
Lockport, New York 14094

James K. McGinnis
Personnel Officer

(716) 438-4071
(716) 438-4077 Fax

NOTICE TO PROSPECTIVE PROVISIONAL EMPLOYEE

PROVISIONAL EMPLOYEE: Description and Rights

Under Civil Service Law, a provisional employee has no status or rights to employment. As a provisional employee you will receive the salary and benefits that permanent employees in the same title receive. However, within thirty (30) days after appointment, a civil service examination for that position will be ordered. If you do not take the exam, you must be terminated and you cannot receive a second provisional appointment in that title. A provisional employee may be terminated at any time.

You must pass the examination and be reachable (among the top three candidates willing to accept appointment) on the eligible list that results from the civil service examination in order to receive a permanent appointment to any position.

The position that you hold on a provisional basis **MUST BE FILLED** from the eligible list. If you are not on the list or reachable for appointment, you must be terminated within sixty (60) days of the date said list is established.

NOTE: It is very important that you understand fully these terms of employment so that you can make an informed decision on whether or not to accept a provisional appointment. If you have any questions that the department head cannot answer – **PLEASE** – call the Civil Service Office at 438-4071.

I have read the above and understand my rights as a provisional appointee.

Provisional Employee Date

Interviewer/Department Head

Name & Title (please print)

Department

THE ORIGINAL COPY OF THIS SIGNED STATEMENT WILL BE PUT IN YOUR PERSONEL FILE. PLEASE KEEP A COPY FOR YOUR RECORDS.