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| County Seal 2007 |  |
|  **CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES** Gerace Office Building • 3 N Erie Street • Mayville, NY 14757 • Phone 716.753.4237 • Fax 716.753.4686 |
|  **MUNICIPAL CIVIL SERVICE**   |

**ACKNOWLEDGEMENT OF PROVISIONAL APPOINTMENT STATUS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Provisional Employee Title/Position**

Under ***Section 65*** of Civil Service Law, a provisional employee will receive the salary and benefits that permanent employees in the above title receive. Provisional appointments are allowed when there is no appropriate certified list available for filling a vacancy in the competitive class. A qualified candidate may be appointed to fill a vacancy as a provisional until selection and appointment can be made after successful competitive examination.

As a provisional appointee, you will have to apply for, and take, the exam for your position. All appointments from

an eligible list must be made by selection of one of the top three *reachable* candidates willing to accept

appointment. Provisional appointees are not exempt from this requirement.

* I understand, that it is my responsibility to monitor when such exam will be administered via county website and submit any mailing address changes.
* I understand, that in order to retain my position, I must be one of the top three *reachable* (Rule of Three) candidates on the Certified Eligible List that results from the civil service examination and be willing to accept appointment.
* I understand, that my spent as a provisional employee will be counted towards my probationary term upon receiving a permanent appointment from a Civil Service Eligible List per Section 63 of Civil Service Law.
* I understand, that if I am unsuccessful in the competitive examination, my position may be terminated within

60 days following the establishment of an appropriate list for filling my current position.

***By signing below, I acknowledge that I have read and understand the terms regarding my provisional appointment and employment with your agency.***

**I accept the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, effective \_\_\_\_/\_\_\_\_/\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Employee Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Appointing Authority Signature Date**

**For office use:**

Original placed in Employee's file \_\_\_\_

Copy given to employee \_\_\_\_

Copy sent to Civil Service \_\_\_\_

Revised 11-6-2022

cchr-municipal@co.chautauqua.ny.us •  www.co.chautauqua.ny.us