



CLINTON COUNTY DEPARTMENT OF PERSONNEL

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CLINTON COUNTY CIVIL SERVICE INFORMATIONAL MEMO #4 (4-09)

TO: All Clinton County Municipal Employers
FROM: Clinton County Department of Personnel
RE: Temporary, On-Call Appointments

Per New York State Civil Service, there are four types of appointments in the classified service: permanent, contingent-permanent, provisional, and temporary. Most school districts in our jurisdiction currently use the term “substitute” for certain appointments. Civil Service does not recognize “substitute” as a type of appointment. The term we use for appointing someone to assume duties of an employee who is absent, or to provide intermittent additional assistance, is “temporary, on-call appointment”. Other agencies may also be using, or want to use, this type of appointment.

In order to standardize all agencies’ understanding and application of temporary, on-call appointments, we ask that you use this term and the following limitations for these types of appointments:

- In no case, should the temporary, on-call appointment be used on a permanent basis or to fill behind a permanently vacated position.
- A temporary, on-call employee may work intermittently throughout the agency’s fiscal year to fill in behind a permanent employee who is out for the day, out for a few days, or on vacation.
- A temporary, on-call employee may work intermittently throughout the agency’s fiscal year on an as-needed basis for additional assistance.
- A temporary, on-call employee may fill in behind a leave of absence as long as the vacated position is not competitive. Competitive class leaves of absence must be filled by giving the incumbent a temporary appointment so we can monitor the appointment to be in conformance with Civil Service Law regulations.
- Any employee who is appointed to a title that is competitive, or is non-competitive as part-time but competitive when full-time, is limited in the number of hours worked throughout the agency’s fiscal year.

We will notify you soon of a scheduled training session for temporary, on-call appointments. We encourage your participation so we may better ensure proper appointment of your employees.