



CLINTON COUNTY DEPARTMENT OF PERSONNEL

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CLINTON COUNTY CIVIL SERVICE INFORMATIONAL MEMO #1 (6-07)

TO: All Clinton County Municipal Employers
FROM: Clinton County Department of Personnel
RE: Temporary Appointments - Civil Service Law, Section 64 and Clinton County Rule XVI.

Following the example of the NYS Department of Civil Service, Municipal Service Division, we are going to send all Clinton County Municipal Employers periodic informational memos addressing different Civil Service issues you may face while administering Civil Service Law. We will also place these memos on our website (www.clintoncountygov.com) for future reference. We hope you find them helpful and if you have any ideas or topics you would like addressed, please let us know.

Temporary appointments are made to either replace an employee who is on a leave of absence, to fill a position established for a short duration, to replace a person while they are serving probation in another position or, in some circumstances, to fill a position vacated by an employee who accepts a provisional appointment. Successive temporary appointments shall not be made to the same position after the expiration of the authorized period of the original temporary appointment to such position.

As with any appointment, candidates must meet minimum qualifications prior to a temporary appointment. The Report of Personnel Change Form must indicate a temporary appointment with an estimated duration and indicate the reason for the temporary appointment in the "Remark" section.

Competitive Class

Temporary appointments to competitive-class positions can be made for up to three months without regard to an existing eligible list. If an appointment is made for more than three months but less than six months, a person must be on an eligible list without regard to his/her standing on the list. Any temporary appointment beyond six months must be made from the top three interested candidates from an eligible list. If you do not know the duration of the temporary appointment, you should appoint from the top three interested candidates from an eligible list. By doing so, when you fill temporarily behind someone, the appointment can last until the incumbent returns to their position or permanently vacates the position.

The Civil Service Rules for Clinton County state: "The acceptance by an eligible of a temporary appointment shall not affect their standing on the eligible list for a permanent appointment, nor shall the period of temporary service be counted as part of the probationary service in the event of subsequent permanent appointment."

You can appoint temporarily through a Temporary Employment Agency if you are certain the duration of the position will be less than three months. However, if the position extends beyond three months and the individual remains in the position, you are in violation of Civil Service Law, Section 64.

Other than Competitive Class

Temporary appointments can be made for up to six months for positions that are other than Competitive Class. If you are filling behind someone, the appointment can last until the incumbent returns to their position or permanently vacates the position.

You can appoint temporarily through a Temporary Employment Agency if you are certain the duration of the position will be six months or less. However, if the position extends beyond six months and the individual remains in the position, you are in violation of Civil Service Law, Section 64.