

CITY OF OMAHA

**STATEMENT OF UNDERSTANDING
UNCLASSIFIED EMPLOYMENT**

The following procedures regarding unclassified employment are provided for your information. Before you may be hired as an unclassified employee, you must read this information and sign the statement below:

1. **Unclassified employment is not intended to be permanent in nature.** Employment may be terminated at the discretion of the City, with or without cause, depending on budgetary restraints, the needs of the City, or your job performance.
2. **Unclassified employees who are interested in full-time employment in the Classified Service must follow all rules and procedures which are outlined in Chapter 23 of the Omaha Municipal Code, (Sections 23-191, 23-193, and 23-194).** You must first apply for the position with the Personnel Department, after the Personnel Department has posted an examination for the position. You must then take and pass an examination conducted by the Personnel Department. After taking and passing the Civil Service examination conducted by the Personnel Department, your name is placed on the eligibility list for this position in the order of your final earned examination rating, plus veteran's credit where applicable. Vacancies are filled from this eligibility list. Because these procedures are prescribed by City Ordinance, there will be no exceptions. No City employees, including supervisors and Department Heads, are authorized to promise an individual a position as a regular, classified City employee.
3. **The employment of any individuals pursuant to federal grants shall be subject to, and contingent upon, continued receipt of federal monies under the grant for which the employee obtains his employment.** Any cessation or reduction in receipt of federal monies may result in termination of employment.

I, _____, certify that I have read and I understand the above information and accept it as a condition of my employment.

Signature: _____

Date: _____