

CITY OF OMAHA
**STATEMENT OF UNDERSTANDING
PROVISIONAL EMPLOYMENT**

A provisional appointment may be made to fill a vacant position in the classified service under two conditions:

1. When no appropriate eligibility list is available.
2. To fill the position of an employee who is on extended leave of absence.

The following limitations apply to all provisional appointments:

1. The individual must meet the requirements for the classification to which he/she is appointed.
2. The provisional appointment shall terminate no more than 30 days after the certification of an appropriate eligibility list.
3. If the provisionally appointed individual is interested in full-time employment in the Classified Service, he/she must apply and compete for the position as indicated on the job announcement posted by the Personnel Department.
4. Provisional employment is intended to be temporary, and may be terminated at the discretion of the department head.
5. Any time served by an employee under a provisional appointment shall not count as part of or be deducted from the probationary period if the employee is then appointed from a list to the same or another position, unless their director indicates otherwise.
6. No City employees, including supervisors and department heads, are authorized to promise a provisional employee any position on a permanent basis.

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

Signature: _____

Date: _____

Cc: Employee
Department Head