

4670.2530 TEMPORARY APPOINTMENT.

Subpart 1. **Justification.** An appointing authority may make a temporary appointment for:

- A. filling a vacancy funded for six months or less;
- B. providing an employee for a temporary project not anticipated to last more than six months;
- C. filling a vacancy created by an approved leave of absence; or
- D. unusual documented instances, when an appointing authority makes a temporary appointment of six months or less to a position otherwise authorized for more than six months.

Subp. 2. **From eligible register.** Temporary appointments must be made from the eligible register. Certification will be made of the names of those eligibles, in order of their place on an appropriate register, who have indicated willingness to accept temporary employment. Certification must be made according to parts 4670.2100 to 4670.2400. The acceptance or refusal of a temporary appointment does not affect an eligible's standing on a register or eligibility for appointment to a permanent position.

Subp. 3. **No available candidates on eligible register.** In the absence of available candidates on the eligible register, the appointing authority may make a direct appointment of a person who meets the minimum qualifications of education and experience for the classification, after documenting the following:

- A. that there is no appropriate eligible list available or that all eligible candidates on an incomplete certification from an eligible list are unavailable or unsuitable for temporary appointment; and
- B. that the appointee meets the minimum qualifications of education and experience.

Subp. 4. **Term of appointment.** Temporary appointments must only be for the period of need and are limited to six months. A temporary appointment may be extended by the appointing authority for up to an additional six months. The period of the temporary appointment may not be counted as part of a probationary period. Successive temporary appointments to the same position may not be made.

Subp. 5. **Temporary unclassified positions.** The supervisor, upon request of an appointing authority, may authorize the temporary designation of a position in the unclassified service. The supervisor may make this authorization only for positions that are fully anticipated to be of limited duration. No unclassified appointment may exceed three years.

Subp. 6. **Trainee appointments.** An appointing authority may appoint a trainee to fill a classified position. A trainee appointment must be for the period of training, which must not exceed three years in duration. Trainees so appointed must be advanced to the classification for which they are in training upon the satisfactory completion of the training program and must then serve a probationary period in the regular classification. Trainees who advance to the classification for which they are in training must meet the minimum qualifications of education and experience before a probationary appointment can be made. A trainee appointment may be terminated at any time by the appointing authority.

Statutory Authority: *MS s 144.071*

History: *16 SR 2054; 22 SR 45; 23 SR 2404; 26 SR 811*

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