

Employee FAQ – Changes due to Civil Service Law section 63 amendment.

| When | Changes due CSL section 63 amendment | Be aware of |
|---|--|--|
| <ul style="list-style-type: none"> You are appointed to a provisional position. | <ul style="list-style-type: none"> No change. | <ul style="list-style-type: none"> Terms for counting absences and evaluating performance during provisional service. |
| <ul style="list-style-type: none"> You are serving as a provisional employee. | <ul style="list-style-type: none"> Your time served in the provisional position will count toward completion of probation if immediately appointed to the same title at the same appointing authority on a permanent basis. | <ul style="list-style-type: none"> When the next examination is scheduled. How much time you have served on a provisional basis. |
| <ul style="list-style-type: none"> You are permanently appointed to the same title, at the same appointing authority that you were serving on a provisional basis. | <ul style="list-style-type: none"> Probationary service, excluding absences or time on leave, is credited toward the completion of probation. | <ul style="list-style-type: none"> The probationary maximum for your title. The length of your provisional service. Your absences during the period of provisional service. Receiving a permanent appointment and completing probation is contingent upon several factors, including satisfactory performance. |
| <ul style="list-style-type: none"> Your title requires certifications or licensures to be acquired before completing probation. | <ul style="list-style-type: none"> Provisional service will count toward probation but will not result in completion until additional requirements are met. | <ul style="list-style-type: none"> The length of time allowed to acquire any additional credential during your probationary period. Questions should be discussed with your agency Human Resources Office. |
| <ul style="list-style-type: none"> You are terminated as a provisional. | <ul style="list-style-type: none"> No change. | <ul style="list-style-type: none"> Your provisional service time will not count toward probation if you are permanently appointed to the same title in the future. |
| <ul style="list-style-type: none"> You are terminated on probation. | <ul style="list-style-type: none"> No change. | <ul style="list-style-type: none"> Questions may be directed to your agency Human Resources Office. |
| <ul style="list-style-type: none"> You are considering transfer pursuant to the applicable section of Civil Service Law. | <ul style="list-style-type: none"> No change. | <ul style="list-style-type: none"> Provisional service does not count toward the permanent service requirement for transfers. This is not changed by the amendment to CSL section 63. |

Employee FAQ – Changes due to Civil Service Law section 63 amendment.

- You are considering promotion opportunities via promotion examination or non-competitive promotion via CSL section 52.7.

- No change.

- Provisional service does not count toward the permanent service required to satisfy promotion minimum qualifications. This is not changed by the amendment to CSL section 63.