

UNIVERSITY OF KANSAS
Lawrence

Office of the Chancellor

September 10, 1943

Definition of Civil Service Status Terms

The status terms defined below apply only to persons in the classified service. They do not apply to the unclassified service (instructors, students). Whenever form CS-202 is used to report a change in the status of a person in the classified service, the word under question 3 which describes the present Civil Service status of the employee should be checked.

PROVISIONAL. A provisional appointment is made when no eligible list can be supplied by the Civil Service Department, and must be terminated when such a list is established. Employment of a person on a provisional basis is authorized by the Civil Service Department through form CS-203.

PROBATIONARY. Each appointment from an eligible list is subject to a probationary period of six months, except that an employee with incumbent status (i.e., one who was employed when the law went into effect on June 1, 1941) is subject to a probationary period of 30 days after certification by the Civil Service Department. On request of the Chancellor, the probationary period may be extended to a maximum of one year. At any time during the probationary period an employee may be removed if his performance does not meet required work standards, provided the employee is notified of the reasons for removal.

PERMANENT. Upon expiration of the probationary period, an employee is given permanent status with full Civil Service rights.

TEMPORARY. Whenever a person is needed for a short time which will not last more than three months, a temporary appointment can be made from the Civil Service eligible list.

EMERGENCY. When an emergency exists which requires the immediate services of a person, any qualified person may be employed for a period not exceeding 10 days. Form CS-204 should be used to report such employment. Successive emergency appointments shall not be made, and no person may receive more than three emergency appointments to any one or different positions within one calendar year.

RAYMOND NICHOLS
Executive Secretary