



## Temporary Civil Service Appointments

Use this form to justify a classified **restricted appointment** (usually 90-180 days) into a position, to hire a new classified employee on a temporary **job appointment** (up to three years), or to **detail** a classified employee from one position to another position (usually higher level job for not less than 30 days and not more than one year). Attach a PAF 2 for Restricted Appointments and Details to special duty. Attach an updated Civil Service SF3 job description, PAF 1, and PAF 2 for a Job Appointment.

**NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**Type of Action:**

Restricted Appointment \_\_\_                      Detail \_\_\_                      Job Appointment \_\_\_

**Reason for Action:** [Check all that apply]

Substitute for \_\_\_\_\_ (employee(s) name) who are out for an extended period.

Specify period: \_\_\_\_\_  
\_\_\_\_\_

Temporary work similar to other work done by classified employees.

Briefly describe work: \_\_\_\_\_  
\_\_\_\_\_

Cannot fill the job in the regular manner.

Briefly explain: \_\_\_\_\_  
\_\_\_\_\_

Address emergency and/ or work overload situation

Briefly describe work: \_\_\_\_\_  
\_\_\_\_\_

Projects (usually grant/contract funded) not to exceed three years.

Briefly describe work: \_\_\_\_\_  
\_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**