

Employment Offers

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Internal Agency Procedures

In addition to the selection limitations and special considerations, each agency has internal procedures for applicant referral, interviewing, reference checking and other conditions that must be met before an employment offer is extended. The agency personnel office will provide these procedures.

Position Vacancy

An appointment may be made only if a classified and budgeted vacancy exists in the position complement authorized for the agency. Questions about funds should be directed to the Office of State Budget and Management.

Appointment

New employees must serve a probationary period for a minimum of three calendar months and a maximum of nine calendar months. (See Types of Appointment and Probationary/Trainee/Permanent Appointment and Career Status Policies in the Section.) Career status is gained after two years of continuous employment in a position subject to the State Human Resources Act.

Salary Determination

New employees normally are employed at the minimum rate of the salary range for the classification. Higher salaries may be requested in accordance with the New Appointments Policy. (See Salary Administration Section.)

Salaries for current employees who have been selected are covered by the salary administration policies on Promotion, Demotion or Reassignment, or Transfers. (See Salary Administration Section.)

Employment Offers (continued)

Final Commitments

Commitments are subject to review and final approval by the Office of State Human Resources.

A copy of the application for employment shall be submitted to the Office of State Human Resources along with the Personnel Action Form. The application must be completed in every detail. The agency shall also certify on the application that academic and professional credentials have been or will be verified in accordance with statutes, policies, and procedures. Lack of such certification will require that the forms implementing the hiring process be placed in suspense until the proper certification is supplied.
