

- Reinstatement or rehire of a former employee.
- Voluntary demotion of a regular, probationary, or provisional status employee.
- Job restructuring of a position to facilitate using an existing eligible list.
- Comparable eligible lists.
- List for next higher job title.

(2) NOT be approved when:

- An examination program is open or can be opened.
- There are qualified persons on preferred, reemployment, employment, or promotion lists who are available.
- A training class covered by *Management Directive 535.5* is involved.

d. Agencies will **NOT** make commitments for provisional employment until they receive Form SCSC-91, *Certification of Eligibles*, and have interviewed candidates thereon. (See *Management Directive 580.10* and *Manual M580.1*.)

e. Approval of an emergency appointment, as outlined in *Management Directive 515.3*, does not imply that an AEP will be approved. Using an emergency appointment solely to provide employment until the person can be converted to provisional status is **NOT** authorized.

f. Provisional status employees:

(1) Shall serve a six-month Working Test Period (WTP), which cannot be reduced or extended except for leave of absence without pay, sick leave, or approved leave with pay. Extensions for leaves of 30 or less workdays shall equal the leave period.

(2) A new six-month WTP shall be served if the leave period is 31 or more workdays.

(3) Shall automatically be granted probationary status if successfully completes the WTP.

(4) May be separated before the end of the WTP because of furlough, unsatisfactory work performance, or for just cause.

(5) Will not be promoted, reinstated, or reassigned to another job title.

(6) May be transferred in the same job title, but the WTP must continue without extension unless the provisions of paragraph 2.f.(1), above, apply.

(7) If moved from regular or probationary status to provisional status, shall be returned to the former class and status if unsuccessful during the WTP, and may be returned to the former class and status upon request if approved by the appointing authority and the Director, SCSC.

g. References. § 604, *Civil Service Act*; 4 Pa. Code §§ 97.45, 97.46, and 97.47; *Management Directives* 515.3, 535.5, 580.2, 580.10, and 580.12; *Manual M580.1*; and SCSC Accelerated Examination Program Manual.

- **3. DEFINITION.** Provisional appointment means a personnel action resulting from an AEP, scheduled because of a lack of any other feasible means of filling a vacancy with a career employee. Probationary status is assigned to the person upon successful completion of a six-month WTP.
- **4. PROCEDURES.** Refer to the SCSC Accelerated Examination Program Manual and *Manual M580.1, Certification of Eligibles for the Classified Service*, for details.

This directive replaces, in its entirety, *Management Directive 580.16*, dated December 5, 1986.