

**DCRT Policy #:**

**Effective Date:** July 1, 2002

**Revision Date:** April 1, 2004

**Subject:** **JOB OFFERS TO PERMANENT EMPLOYEES**

**Authorization:** \_\_\_\_\_  
**Angèle D. Davis, Secretary**

## **I. PHILOSOPHY**

It is the philosophy of the department that all persons involved in the hiring process will clearly communicate to potential appointees the precise terms of the job offer, including the status and salary, at the time the job offer is made. This requirement insures that applicants are properly informed prior to accepting a job offer. Specifically, this policy addresses the procedure to be followed when offering a permanent employee a probationary appointment.

## **II. APPLICABILITY**

This policy shall apply to all classified employees of the department.

## **III. POLICY**

When a job offer with probational status is made to an applicant who has already obtained permanent status within the classified service, the applicant will be informed:

- Of the starting salary of the position;
- That the appointment will be probationary; and
- That he will serve a probationary period of no less than twelve nor more than twenty-four months.

Additionally, any such applicant who accepts a probational appointment job offer will sign the Pre-Employment Statement of Acceptance attached hereto confirming his understanding of the position's starting salary and agreement to serve a probationary appointment of no less than twelve nor more than twenty-four months.

## **IV. PROCEDURE**

**Managers and supervisors** involved in the hiring process must clearly communicate at the time of a job offer whether the appointment will be permanent or probational and the amount of salary being offered. In accordance with Civil Service Rules, a permanent state employee may accept a probationary appointment without loss of promotional pay. Other pay rules may also be

appropriately utilized, but must be approved by the Appointing Authority and Human Resources Director prior to making an offer.

**Managers** must insure, after the job offer has been made and accepted, that a signed Pre-Employment Statement of Acceptance is completed and attached to the Form 301 before submission to the Appointing Authority for approval.

**Appointing Authorities** must insure, prior to the hire date, that the applicant's signed Pre-Employment Statement of Acceptance is complete and accurate before approving the Form 301 and forwarding both documents to Human Resources for input into the ISIS HR/Payroll system.

**New-Hire Orientation staff**, whether Human Resources or field office staff, must review the hiring information with the new employee at the time of orientation to insure that there is a clear understanding of the terms of employment.

## **V. EXAMPLE**

The attached statement and acknowledgment form will be used when an applicant accepts a probational appointment job offer. The applicant will sign the Pre-Employment Statement of Acceptance confirming his understanding of the position's starting salary and agreement to serve a probationary appointment of not less than twelve nor more than twenty-four months.

## **VI. CONSEQUENCES**

When employees hired under these circumstances do not receive adequate information about the precise terms of the job offer, it can cause morale problems, job turnover, or other problems. Therefore, employees responsible for insuring that the candidate is fully informed prior to employment who violate this policy may be subject to administrative disciplinary action.

## **JOB OFFERS TO PERMANENT STATUS EMPLOYEES**

### **STATEMENT OF POLICY AND PRE-EMPLOYMENT STATEMENT OF ACCEPTANCE**

It is the policy of the Department of Culture, Recreation and Tourism (CRT), when a job offer with probational status is made to an applicant who already has obtained permanent status within the classified service, that the applicant sign the following Pre-Employment Statement of Acceptance acknowledging:

- The starting salary of the position;
- That the appointment will be probationary; and
- That he will serve a probationary period of no less than twelve nor more than twenty-four months.

### **PRE-EMPLOYMENT STATEMENT OF ACCEPTANCE**

I, \_\_\_\_\_, understand that I have accepted the position of \_\_\_\_\_ with probational status at a starting salary of \_\_\_\_\_ per month. I further understand that I must serve a probationary period of no less than twelve nor more than twenty-four months. I further understand that, as a probationary employee, I may be separated, without cause, at any time during the probationary period pursuant to Civil Service Rule 9.1(e).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature/Title

\_\_\_\_\_  
Date

