

*City of St. Louis Department of Personnel Administrative  
Regulation NO. 128*

## Provisional Appointments

The Director of Personnel has authority to approve provisional appointments under certain conditions. The following are the guidelines that must be met:

- A. A personnel requisition must be received with the job description and qualifications.
- B. An application from the individual with all salary history completed.
- C. A letter from the appointing authority requesting the provisional appointment and the reasons why circumstances require that the position be filled before competitive examining procedures can be completed and why the Department of Personnel was not alerted through the manpower planning process so as to have eligibles available prior to request.
- D. All such requests must be received in the Director of Personnel's Office at least fourteen (14) days prior to tentative starting date.
- E. If the request is also for an advanced starting salary the procedures under the Compensation Ordinance, Section 5 must be followed.
- F. All individuals must be expected to meet minimum qualifications and must appear likely to be successful on a future examination.
- G. There can be no eligible list or no list the Director of Personnel feels is appropriate for the position at the time of the request.

H. If the vacant position has been in the department's table of organization for more than six (6) weeks and the appointing authority has not notified the Department of Personnel of the vacancy, the Director of Personnel will not approve a provisional appointment.

If you have any questions concerning this regulation please contact Linda Thomas at 622-3251.

DEPARTMENT OF PERSONNEL

William C. Duffe,  
Director

Revised: December 31, 2001

Effective: January 2, 2002