

G. Types of Appointments

1. All appointments to positions in the Classified Service of Howard County shall be deemed to be either

a. Regular Appointment

(1) A regular appointment shall be any appointment made by the Personnel Officer from an eligible list compiled and certified to the appointing authority.

b. Temporary Appointment

(1) A temporary appointment shall be an appointment made in the absence of an eligible list to fill a vacancy or a newly created position in the classified service. No such temporary appointment shall continue for a period exceeding four months or after the establishment of an eligible list, and no such temporary employee shall have any status in the classified service, except that, if such temporary appointment is finally made probationary, such appointment may become retroactive, to the date of the original appointment, when requested by the appointing authority and approved by the Personnel Officer, for the purpose of seniority only.

c. Emergency Appointment

(1) An emergency appointment shall be any appointment made when an emergency arises and time will not permit compliance with the appointment procedures outlined in these regulations. An emergency appointment shall not be for a period to exceed four months. Such employee shall be known as an "Emergency Employee" and shall have no status as a classified employee.

d. Part-Time Appointment

See under "Annual Leave" and "Holiday Leave".

2. No temporary or emergency employee shall acquire any seniority rights nor shall such employment be construed in any manner to be a probationary period. No such individual shall be reappointed until after a lapse of thirty (30) days.

H. Final Selection

1. The appointment to a vacancy in the classified service shall be made by the proper appointing authority (Department Head) from those eligible certified by the Personnel Officer. Such action shall be indicated by the preparation of a personnel action form.

2. All appointments are subject to passing appropriate physical examinations by the applying candidate.

1.107—Probationary OR TRIAL Period

A. Each person upon INITIAL appointment to any position in the classified service shall be known as a probational employee until he satisfactorily completes a probationary period of six months. BOTH the probationary period AND THE TRIAL PERIOD shall be regarded as an integral part of the evaluation process and shall be utilized for closely observing the employee's work, for obtaining the most effective adjustment of a new employee to his position, and for separating any new employee or demoting any regular employee promoted, whose performance does not