



FREQUENTLY ASKED QUESTIONS ON CIVIL SERVICE LISTS

Does passing a test guarantee me a position?

No. The agency does not have to appoint every successful candidate. You are subject to the 1-in-3 rule.

If I am a provisional on a promotion list with a low list number can I still be removed from my position?

Yes

If I am a provisional on an open competitive list can I still be removed from my position?

Yes

How long does a list remain active?

A list remains active for a minimum of a year but not more than four years from the date of establishment.

If I am appointed from a list do I have to serve a probationary period?

Not necessarily. If you have served in a promotional title on a provisional basis for a period equal to or greater than the probationary period you shall not be required to serve a probationary period upon promotion to that title. In other instances, upon promotion, the agency may waive the requirement of completion of the probationary term.

When appointed from a list, can I be appointed at a higher level than 1?

Yes

If I am a provisional in a title and I am called off the list do I get to select where I want to go?

No. If the agency conducts pools you may get to choose what department you interview with for a position but the selection remains with agency/department.

Can I decline an appointment and if I do what happens?

Yes. You can submit a written request to DCAS to be placed back on the list as long as the list is active. Restoration to the list is at the discretion of DCAS.

If I fail my probationary period what happens?

Termination if you do not have permanent civil service status in any title, or; restoration to your former permanent civil service title if you have permanent civil service status in a lower title in the same occupational group, or; your probationary period may be extended at the agency discretion. You can also submit a written request to DCAS to be restored to the list if it is still active. Restoration to the list is at the discretion of DCAS.

If I am on leave and they reach my number will they call me?

Yes. An employee on a promotion list who is on a leave of absence without pay must be notified prior to promotions being made past the employee's list number.

If I accept a position and work in the position for a period of less than a year and choose to resign am I reinstated on the list?

Yes. An eligible that has been appointed to a permanent position for which the list was established and resigns can submit a written request to DCAS to be restored to the list if the list is still active. Restoration to the list is at the discretion of DCAS.

If I am promoted and on probation and the title is targeted for layoffs what happens

If a probationary employee has not completed his/her probationary period in a title targeted for layoffs, the probationary employee would be laid off or demoted before any permanent employees in the same title in the same layoff unit who had completed their probationary period. Probationary employees are laid off in inverse order of seniority.