

Employment Offers Policy

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Internal Agency Procedures

In addition to the selection limitations and special considerations, each agency has internal procedures for applicant referral, interviewing, reference checking and other conditions that must be met before an employment offer is extended. The agency human resources office will provide these procedures.

Position Vacancy

An appointment may be made only if a classified and budgeted vacancy exists in the position complement authorized for the agency. Questions about funds should be directed to the Office of State Budget and Management.

Appointment

New employees must serve a probationary period of twelve (12) months. Career status is gained after twelve (12) months of continuous employment in a permanent position subject to the State Human Resources Act. Employees who are hired in a sworn law enforcement position or forensic scientist position and who are required to complete a formal training program prior to assuming law enforcement or forensic scientist duties with the hiring agency, department or university shall become career State employees only after being employed after 24 continuous months. (See the Appointment Types and Career Status Policy in Section 3 of the State Human Resources Manual.)

Employment Offers Policy (cont.)

Salary Determination

New employees normally are employed at the minimum rate of the salary range for the classification. Higher salaries may be requested in accordance with the New Appointments Policy. (See Salary Administration Section.)

Salaries for current employees who have been selected are covered by the salary administration policies on Promotion, Demotion or Reassignment, or Transfers. (See Salary Administration Section.)

Final Commitments

Commitments are subject to review and final approval by the Office of State Human Resources.

A copy of the application for employment shall be submitted to the Office of State Human Resources along with the Personnel Action Form. The application must be completed in every detail. The agency shall also certify on the application that academic and professional credentials have been or will be verified in accordance with statutes, policies, and procedures. Lack of such certification will require that the forms implementing the hiring process be placed in suspense until the proper certification is supplied.
