

Non-Competitive	Competitive	Labor Class
No List Required	Request Eligible List*	No List Required
RN, Cook, Auto Mechanic, Head Bus Driver, School Bus Driver,	Typist, Custodian, Head Custodian	Food Service Helper, Cleaner
The County Civil Service Office must approve your applicants to insure that they meet the minimum qualifications of the title.	If a list exists: Send out canvas letters. No list: You may hire a provisional employee who meets the minimum qualifications per the county. This Person will have to take the next available test.	As long as the selected applicant satisfies the minimum qualifications for the title then you may make a probationary appointment.
Upon approval from the county regarding minimum qualifications you may make a probationary appointment.	If hiring off the list you may make a probationary appointment. If no list you may make a provisional appointment.	At the conclusion of the probationary appointment the Board will either grant permanent status or terminate the employee. The district must fill out the 428 form again updating the employee's status.
Upon making a probationary appointment you must submit the 428 Form to the county.	Upon making a probationary or provisional appointment you must submit the 428 Form to the county.	At the time of separation a final 428 form must be filled out.
At the conclusion of the probationary appointment the Board will either grant permanent status or terminate the employee. The district must fill out the 428 form again updating the employee's status.	At the conclusion of the provisional appointment the Board will grant the employee probationary status IF the employee is "reachable" on the list. The district must fill out the 428 form again updating the employee's status. At the conclusion of the probationary appointment the Board will either grant permanent status or terminate the employee. The district must fill out the 428 form again updating the employee's status.	
At the time of separation a final 428 form must be filled out.	At the time of separation a final 428 form must be filled out.	

* Eligible lists may be restricted based on residency requirements.

Note: Any time an employee has a change in employment status (leave of absence, promotion, termination, etc.) an updated 428 form must be submitted to the county.