

NEW MEXICO STATE PERSONNEL BOARD
CLASSIFIED SERVICE APPOINTMENTS

Statement of Willingness to accept a Career Appointment

I understand that the position I am about to accept is permanent. (Subsection A of 1 7 2 7 NMAC)

1. A probationary period of one year is required of all employees (Subsection A of 1 7 2 8 NMAC)
2. The probationary period includes all continuous employment in the classified service except temporary service. (Subsection B of 1 7 2 8 NMAC)
(Time in a Career Appointment or a Term Appointment does count toward the probationary period.)
(Time in a Temporary Appointment does not count toward the probationary period.)
3. A probationer may have their appointment expired for **non-disciplinary reasons** with a minimum of 24 hours written notice without the right of appeal to the Board. Such employees shall be advised in writing of the reason(s) for the expiration of appointment. (Subsection D of 1 7 2 8 NMAC)
4. **For disciplinary circumstances**, a probationer may be suspended, demoted or dismissed effective immediately with written notice and without right of appeal to the Board. Such employees shall be advised in writing of the reason(s) for the suspension, demotion or dismissal. (1 7 11.11 NMAC)
5. An employee in a career appointment attains career status beginning the day following the end of the probationary period. (1 7 2 9 NMAC)

Statement of Willingness to accept a Term Appointment

I understand that the position I am about to accept is only funded for a specific period of time. Therefore, upon accepting this position, I will receive a term appointment. (Subsection B of 1 7 2 7 NMAC). The term appointment is the same as a probationary appointment for the first year of initial hire. After that, the employee becomes permanent. A Term Appointment has the following exceptions:

1. The position and the appointment will expire upon the termination of funding for the project or program or upon its completion. A term appointment may be expired with at least 14 calendar day's written notice to the employee (1 7 2 10 NMAC)
2. Expiration of appointment due to termination of funding or termination of a specific project is not appealable to the Board. (1 7 2 10 NMAC)

Statement of Willingness to accept a Temporary Appointment

I understand that the position I am about to accept is temporary in nature. (Subsection C of 1 7 2 7 NMAC)

1. Employment is for less than one year. (Subsection C of 1 7 2 7 NMAC)
2. The appointment may be expired due to non-disciplinary reasons with at least 24 hours written notice to the employee without the right to appeal to the Board. (1 7 2.11 NMAC)
3. **For disciplinary circumstances**, employees in a temporary status may be suspended, demoted or dismissed effective immediately without written notice and without right of appeal to the Board. Such employees shall be advised in writing of the reason(s) for the suspension, demotion or dismissal. (1 7 11.11 NMAC)

The end date of this Temporary Appointment is _____.

Employee Name (print)

Social Security #

Job Title

Business Unit -- Department #

Agency

Perm or Term Number

Employee Signature

Date