**Section 302.150 Appointment and Status**

The following types of appointment and status may be made by the Director:

a) Exempt: For persons in positions not subject to Jurisdiction B. If an exempt employee's position becomes subject to Jurisdiction B by reason of extension of Jurisdiction B, the employee will not be afforded job protection unless and until the employee is competitively selected for the position.

b) Emergency: For persons selected by agencies to meet emergency situations. Such appointments shall not exceed 60 days. However, where the Director determines an emergency situation that threatens the health, safety or welfare of employees or residents of the State exists, emergency appointments may not exceed 90 days. Notices of selections and terminations shall be reported immediately to the Director.

c) Temporary: For persons in positions to perform temporary or seasonal work. No position shall be filled by temporary appointment for more than 6 months out of any 12-month period.

d) Provisional: For persons in positions where the exempt status is being finalized or the Director has authorized provisional appointment pending the outcome of competitive selection. No positions shall be filled by provisional appointment for more than 6 months out of any 12-month period.

e) Probationary: For persons appointed following a competitively selected hiring sequence, or for persons receiving a promotion.

f) Certified: For persons having successfully completed the required probationary period in the position. If a certified employee's position is declared exempt from Jurisdiction B, certified status shall be retained in that position.

g) Trainee: For persons in positions pursuant to established trainee and apprenticeship programs.

h) Term: For persons appointed for a four-year term. At the expiration of four years, the appointment automatically terminates unless renewed by the Director or Chairman of the employing department, commission or board. During the term of appointment, these persons shall be subject to Jurisdictions A, B, and C of the Personnel Code.

i) Intermittent: For persons appointed pursuant to subsections (e) or (f) above whose work schedule varies from the regular work schedule of the operating agency as provided in an intermittent program established pursuant to Section 302.325. Incumbents in positions given intermittent status pursuant to such programs shall be allowed to remain in the position at the time the intermittent status is given.

j) Interim Assignment: For a non-bargaining unit employee in a salary grade or merit compensation (including broad-band and medical administrator) position assigned to perform on a full-time interim basis and be accountable for the higher-level duties and responsibilities of a non-bargaining unit position. The agency shall provide justification of the need for the interim assignment and the interim assignment occurs upon the approval of the Director of Central Management Services. The initial interim assignment of the employee to the position shall not exceed six months, but may be extended in six-month increments upon the approval of the Director of Central Management Services, for good cause shown. The agency shall ensure that the minimum training and experience qualifications are met for the position with higher-level duties and responsibilities.

(Source: Amended at 48 Ill. Reg. 11318, effective July 16, 2024)