**Section 620.200 Appointments - Positions Subject to the Code**

Positions which are covered by the Code shall be filled in one of the following ways:

a) By appointment of an applicant ranking among the three highest on an eligible list which is numerically rated;

b) By appointment of an applicant from the highest ranking group of eligibles from an eligible list which is not numerically rated;

c) By present employees, as of January 1, 1989, who have passed the probationary period and who shall be continued in their positions without further examination;

d) By an appointment to a position through promotion of an employee who is qualified pursuant to Section 620.610;

e) By emergency appointment for a period not in excess of ninety (90) calendar days to meet emergency situations. Emergency appointments may be made without regard to eligible lists. Such appointments may not be renewed;

f) By temporary appointments to positions which are temporary or seasonal in nature as determined by the Director. Such appointments shall not exceed six (6) months out of any twelve (12) month period;

g) By provisional appointments to positions without competitive examination when there is no appropriate eligible list. Provisional appointments may not exceed six (6) months out of any twelve (12) month period;

h) By the transfer of employees from one position to another if the qualifications, responsibilities, duties, and salary range are similar.

i) By reinstatement of persons who formerly held certified status under the Code, the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, pars. 63b101 et seq.), the Secretary of State Merit Employment Code (Ill. Rev. Stat. 1989, ch. 124, pars. 101 et seq.), the Comptroller Merit Employment Code (Ill. Rev. Stat. 1989, ch. 15, pars. 401 et seq.), or the State Universities Civil Service System (Ill. Rev. Stat. 1989, ch. 24 ½, pars. 38b1 et seq.). To be eligible for reinstatement, such persons shall have resigned while in good standing or shall have been laid off from employment within their respective merit systems.

j) By reemployment of an employee whose name appears upon a reemployment list; reemployment may be made to positions in the same or lower salary range as the salary range applicable to the position from which the person to be reemployed was laid off; reemployment appointments shall be qualified employees and shall be made after consideration of seniority and performance records;

k) By the appointment of trainees into training programs approved by the Director; appointments may be made with or without examination of applicants; trainees do not acquire any rights under the Code by virtue of trainee appointments;

l) By the reduction in rank or class of an employee, for cause, with the prior approval of the Director;

m) By the transfer of active, certified employees from the jurisdictions of the Personnel Code, the Secretary of State Merit Employment Code, the Comptroller Merit Employment Code, or the State Universities Civil Service System; persons so transferred shall retain the same status under the Code as that which they held under their previous merit employment.