



Provisional Promotion Process

April 26, 2016

Civil Service On-line System User Session

PROVISIONAL PROMOTION PROCESS

An appointing authority may, with the approval of the Personnel Administrator, make a provisional promotion of a permanent civil service employee in one title to the next higher title in the same departmental unit in accordance with [MGL 31, §15](#).

Approval of such action may occur under the following circumstances:

- ❖ No eligible list is available for the position title.
- ❖ The eligible list contains fewer than three candidates eligible for and/or willing to accept the position.
- ❖ An eligible list has been established as a result of an open competitive examination for an original appointment and the appointing authority requests the position be filled by a departmental promotional examination.

PROVISIONAL PROMOTION

In order to process a provisional promotion the appointing authority must forward the following documentation to the Civil Service Unit.

- ❖ If no eligible list is available the appointing authority must submit a Provisional Promotion Request (Form 15A).
 - ❖ The action of provisionally promoting an employee due to no available eligible list may generate a request to hold a departmental promotional examination for the position title.
 - ❖ In order to request an examination the appointing authority must submit an examination requisition to which you can attach the Form 15A.

- ❖ If the eligible list contains fewer than three candidates and/or fewer than three candidates sign the certification *willing to accept*, the appointing authority when completing the certification, must submit a letter stating “short list” and a Form 15A by attaching it to the requisition for the promotional title eligible list.

PROVISIONAL PROMOTION

- ❖ No employee may begin work in the position title until approved by the Personnel Administrator.
- ❖ No provisional promotion shall be continued after a certification has been issued in the position title as a result of an eligible list being established from an examination. At the time of the certification, an employee who was provisionally promoted must vacate the position and the appointing authority may fill the vacancy from the certification.

PROVISIONAL PROMOTION

(G.L. Ch. 31, Sec. 15)
Form 15A 9/2003

**HUMAN RESOURCES DIVISION
CIVIL SERVICE UNIT**

_____ State Service

_____ Municipal Service

City or Town: _____

Department: _____

Division: _____

Bureau: _____

To: The Personnel Administrator

Date: _____

Name of Employee: _____ SSN: _____

Position into which provisional promotion is requested:

Title: _____ Effective Date: _____

Title of permanent position
from which promoted: _____

One of the following paragraphs must be completed, including signature. If the appointing authority is not certain that the position is or is not in the next higher grade, he/she should complete paragraph 2 to prevent any delay in processing.

1. Provisional promotion of the above employee is requested. The position to which promotion is requested is in the next higher grade.

Signature of Appointing Authority: _____

2. Provisional promotion of the above named employee is requested. The position to which promotion is requested is not in the next higher grade.

(a) Statement of sound and sufficient reason why provisional promotion will be for the public good.

(b) I hereby certify that there is no employee in the next lower grade and willing to accept.

Signature of Appointing Authority: _____

The following statement applies on MUNICIPAL PROMOTIONS ONLY:

This is to notify you that I have made a provisional promotion of the person named above.

I have forwarded copies of this letter to the Treasurer and to _____
(Insert title of Auditor, Accountant, etc.)

Requisition No. _____

Let's talk Acting?

What does acting mean to you?

- ❖ Acting for civil service personnel transactions/purposes does not exist under Chapter 31 and the PAR's
- ❖ It usually equates to experience gained as an employee for education and experience credit on exams

Personnel Transactions that are acknowledged in civil service

- ❖ Permanent
- ❖ Temporary, for duration of vacancy
- ❖ Provisional

Q & A

HUMAN RESOURCES DIVISION
CIVIL SERVICE UNIT

www.mass.gov/civilservice

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Date & Time	Topic	Audience/Presenter	Download
Tuesday, January 26, 2016 10:00 am - 11:00 am	Q & A Session Opener	All Users/Veronica Gross	
Tuesday, February 23, 2016 10:00 am - 11:00 am	Assessment Center Examinations	All Users/Brianna Ward	Video Presentation
Tuesday, March 22, 2016 10:00 am - 11:00 am	Promotional Examination Eligibility	All Users/Karen Ambrose	Video Presentation
Tuesday, April 26, 2016 10:00 am - 11:00 am	Provisional Promotion Process	All Users/Veronica Gross	
Tuesday, May 24, 2016 10:00 am - 11:00 am	Rosters - How to properly order and maintain Intermittent & Reserve rosters	All Users/Veronica Gross	
Tuesday, June 21, 2016 10:00 am - 11:00 am	How to Enter a Requisition	All Users/Veronica Gross	
Tuesday, July 26, 2016 10:00 am - 11:00 am	Selective Certification Requests (Bilingual, EMT, Gender)	All Users/Regina Caggiano	
Tuesday, August 23, 2016 10:00 am - 11:00 am	Transfer Requests And Absence & Termination Notice (Form 56)	All Users/Veronica Gross	
Tuesday, September 27, 2016 10:00 am - 11:00 am	Physical Abilities Test (PAT) - who must take it & Revalidation	Fire & Police/Brianna Ward	
Tuesday, October 25, 2016 10:00 am - 11:00 am	Closing out a certification	All Users/Veronica Gross	
Tuesday, November 22, 2016 10:00 am - 11:00 am	Drop-in Session	All Users/Veronica Gross	
Tuesday, December 20, 2016 10:00 am - 11:00 am	Civil Service On-line System Refresher	All Users/Veronica Gross	