Human Resources Division
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PROVISIONAL PROMOTION

☐ State Service ☐ Municipal Service

City or Town:_____ Department:_____

Division:_____ Bureau:_____

To: The Personnel Administrator Date:_____

Name of Employee:_____ SSN(last four):_____

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. _____