

Amending Civil Service Rules Regarding Temporary Appointments

Section 13 of Civil-Service Rule VIII will be stricken out and instead four sections adopted, to be numbered 13, 14, 15, and 16, to read as follows:

13. Whenever an emergency shall arise requiring that a vacancy shall be filled before a certification can be issued and an appointment made therefrom in the manner provided in these rules, such vacancy may be filled, without regard to their provisions, for such part of thirty days as may be required for the issuance of a certificate and the execution of the necessary details of an appointment thereto; and no person so appointed shall be employed under such appointment for a longer period than thirty days in any one year. It shall be the duty of every nominating or appointing officer to report in detail to the Commission all such emergency appointments as soon as made.

14. Whenever there are no names of eligibles upon a register for any grade in which a vacancy exists, and the public interest requires that it be filled before eligibles can be provided, such vacancy may, subject to the antecedent approval of the Commission, be filled by appointment without examination for such part of three months as will enable the Commission to provide eligibles. Such temporary appointment, however, shall cease when three eligibles are provided, and no person so temporarily appointed shall serve for a longer period than three months in any one year, unless by authority of the Commission previously obtained.

15. Whenever there are fewer than three eligibles upon a register the appointing officer may appoint the one eligible, or one of the two eligibles, in the same manner as if three eligibles had been certified, or, if he shall elect not to make a regular appointment from such incomplete register, he shall select for temporary appointment the one eligible, or one of the two eligibles thus available, unless specific reasons are given, as required by section 4 of Rule VIII, why the selection should not be so made, such reasons to be subject to the approval of the Commission. A temporary appointment made from the register as indicated in this section may continue until a register of three eligibles shall be provided.

16. Whenever the work to be done is in the nature of job employment, temporary in character, and after its completion the services of the employee will not be further needed, and a certificate to that effect is made by the nominating or appointing officer, a temporary appointment may be made, if approved by the Commission, without regard to the condition of any register, for a period of three months, which appointment may, upon request, stating the fact that the work is not yet completed, be extended for a further period of three months, with the antecedent approval of the Commission, but shall cease at the end of such second period.

Section 14 will be stricken out.

Sections 15 and 16 will be renumbered sections 17 and 18, respectively.

Approved.

THEODORE ROOSEVELT.

WHITE HOUSE,

January 24, 1902.