

# Strictly Classified



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## Change in Status

### Definitions:

A **Change in Status** is a voluntary change in the assignment status of an employee from permanent to temporary.

### Eligibility Criteria:

An employee who has obtained permanent status in their current job classification shall be eligible to request a change in status.

### Renewing a Request:

Requests for a change in status are valid for a two-year period from the date of the acknowledgement notice. It is the responsibility of the employee to submit a new request at the expiration of the two-year period.

### How it Works:

Requests for a change in status are maintained electronically by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility and/or other employment lists as vacancies occur. The appointing authority does not have an obligation to prefer a change in status request to other means of filling a vacancy.

Employees who took a voluntary reduction in status shall be eligible to compete in promotional examinations for which they qualify.

For more information, click on the link below:

[Personnel Commission Rule 710, VOLUNTARY REDUCTION TO SUBSTITUTE OR RELIEF STATUS](#)