

Table of Different Appointment Types

Appointment Type	Type	Uses	Bargaining Unit Association	Duration	Stipulations	Posting	Example	References
Permanent, Classified (Unlimited Classified)	Appointment Type	To fill a permanent work need. Both funding and work should be long term. Employment length of time can vary.	These positions can exist in all contracts and plans, from AFSCME to Managerial	Unlimited	Must position-qualify through a competitive hiring process.	Yes, including for bid when required by contract. Must post open competitive for managerial positions. If non-managerial, must post as agency promotional, statewide promotional, or open competitive.	Any employee whose position is not limited in duration.	Statutes: 43A.07 Classified Service; 43A.16 Probationary Periods HR/LR Policies: #1434 Job Announcement Requirements
Statutory Unclassified (Unlimited Unclassified)	Appointment Type	Employed at will/filled at the will of the Governor or statutorily authorized Appointing Authority. The creation of SUN positions that are unlimited/unclassified must be approved by MMB. Position must meet the standards and criteria outlined in M.S. 43A.08 Subd. 1a. Refer to agency enabling legislation to determine the limitation, if any, on number or types of SUN allowed.	Typically, these positions are elected/appointed positions, Commissioners and their staff (secretarial support, etc.), and Executive Directors for Boards. See statutes at the end of row for a full list.	Unlimited	Filled at the will of the Governor or statutorily authorized Appointing Authority. Position must meet the standards and criteria outlined in M.S. 43A.08. Subd 1a. Refer to agency enabling legislation to determine if any limitations on number or types allowed.	Does not require filling via the competitive hiring process. Does not need to be posted or reviewed.	The commissioner of your agency is Stat Unclassified. PRO appointments are also statutory unclassified.	Statutes: 43A.08 Subd 1 Unclassified Service Admin Procedures: 8 Designation of Unclassified Positions and Establishment of Salary Rates and Ranges for Such Positions
Temporary Unclassified (Limited Unclassified)	Appointment Type	Temporary or project work. Both funds and work need are fully anticipated to be of limited duration. Cannot be used to fulfill a permanent work need. Afforded less protections than permanent employees. Employed at will, so positions can be ended at any time for any reason. Positions designated as TUNs may be challenged by status through the Admin 8.2 procedures initiated by the employee in this appointment type.	These positions cannot exist in the AFSCME contract. These appointments may be established for professional, supervisory, and managerial positions, but are used most frequently for professional positions. Supervisory and managerial temporary unclassified positions outside of project management series should be used with caution. The idea being that supervisory and managerial work is rarely temporary.	Max of three years <i>per project</i> .	Positions can be converted to permanent, classified service if the work need and funding shift from temporary to permanent. If the position is converted to classified service, and the employee is to remain in the position, their resume will need to be reviewed to assure it meets the minimum qualifications stipulated for competitive hiring. Employee must occupy the position for at least 1 year prior to conversion.	Positions anticipated to last 1 or more years must be posted for at least 7 days. If managerial, must be posted open competitive. If non-managerial, must be posted as either agency promotional, statewide promotional, or open competitive.	Project consultants	Statutes: 43A.08 Subd 2a Unclassified Service Personnel Rules: 3900.1300 Temporary Designation of Positions in the Unclassified Service HR/LR Policies: #1434 Job Announcement Requirements Admin Procedures: 8.2: To assist state agencies to properly designate positions as temporary unclassified and convert temporary unclassified positions to the classified service when appropriate, and to provide a procedure to resolve disputes about the temporary designation of positions in the unclassified service.
Temporary Classified	Appointment Type	Temporary work needs, such as a vacancy funded for six months or less, filling behind a temporary vacancy of a permanent position, or filling in for an approved leave of absence. May be used during announcement and selection process of a permanent vacancy.	These positions can exist in all contracts. Generally, these shouldn't exist in MMA or Managerial	Up to 6 months unless filling behind an approved leave of absence, at which point the maximum is 12 months. No employee can exceed 12 months of temporary classified service in one agency within a 24 month period.	Cannot be converted to permanent status. AFSCME contract requires the agency to offer temporary appointments to permanently or seasonally laid-off employees from the same seniority unit as the temporary position. Refer to the AFSCME contract language for specific details.	Does not need to be posted or reviewed.	Temporary administrative support	Statutes: 43A. 15 Subd 3 Noncompetitive and Qualifying Appointments Personnel Rules: 3900.8300 Temporary Appointments

Student Worker (Limited Unclassified)	Appointment Type	Designed to provide students with secondary, post secondary, and graduate study work experience that will help them reach identifiable educational goals.	These positions are either in AFSCME Unit 206 (Student Worker Clerical), Unit 207 (Student Worker Para Prof or Para Prof Sr), 203 (Student Worker Custodial/Maint), or Commissioner's Plan (if they do not qualify for a bargaining unit due to length of time)	May be employed as a student worker for any length if enrolled in secondary, postsecondary, or graduate study.	Must be enrolled in an educational program or planning to enroll within three months. May be off for summer, or for one semester/quarter. Cannot exceed one semester/quarter off per year. Must terminate employment upon graduation or completion of education goal (or within three months of graduation/completion of goal if working on a project for the agency). Must carry at least six semester (nine quarter) credits, or two or more classes per semester (depending on how institution grants credits).	Must be posted open competitive for at least seven calendar days.	Student Worker Clerical may work in an office filing.	Statutes: 43A.08 Subd 1 Unclassified Service; 43A.08 Subd 4 Unclassified Service Admin Procedures: 8.1 Student Worker Appointments HR/LR Policies: #1434 Job Announcement Requirements
Intern (Intern Non-status)	Appointment Type	Paid or unpaid work directly related to a specific academic program of an educational institution. The work experience must fulfill an academic requirement and/or result in academic credit from an accredited educational institution.	Students. Subject to bargaining unit assignment 223 as they are not State employees.	Minimum of 4 weeks, maximum of one year.	Interns are not State of Minnesota employees.	If paid it must be posted open competitive for seven days.	A student who works under the direction of a licensed psychologist for the MDVA to fulfill a field work requirement to obtain professional license as a psychologist.	Statutes: 43A.21 Training Programs Admin Procedures: 21E Internships HR/LR Policies: #1434 Job Announcement Requirements
Emergency	Appointment Type	Fill an immediate, short-term work need.	May be covered by any bargaining unit, often they are in Commissioner's Plan - covered by Insufficient Work Time.	May work up to 45 days in a 12 month period. Can be extended every 12 months as long as the employee does not exceed 45 days worked in 12 months.	Cannot exceed 45 days in a 12 month period. AFSCME contract requires the agency to offer emergency appointments to permanently or seasonally laid-off employees from the same seniority unit as the emergency position. Refer to the AFSCME contract language for specific details.	Does not need to be posted.	An example of an emergency appointment would be engineers responding to a bridge collapsing and respond to the Department of Transportation. They are only needed for that particular emergency.	Statutes: 43A.15 Subd 2 Noncompetitive Qualifying Appointments Personnel Rules: 3900.8200 Emergency Appointments
Seasonal Classified	Appointment Type	An employee who is appointed for no more than ten months during any 12 consecutive months but who is expected to return to work year after year. The break between each cycle results in the employee being placed on Seasonal Layoff.	May be covered by any bargaining unit, though most often they are in AFSCME.	Employee is appointed for no more than ten (10) months during any 12 consecutive months, but is expected to return to work each year.	Cannot exceed 10 months in 12 consecutive months.	Yes. Must be posted consistent with bargaining unit obligations.	Snow plow drivers for the Department of Transportation.	Statutes: 43A.10 Subd 1 Selection Process; Eligibility to Compete Personnel Rules: 3900.0400 subpart 18 Definitions
Connect 700 (C-700)	Appointment Type	A pre-probationary trial work program that involves a non-competitive selection process for individuals with certain disabilities seeking employment in the classified service of state government.	The reg/temp field is "limited classified" so the employee would be placed in the bargaining unit of the permanent position they are trialing.	Up to 700 hours (3 1/2 months if working 40/hours a week)	Must meet the eligibility requirements for the C-700 program, as determined by Equal Opportunity Diversity and Inclusion unit of Minnesota Management & Budget. Their eligibility for the position is determined by a minimum qualification review by an agency HR representative.	All permanent, classified positions must be posted as Connect 700 eligible.	Any permanent job at the State.	Statutes: 43A.15 Subd 14 Appointments Personnel Rules: 3900.5200 On-the-Job Demonstration Process and Appointment Executive Order: 14-14 Providing for Increased State Employment of Individuals with Disabilities
Interchange (Mobility) Assignments	Appointment Type	Voluntary, limited assignment of an employee to alternative duties in another state agency, public jurisdiction, federal government or private industry. The following information applies only to employees of the executive branch state agencies. The idea is it provides state employees with the opportunity to develop new skills and broaden career perspectives while providing state agencies with external expertise.	Current state employees. These are not limited to permanent employees. However, it is at the discretion of the employee's "home" agency. Appointing Authorities are not required to approve a mobility.	One year at most, can be extended to two years with prior approval from the Commissioner and the consent of both agencies.	Employee who goes on mobility does not need to test for the classification, however, they should possess any licensure or certification required to perform the position.	Agencies must announce (limited to state employees/ "statewide promotional") interchange (mobility) assignments expected to last six (6) months or more on mn.gov/careers website for at least seven (7) calendar days.	Agency A requires someone to build an HR reports system. An employee from Agency B with experience in HR reports systems goes to Agency A to create the report system.	Admin Procedures: 1.1 Employee Mobility HR/LR Policies: #1434 Job Announcement Requirements

<p>Post-Retirement Option (PRO)</p>	<p>Appointment Type</p>	<p>Part-time opportunity to bring back a retired employee to perform certain duties for the agency. To be eligible, separated employees must meet the eligibility criteria under M.S. 43A.346. Generally, this allows for knowledge transfer, completion of a project directly related to the former employee's extensive knowledge, etc.</p>	<p>Former state employees (see statute for exact list) who meet the requirements of M.S. 43A.346. Employees covered by TRA are not eligible (though they may be eligible for different statutory provisions).</p>	<p>Must be renewed every year.</p>	<p>Employee must work at least a 25% reduction in hours from what they were working when they were a state employee, and must be 1,044 hours or less in state service in a 12 month period. This appointment type is at the discretion of the Appointing Authority, and not at the will of the employee. The Appointing Authority has the right to determine whether the position in question should be a PRO or a TUN. Covered by a written agreement stipulating hours of work, what kind of insurance benefit the employee will receive.</p>	<p>Should not be posted.</p>	<p>Agencies have brought back PRO HR employees to help process their back-log of audits, or during a time of budgetary crunch (DOT).</p>	<p>Statutes: 43A.346 Postretirement Option HR/LR Policies: #1408 Post-Retirement Option</p>
<p>Work Out of Class (WOOC)</p>	<p>Compensation Differential</p>	<p>Salary differential to compensate employees for work performed at a different classification due to a permanent, classified vacancy caused either by a leave of absence or a vacated position (aka a "temporary unoccupied classified position"). Only permanent or probationary, classified employees can be put on a work out of class.</p>	<p>Current classified employees in any bargaining unit. See bargaining unit contract the employee currently occupies for details.</p>	<p>Max of one year <i>per position</i>. May be extended as allowed by Administrative Procedure 17.1. Any extension over one year must be approved by AAS at MMB. No work out of class may be granted for longer than allowed by the contract/plan of the incumbent's position.</p>	<p>Employee in the work out of class does not change classification. This is only a pay differential and does not affect class at all. Cannot be used to request a reallocation. Employees assigned to work out of class must be assigned substantially all of the duties of the vacant position. *Assignments in MAPE cannot exceed 12 months for any reason. *AFSCME seniority provisions for assignments of six months or more. *Agency Human Resources considering a WOOC assignment for a probationary employee must contact MMB Labor Relations prior to discussing with or extending the assignment to the employee.</p>	<p>Unless provided otherwise by CBA or compensation plan, agencies must announce WOOC assignments expected to last more than six (6) months internally for at least seven (7) calendar days. Exceptions to the 7-day announcement requirement may be granted by the Deputy Commissioner of Enterprise Employee Resources based on business need or other extenuating circumstances.</p>	<p>A supervisory position becomes vacant. In the interim to posting and filling the position, one of the employees in the unit serves in a work out of class as the supervisor.</p>	<p>Statutes: 43A.06 Subd 3 Powers and Responsibilities; Labor Relations Admin Procedures: 17.1 Work Out of Class HR/LR Policies: #1434 Job Announcement Requirements</p>
<p>Provisional Appointment</p>	<p>Appointment Type</p>	<p>The commissioner may authorize an appointing authority to make a provisional appointment if no applicant is suitable or available for appointment and the person to be provisionally appointed is qualified in all respects except for completion of a licensure or certification requirement.</p>	<p>Current classified employees in any bargaining unit. See bargaining unit contract the employee currently occupies for details.</p>	<p>No person shall be employed on a provisional basis for more than six months unless the commissioner grants an extension to a maximum of 12 months in the best interest of the state. No extension may be granted beyond 12 months except where there is a lack of applicants and the provisional appointee is continuing to work to complete the licensure or certification requirement.</p>	<p>At the request of an appointing authority, the commissioner may authorize the probationary appointment of a provisional appointee who has performed satisfactorily and has completed the licensure or certification requirement.</p>	<p>Does not need to be posted. However, often identified during the competitive process.</p>	<p>A Stationary Engineer position that requires a MN 1st class B boiler license, however, if no candidate has that qualification, the agency hires a MN 2nd class B boiler license provisionally until the incumbent can get the MN 1st class B license.</p>	<p>Statutes: 43A.15 Subd 4 Provisional Appointments Personnel Rules: 3900.8400 Provisional Appointment</p>
<p>Trainee</p>	<p>Appointment Type</p>	<p>Incumbents in a training program created by an agency in collaboration with MMB. The agency may create a training program because: Trained people are not available in the applicant pool, particularly in cases where the general labor pool lacks sufficient qualified applicants and the agency must train their own incumbents OR the training program was established for Affirmative Action purposes OR the agency wishes to provide training to employees as a way of increasing their development and promotional potential rather than hire trained personnel available on the outside.</p>	<p>Depending upon the duration of training, a trainee program may meet the threshold for inclusion in any bargaining unit.</p>	<p>Trainee appointments are for a limited time as established by the training program and trainees acquire no permanent status in the classified service through trainee appointments, unless the trainee appointment is preceded or followed by another type of appointment in accordance with 43A.15.</p>	<p>Permanent, classified employees appointed to a trainee position in a different agency must be granted an unpaid educational leave of absence from the former agency for the length of the training period or a maximum of six months, whichever is less. Classified employees with permanent status appointed to a work-training position in the same agency may, at the discretion of the appointing authority, be granted an unpaid educational leave of absence or may be assigned to trainee duties. If assigned trainee duties, the employee remains in his/her class.</p>	<p>There must be public notice of intent to accept applications for training and for publication of information about the program to attract applicants and provision for qualification and selection procedures for appointment.</p>	<p>An incumbent in a training program to become a Corrections Officer.</p>	<p>Statutes: 43A.15 Subd 12 Noncompetitive and Qualifying appointments_43A.21 Training Programs Admin Procedures: 21D Work-Training</p>