



EMERGENCY APPOINTMENT INFORMATION SHEET

Prior to accepting an emergency appointment, you should be aware of the following information:

An emergency appointment is not a regular appointment. It is a temporary appointment which does not require that you successfully compete in a Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. No emergency appointment can exceed one year. (City Charter Section 1013).

In order to receive an emergency appointment, you must submit a completed, signed City application form which will be provided by the Personnel Department along with the Emergency Nomination Form completed by the employing department. If you meet the minimum qualifications for the examination for the class to which you have been nominated for an emergency appointment, you will need to submit an application for the next administration of that examination. You will be required to complete and submit a new application to the Personnel Department when the examination is open for filing.

If you are a City employee (received a regular appointment) and you accept an emergency appointment, **you will automatically be on “protective” leave. This means you may automatically return to your former position at the end of the emergency appointment.**

If you are not currently a regular employee of the City of Los Angeles when you accept the emergency appointment and you cannot be appointed from an eligible list at the termination of your emergency appointment (one year or establishment of an eligible list, whichever comes first), you will be terminated from City employment.