

**JOB OFFERS TO PERMANENT STATUS EMPLOYEES
STATEMENT OF POLICY AND
PRE-EMPLOYMENT STATEMENT OF ACCEPTANCE**

It is the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT), when a job offer with probationary status is made to an applicant who has already obtained permanent status within the classified service, that the applicant sign the following Pre-Employment Statement of Acceptance acknowledging:

- The starting salary of the position;
- That the appointment will be probationary; and
- That he/she will serve a probationary period of no less than twelve (12) months and no more than twenty-four (24) months, unless an exception is otherwise approved by the Deputy Secretary or Undersecretary.

PRE-EMPLOYMENT STATEMENT OF ACCEPTANCE

I, _____, understand that I have accepted the position of _____ with probationary status at a starting salary of _____ bi-weekly. I further understand that I must relinquish my permanent status to accept this job offer. I also understand that I must serve a probationary period of no less than twelve (12) months and no more than twenty-four (24) months. I further understand that, as a probationary employee, I do not possess a property right in this position, I serve with “at will” status, and that I may be separated, with or without cause, at any time during the probationary period pursuant to Civil Service Rule 9.1(e).

Employee Signature

Date

Witness Signature/Title

Date