Coastal Protection and Restoration Authority (CPRA)

**Internal Promotions / Position Change Form**

This conditional offer of employment is herein extended with provisions as follows:

 **Applicant Name:**

 **Job Title:**

 **Position Number:**

 **Office/Division**

 **Rate of Pay:** $ **[ ]** Bi-Weekly **[ ]** Hourly (for part time Employees)

**Appointment Type:**

**Status:**

**Proposed Effective Date:**

The above conditional offer is approved by:

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Supervisor’s signature Date

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Executive Director’s signature Date

This conditional offer is subject to the following **SPECIAL CONDITIONS OF EMPLOYMENT**:

1. Compliance: Your appointment must be approved by the Appointing Authority and comply with the requirements of Article X of the Constitution, Civil Service Rules, the Uniform Classification and Pay Plans, Minimum Qualifications assigned to the job, and the policies and procedures issued by the Civil Service Director. Your salary must be in compliance with CPRA policy and Civil Service Rules and cannot exceed the budgeted amount without prior approval from the Appointing Authority.

2. Documentation: You must provide the following documentation to the Human Resources Division in accordance with the deadlines indicated below.

• Official college transcript (if required to qualify for the job) – within 15 days of hire date;

• Any license or certification as required by the minimum qualifications for the job (such as Attorney, CPA, Engineer etc.) – within 15 days of hire. Such licensure or certification must be maintained throughout your employment.

3. Agreement:

• You agree to receive wage and compensation payments via direct deposit through electronic transfer of funds into a checking or savings account or bank, savings and loan, or credit union which is authorized by the Division of Administration.

• If you are currently a State employee and are transferring from permanent status to probational status, you acknowledge that this form verifies your acceptance of a probational appointment.

• If the offered position requires travel, you must be able to pay all expenses associated with the travel, excluding airfare and registration, with the understanding that all such sums expended will be reimbursed in a timely fashion by the accounting office upon receipt of a request for reimbursement.

I understand and accept the conditions of employment stated above. I further understand that failure to comply with any of these conditions may result in the revocation of this offer and/or separation from employment.

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Applicant’s signature Date

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Witness’s signature Date