



# DURATION OF REGISTERS

PM-14-06

## Section: 14-00, EMPLOYMENT

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**POLICY:** The duration of employment registers are as follows:

**A. Recall Registers**

The duration of a Recall Register is two (2) years, unless otherwise specified in a Memorandum of Understanding.

**B. Promotional Registers**

The duration of a promotional register is one (1) year, with the exception of Promotional Registers for the Fire Services Division and the commissioned ranks within the Police Services Division. Those registers will be in effect until the next promotional examinations are administered and new registers are established, but will not exceed two (2) years.

**C. Entry Level Registers**

The duration of an Entry Level Register is one (1) year, with the exception of the Entry Level Fire Recruit Register which is two (2) years.

**D. Durational Registers**

Durational Registers will be in effect for three (3) months, but may be extended by the Human Resources Director or designee, if deemed appropriate.