

REPORT OF PERSONNEL CHANGE



This form should be used to report personnel changes sending it promptly to the Greene County Civil Service Comm.\*

Please be sure to use the form to report every personnel change in any position in the classified service to this Office on or before the date such change becomes effective while a supplementary payroll containing the names of each employee should be submitted the first time the employee is paid in his new status. Such changes would include new appointments, promotions, changes in salary or wages, reinstatements, resignations, leaves of absence, removals, and any other change that may occur.

\*Quoting in part from Section No. 97 of the Civil Service Law, "It shall be the duty of each appointing officer of the State or of any civil division or city thereof to report to the civil service commission having jurisdiction forthwith upon such appointment or employment (in any position in the classified service) the name of such appointee, title and character of his office or employment, the date of commencement of service by virtue thereof and salary or compensation thereof, and to report from time to time and upon date of official action . . . , any separation of a person from the service, or other change therein, and such other information . . . ." etc.

FROM: COUNTY DEPARTMENT OF \_\_\_\_\_
TOWN OF \_\_\_\_\_ SPECIAL DISTRICT \_\_\_\_\_
VILLAGE OF \_\_\_\_\_ SCHOOL DISTRICT \_\_\_\_\_

APPOINTMENTS: The Civil Service Law provides that an application form covering a candidate's qualifications for a non-permanent competitive class position (Form 330) or a non-competitive position (Form SD-5), should be submitted to the County Civil Service Commission for approval prior to the effective date of appointment.

PERSONNEL CHANGES REPORTED AS INDICATED BELOW

- ( ) Competitive appointment from eligible list
( ) Non-competitive appointment (Form SD-5 required)
( ) Exempt appointment
( ) Labor appointment
( ) Provisional appointment (Form 330 required)\*\*
( ) Non-competitive promotion (Form 330 required)
( ) Temporary appointment: (Give further details concerning same under "Remarks")
( ) A-Skilled or unskilled labor
( ) B-Emergency (Re: C, D, E, & F, application required)
( ) C-Not to exceed 1 month on non-competitive or
( ) D-1 month to 3 months \*\* of competitive if not
( ) E-3 months to 6 months \*\* from eligible list
( ) F-During leave of absence \*\*
( ) A Veteran
( ) Exempt Volunteer Fireman
( ) Salary change - list old and new salary below
( ) Reinstatement
( ) Resignation (All resignations should be in writing and attached to this form)
( ) Termination of temporary service
( ) Leave of absence without pay
( ) Discharge-exempt, non-competitive or labor class employee (Charges necessary only if veteran or an exempt volunteer fireman)
( ) Discharge - competitive employee (Charges necessary in accordance with Section 75 of the Civil Service Law)
( ) Miscellaneous - list any other type of change. (Explain below.)
( ) Retired
( ) Deceased

\*\* First check to determine whether there is any existing eligible list if the position is in the competitive class.

TITLE OF POSITION \_\_\_\_\_
NAME OF EMPLOYEE \_\_\_\_\_ SALARY \$ \_\_\_\_\_ per \_\_\_\_\_
ADDRESS \_\_\_\_\_
DATE EFFECTIVE \_\_\_\_\_
NAME AND TITLE OF LAST EMPLOYEE IN THE POSITION \_\_\_\_\_
Remarks: (Continue on back of paper if necessary)

OFFICER \_\_\_\_\_
TITLE \_\_\_\_\_
Date \_\_\_\_\_ ADDRESS \_\_\_\_\_