

**DESKGUIDE FOR PERSONNEL TRANSACTIONS**

<b>TYPE OF TRANSACTION</b>	<b>DESCRIPTION</b>	<b>FORMS REQUIRED</b>	<b>HOW TO COMPLETE THE RPC</b>
Appointment	<p><i>Permanent</i> – appt. expected to last longer than 1 year &amp; no other person has a claim to the position.</p> <p><i>Non-permanent</i> – provisional, temporary, or contingent permanent</p> <ul style="list-style-type: none"> <li>• <i>Provisional</i> – appt. to a permanently vacated competitive class position &amp; no mandatory eligible list exists</li> <li>• <i>Temporary</i> – appt. is for a limited duration or to a position owned by an employee on leave of absence</li> <li>• <i>Contingent permanent</i> – appt. to a position owned by another employee who is on leave or provisional in a higher title.</li> <li>• <i>Substitute</i> – appt. to add someone to the substitute list to be used on a “call-in” basis for other incumbent</li> <li>• <i>Term of Office</i> – appt. for a term of office defined by law for appointed/elected officials</li> </ul>	<p><i>Non-competitive, exempt, labor class</i> -</p> <ul style="list-style-type: none"> <li>• Approved application</li> <li>• Required licenses and/or certifications</li> </ul> <p><i>Competitive class</i> -</p> <ul style="list-style-type: none"> <li>• Certified eligible list</li> <li>• Written declinations</li> </ul> <p><i>NOTE for County Departments: Submit the following with RPC</i></p> <ul style="list-style-type: none"> <li>• Tax forms</li> <li>• Retirement form</li> <li>• Emergency Contact form</li> <li>• Oath of office form</li> <li>• Benefit plan enrollment form</li> <li>• I-9 with 2 forms of ID</li> </ul>	<p><b>Prior to appointment:</b></p> <p><i>Non-competitive, exempt, labor class</i></p> <ol style="list-style-type: none"> <li>1. Submit application for CS approval prior to appointment</li> </ol> <p><i>Competitive class</i></p> <ol style="list-style-type: none"> <li>1. Request a Certified Eligible List. CS will canvass/certify the list.</li> <li>2. Conduct interviews and select a candidate among the top three eligible candidates willing to accept appointment.</li> <li>3. Have hired candidate and the appointing authority sign the certification, record the start date and salary, and return to CS. Include copies of declinations.</li> </ol> <p><b>RPC Submission:</b></p> <ol style="list-style-type: none"> <li>1. Select the appropriate length of appointment</li> <li>2. Indicate the effective dates of employment</li> <li>3. Check if it is a Rehire</li> <li>4. Note the reason for temporary appointment (i.e. 3 or 6 months, due to incumbent, position to be abolished, technical 18 month position)</li> <li>5. Indicate the termination date, if known, for temporary appointments</li> </ol>
Leave of Absence	<p>If an employee is absent from work for more than 5 consecutive days for reasons other than paid vacation, an RPC should be submitted documenting the length of the leave of absence and the reason. Refer to HR policies &amp; union contracts regarding to how benefit time is used.</p> <p><i>Note: FMLA leaves can run concurrently with some of the following – refer to HR policies &amp; union contracts.</i></p> <p><i>Types of Leaves:</i>            Administrative leave – for disciplinary reasons            Child rearing            Disability            Involuntary leave – Section 72            Maternity/Paternity            Military            Personal leave            Sick leave other than disability or worker’s comp.            Worker’s compensation</p>	<ul style="list-style-type: none"> <li>• Medical documentation for beginning of leave and for return to work</li> </ul>	<ol style="list-style-type: none"> <li>1. Select the correct reason for the leave of absence</li> <li>2. Indicate if the leave is paid or unpaid.</li> <li>3. Indicate the begin and end dates (if known)</li> <li>4. Indicate date of injury in the Comments, if applicable</li> <li>5. Send in additional RPCs if the leave type changes prior to the employee’s return from work</li> <li>6. Send an RPC when the employee returns to work if the return date wasn’t indicated on the original submission</li> <li>7. Give facts under the Comments section</li> </ol>

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Termination	<p>Employment is terminated for one of the following reasons:</p> <p>Death            Discharge – Section 75 or not            Employee quit            Layoff            Leave of absence exceeded 1 year            Misstatement on application            Other – give facts in Comments section            Not reachable on CS list            Resignation            Temporary or substitute employment ended            Term of office ended            Terminated during probation</p>	<ul style="list-style-type: none"> <li>• Copy of charges, if applicable</li> <li>• Copy of signed resignation, if applicable</li> <li>• Copy of probationary report indicating unsatisfactory service, if applicable</li> </ul>	<ol style="list-style-type: none"> <li>1. Indicate the last day worked</li> <li>2. Indicate the reason for termination</li> <li>3. Give facts under Comments section</li> </ol>
Suspension	<p>Employee is suspended from work with or without pay for disciplinary reasons.</p>	<ul style="list-style-type: none"> <li>• Copy of charges</li> </ul>	<ol style="list-style-type: none"> <li>1. Indicate the dates of suspension</li> <li>2. Indicate if the suspension is paid or unpaid</li> <li>3. Send an RPC when the employee returns to work if the return date wasn't indicated on the original submission</li> </ol>
Salary Change	<p>The employee's pay rate is changing due to a general increase, step increase, longevity increase, etc.</p>	<ul style="list-style-type: none"> <li>• Copy of union contracts &amp; salary schedules should be submitted when a new one is adopted</li> </ul>	<ol style="list-style-type: none"> <li>1. Indicate the date of the salary change</li> <li>2. Indicate the old and new rates</li> </ol>
Transfer or Demotion	<p>An employee is being transferred to a different position number or is being demoted. If the title &amp; appointing authority remain the same, it is a reassignment and no additional paperwork is required. If the employee transfers from one appointing authority to another, CS approval is required. If the demotion is involuntary, proper disciplinary procedures according to union contracts &amp; Section 75 must be followed. If the demotion is voluntary, CS approval is required.</p>	<ul style="list-style-type: none"> <li>• Transfer form for competitive class positions</li> <li>• Voluntary demotion form, if applicable</li> <li>• Disciplinary charges, if applicable</li> </ul>	<ol style="list-style-type: none"> <li>1. Submit transfer or demotion form to CS for approval</li> <li>2. Indicate the effective date of transfer or demotion</li> <li>3. Indicate the position left and the new position</li> </ol>
Other Transactions	<p>Address or name change            Phone number change            Change in marital, veteran's or exempt-volunteer fireman status</p>	<ul style="list-style-type: none"> <li>• Copy of Social Security card with new name</li> <li>• DD 214 for veteran's status</li> </ul>	<ol style="list-style-type: none"> <li>1. Indicate the effective date of the transaction</li> <li>2. Record the type of transaction with pertinent information in the Comments section of the RPC</li> </ol>