

REPORT OF PERSONNEL CHANGE

Report all personnel changes on this form. Send one copy prior to payroll affected by this change.

TO: Jefferson County Department of Human Resources 175 Arsenal Street Watertown, NY	NAME OF EMPLOYEE
FROM: _____ CITY COUNTY TOWN VILLAGE OR DISTRICT (Name only one)	ADDRESS
DEPARTMENT	TITLE OF POSITION _____ SALARY _____ Veteran [] Non-Veteran []
NAME AND TITLE OF LAST EMPLOYEE IN POSITION	DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____ RETIREMENT NUMBER _____

	Check nature of Personnel Change	DATE EFFECTIVE	Action necessary by Appointing Officer
A P P O I N T M E N T S	Permanent		Attach county application
	Provisional (requires Civil Service exam to be given)		Attach county application
	Temporary	From _____ To _____	State length of employment & attach county application
	Substitute	From _____ To _____	Attach county application
	Permanent Promotion (Competitive titles only)		Attach county promotion application
	Provisional Promotion (Competitive titles only)		Attach county promotion application
	Temporary Promotion (Competitive titles only)		Attach county promotion application
T E R M I N A T I O N S	Resignation		Submit signed resignation
	Retirement		Give effective date
	Deceased		Indicate date
	Removal		Attach copy of proceedings pursuant to NYS Civil Service Law Section 75
	Termination		Return Probation Report
	Lay-off (Lack of Work or Funds)		Give facts under Remarks
O T H E R C H A N G E S	Military leave of absence	From _____ To _____	Give facts under Remarks
	Other leave of absence	From _____ To _____	Give facts under Remarks
	Worker's Compensation	From _____ To _____	
	Demotion		Give facts under Remarks
	Suspension		Give facts under Remarks
	Reinstatement		Give facts under Remarks
	Change in salary		Indicate New Salary & Date of Board Authorization
	Change in name		Give facts under Remarks
	Other		Give facts under Remarks

REMARKS: (Continue on back if necessary)

Appointing Officer _____

Title _____

Date _____

CERTIFICATE
valid until

(Date)

This certifies that the above employment is in accordance with Law and Rules made in
pursuance to Law. Subject to any limitation or condition specified above.

By: _____

Date: _____