

Employees to be Supervised by Appointee: Give number in each classification. For example: Five (5) Clerk-Typists I

One (1) Clerk-Steno I

Three (3) Students

Person who will Supervise Appointee: Give name and title. For example: John Doe,

Professor; Mary Smith, Clerk-Steno II.

Signature of Supervisor: Supervisor should sign all four copies, giving his title.

If supervisor is not also department head, the department head should indicate his approval in this space by signing his initials.

Send all four copies of the form to the Chancellor's Office.

3. TO CHANGE STATUS OF EMPLOYEE

Use Form 202 to propose a change in salary rate, to report a change in address or name, to initiate a transfer from one classification to another, to certify completion of probation (after Civil Service examinations have been given and eligibility lists established), or to report separation from payroll (by death, dismissal, leave of absence, resignation, lay-off, or termination of temporary appointment).

Fill out items 1 through 6, except that item 3 will be left blank when the position involved is in a class for which examinations have not been held and employment lists have not been established.

Name and/or Address Change: If employee's name or personal address has been changed, show in item 7 the new name or address.

Salary Change: Items 8 through 12 are to be filled out when a change in salary is proposed. In items 9 and 11, insert "yes" or "no" depending on whether or not any maintenance is provided.

Certification After Probation: This heading is to be used to certify that an employee has completed the probationary period and should receive full Civil Service status. Additional information on this point will be sent to you at a later date.

Separation from Payroll: In the main this heading is self-explanatory. Lay-off may mean complete lay-off for a stated period or reduction to part-time. Give your explanation under item 13. Please note that signature of the employee is required in case of resignation.

Transfer or Promotion: During the transition period, i.e., before eligible lists are established and incumbents certified, Form 202 is to be used to report transfers from one classification to another in which examinations have not been given. In cases where the transfers represent actual promotions, the form should be submitted in advance of the change. Do not fill in items 22, 23, or 24.

Send all three copies of the form to the Chancellor's office.

4. TO MAKE AN EMERGENCY CIVIL SERVICE APPOINTMENT

Use Form 204 to initiate an emergency appointment, i.e., an appointment for a period not exceeding ten days. Form 116 or 202 must accompany this form if the appointment or transfer is to fill a permanent or temporary position which has been made vacant by resignation, accident, or death, without sufficient notice.

If you have questions of any sort, please feel free to call this office for help. We are endeavoring to meet the requirements of the Civil Service office, and your prompt cooperation in following the procedures outlined in this letter will make it possible for us to do so. One copy of each form is enclosed. Additional copies are available at the Chancellor's office and will be sent on request.

RAYMOND NICHOLS
Executive Secretary