

REPORT OF PERSONNEL CHANGE

To: Wyoming County Civil Service Commission
 338 N. Main St. Thomson Hall, Warsaw NY 14569

Wyoming County

Circle: County/Town/Village or District

Name of Employee

(Department)

Mailing Address

Town/State/Zip

(Name and title of last employee in position)

Title of Position

Salary(Annual/Hourly)

 New Position Res. #/Bd. Action Date _____ Part-time Full-time Veteran Non-Veteran Disabled Veteran Exempt VolFireman Longevity Vacant Position - Approval to fill _____

(Date)

Date of Birth

Social Security No.

Check nature of Personnel Change:

APPOINTMENTS:

DATE EFFECTIVE:

Action necessary by Appointing Officer:

Permanent (Date) -	EI#		Attach certification/Attach approved application (MSD 330)
Provisional (Date) -			Attached approved application (MSD 330)
Temporary	From	To:	State length of employment
Substitute	From	To	Give facts under Remarks
Term of Office (Appt/Elect)	From	To:	Give facts under Remarks
Permanent Promotion (Date) -			Return report of certification/Attach approved application (MSD 330)
Provisional Promotion (Date) -			Attach approved application (MSD 330)
Non-Competitive Class (Date) -			Attach approved application (MSD 330)
Exempt Class (Date) -			Submit this form only
Labor Class (Date) -			Submit this form only

TERMINATIONS:

Resignation (Date) -			Submit signed resignation
Retirement			Give effective date
Deceased (Date) -			Indicate data
Removal (Date) -			Attach copy of proceedings
Lay-off (lack of work or funds) Date -			Give facts under remarks

OTHER CHANGES:

Military leave of absence (Date) -			Give facts under remarks
Other leave of absence	From	To	Give facts under remarks (with/without pay)
Transfer (Date) -			Give facts under remarks
Demotion (Date) -			Give facts under remarks
Suspension (Date) -			Give facts under remarks
Reinstatement (Date) -			Give facts under remarks
Change of Classification			Give facts under remarks
New Position (Date) -			Submit form MSD 222 (Duties statement)
Change in Salary (Date)			Indicate new salary:
Other			Give facts under remarks

REMARKS: (Continue on back if necessary)

Signature of Appointing Officer