

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

(Department)

(Name and title of last employee in position)

☐New Position Res. #/Bd. Action Date

☐Vacant Position - Approval to fill

(Date)

Name of Employee

Mailing Address

Town/State/Zip

Title of Position

Salary(Annual/Hourly)

Part-time ☐ Full-time ☐

Veteran ☐ Non-Veteran ☐

Disabled Veteran ☐ Exempt VolFireman☐

Longevity

Date of Birth

Social Security No.

Check nature of Personnel Change:

DATE EFFECTIVE:

Action necessary by Appointing Officer:

APPOINTMENTS:

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