

Report of Personnel Change form and Supplementary Payroll Certification

Dutchess County Department of Human Resources



DATE		AGENCY		NAME	
POSITION TITLE				ADDRESS	
ROSTER POSITION #				DATE OF BIRTH	SS#
SALARY (indicate yearly, hourly, etc)				RETIREMENT #	
LAST EMPLOYEE IN POSITION				VETERAN STATUS: ☐ Non-Veteran ☐ Veteran ☐ Disabled Veteran ☐ Exempt Volunteer Firefighter	
☒		CHECK NATURE OF PERSONNEL CHANGE		EFFECTIVE DATE	ACTION NECESSARY BY APPOINTING OFFICER
COMPETITIVE	☐	Permanent ☐ Full-time ☐ Part-time ☐ Hourly			Return certification of eligible
	☐	Permanent ☐ Full-time ☐ Part-time ☐ Hourly Promotion			Return certification of eligible
	☐	Contingent ☐ Full-time ☐ Part-time ☐ Hourly Permanent			Return certification of eligible
	☐	Provisional ☐ Full-time ☐ Part-time ☐ Hourly			Attach application
	☐	Provisional ☐ Full-time ☐ Part-time ☐ Hourly Promotion			Attach application
	☐	Reinstatement/Transfer			Submit documentation for Associate review
OTHER	☐	Non-competitive ☐ Full-time ☐ Part-time ☐ Hourly			Attach application
	☐	55a Appointment ☐ Full-time ☐ Part-time ☐ Hourly			Attach application
	☐	Exempt Class ☐ Full-time ☐ Part-time ☐ Hourly			Submit this form only
	☐	Labor Class ☐ Full-time ☐ Part-time ☐ Hourly			Submit this form only
TERMS	☐	Temporary FROM: TO:			State length of appointment and reason, if made from eligible list, certification to be returned
	☐	Resignation			Submit signed resignation
	☐	Retirement			Give effective date
	☐	Deceased			Indicate date of death
	☐	Section 75 Termination			Submit copy of charges
	☐	☐ Provisional ☐ Probationary ☐ Exempt			Give effective date and facts under Remarks
OTHER CHANGES	☐	Lay-off (Lack of work or funds)			Give facts under Remarks
	☐	Probation Complete			Give effective date
	☐	Military Leave			Submit copy of orders
	☐	Leave of Absence ☐ Paid ☐ Unpaid Indicate date out and/or return date			Give facts under Remarks
	☐	Demotion			Give facts under Remarks
	☐	Reassignment			Give facts under Remarks
	☐	Suspension			Attach copy of disciplinary proceedings
	☐	Change in Classification			Give facts under Remarks
	☐	Change in Salary			Indicate new salary
	☐	Change in Name/Address			Give facts under Remarks
	☐	Other			Give facts under Remarks
	☐	Nomination of QIE			Candidate must have completed minimum of 6 months of service in a HELP title

Remarks:	Appointing Officer	
	Title	
	Signature	

FOR DUTCHESS COUNTY TRANSACTIONS USE ONLY. This certifies the above employment is in accordance with Law and Rules made in pursuance to Law. Subject to any limitation or condition specified above. DCHR Approval _____

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