

DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES

REPORT OF PERSONNEL CHANGE FORM – SUBSTITUTE APPOINTMENTS

AGENCY: _____ **DATE:** _____

NAME OF EMPLOYEE: _____

SS NUMBER: _____ - _____ - _____ **EFFECTIVE DATE:** From _____ To _____

NEW APPOINTMENT	TERMINATION	CHANGE IN SALARY
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Temporary substitute appointments may be made to the following titles in the **non-competitive class**.

APPLICATIONS MUST BE SUBMITTED FOR THESE TITLES:

Bus Driver	Salary _____	School Crossing Guard	Salary _____
Clerk (pt)	Salary _____	Security Guard	Salary _____
Custodial Worker	Salary _____	Teacher Aide	Salary _____
Library Aides	Salary _____	Typist (pt)	Salary _____
LPN (School)	Salary _____	Youth Aide	Salary _____
RPN (School)	Salary _____		

Note: Appointments to titles other than those listed should be discussed with the Transactions Unit

Temporary substitute appointments may be made to the following titles in the **labor class**. The appointing authority must review the merit and fitness of each candidate.

Cleaners	Salary _____	School Chaperones	Salary _____
Food Service Helpers	Salary _____	School Monitors	Salary _____
Laborers	Salary _____	Solid Waste Attendants	Salary _____
Page	Salary _____	Sports Officials	Salary _____
Recreation Assistants	Salary _____		

Note: Appointments to titles other than those listed should be discussed with the Transactions Unit

Temporary substitute appointments made to the **competitive class** must be reviewed and approved by your HR Associate. Time restrictions apply to these positions and they will be reviewed on a periodic basis.

APPLICATIONS MUST BE SUBMITTED with this form prior to employment commencing:

Other: Title	Salary	DCHR Associate Approval: _____
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***Substitute Appointments:** Appointments to positions on a substitute, on-call basis in all jurisdictional classes shall be considered temporary appointments. If it is determined by this agency that any appointments are lasting for long term durations and/or that the employees are working appreciable hours, the appointments should be converted to permanent positions either full-time or part-time in nature depending on hours worked and filled through the procedures required for the jurisdictional class to which it is assigned. In implementing this policy, a “temporary” position will be considered to have crossed over into a permanent position when an employee appears on more than 26 weekly payrolls in a year or works more than 130 days in a year. He/she will be considered to be in a permanent rather than a temporary position.

Revised 05/18

Appointing Authority: _____

Title: _____

DCHR Approval: _____

For Office Use

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.

By: _____

Date: _____ Valid Until : _____