



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES

Report of Personnel Change Form – Substitute Appointments

SECTION A: General Information

AGENCY: _____ DATE: _____

NAME OF EMPLOYEE: _____

SS#: _____ EFFECTIVE DATE: From _____ to _____

NEW APPOINTMENT TERMINATION CHANGE IN SALARY

SECTION B: Non-competitive class

Temporary substitute appointments may be made to the following titles in the **non-competitive class**.

★ APPLICATIONS MUST BE SUBMITTED FOR THESE TITLES. ★

✓	TITLE	SALARY	✓	TITLE	SALARY
	Bus Driver			School Crossing Guard	
	Clerk (part time)			Security Guard	
	Custodial Worker			Teacher Aide	
	Groundskeeper			Health Aide	
	Library Aide			Typist (part time)	
	LPN (School)			Youth Aide	
	RPN (School)			Other	

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

SECTION C: Labor class

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

✓	TITLE	SALARY	✓	TITLE	SALARY
	Cleaners			Student Workers	
	Food Service Helpers			School Monitors	
	Laborers			Solid Waste Attendants	
	Page			Sports Officials	
	Recreation Assistants			Other	

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

SECTION D: Competitive class

Temporary substitute appointments made to the **competitive class** must be reviewed and approved by your Human Resources 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 _____ HR Associate Approval: _____

*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 in a permanent rather than a temporary position.

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: _____