

**DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES
 REPORT OF PERSONNEL CHANGE
 FOR SUMMER LABOR CLASS EMPLOYEES ONLY**

AGENCY: _____

This form is to be used for summer Labor Class appointments for the following titles: *Cleaners, Laborers, Pages, Pool Attendants, Recreation Assistants, Sports Officials, Student Workers, and Tennis Court Attendants*. *The appointing authority must review the merit and fitness of each candidate. *All documentation must be submitted prior to Start Date for review and approval.*

NAME	SSN	POSITION TITLE	SALARY	START DATE*	END DATE
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Appointing Authority: _____

Date: _____

For Office Use

DCHR Ruling:

DCHR Approval: _____