

**CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**Instructions for Completing and Submitting the Municipal Report of Personnel Change Form**  
**9/14/2006**

General Instructions for Completing the Report of Personnel Change Form:

The Report of Personnel Change (RPC) form is a one page document available in two (2) formats. One is an Adobe Acrobat .pdf format that may be printed from the Chautauqua County Government website and completed by hand or typewriter. The other version is a MS Word document that is completed on a PC using MS Word. The front side (page one) contains the information that authorized agency personnel will complete to fully describe the transaction details. The header of the form requires the completion of the following six (6) fields:

- From (city, town, School district, village or special district)
- Name of Employer
- Effective Date of Change or Appointment
- Employee Name
- Current Title of (Employee's) Position
- Check box for New Employee/Change to Existing Employee/Additional Position for Existing Employee

Below the form header is a table that is used to provide details that describe the personnel transaction. The transaction is detailed by placing a check mark in the box next to the appropriate general personnel transaction description from the left-hand column. The general transaction categories are listed below:

- Appointment
- Leave Without Pay
- Salary Change
- Amount of Work Hours Change
- Reinstatement From (a different employment status)
- Suspension
- Termination

Note that some additional information is required in the left-hand column for appointments.

Appointments, reinstatements and terminations require the selection of a specific sub category from the right-hand column that more completely describes the nature of the transaction. The appropriate sub category must be selected by placing a check mark in the box next to the appropriate choice.

The right-hand column also provides information concerning any additional information that needs to be included on the RPC form or sent with the form for processing.

The appointing officer remarks section must be completed as well.

Remarks:

Appointing Officer:

Date:

Title:

### Instructions for Completing the MS Word Version of the form:

You should save the original form on your PC in a place that you can access it quickly. Each time you need to complete and print a personnel change on this form you should use the steps listed below:

1. Open the saved original document, or access the original form from the website.
2. Begin completing the form by keying information in the fields as appropriate. Pressing the Tab key will navigate the cursor through the text fields. You may also click in a text field where you want to key an entry. You can select and deselect the check boxes by clicking on them.
3. After all sections of the form are complete, print the form so that it may be signed, dated and sent to our office along with any attachments. You may wish to save the completed document to your PC by choosing "File – Save As..." from the MS Word menu. Give the document a unique name including the employee name and effective date (example: "RPC\_Smith\_John\_1-2-2006.doc") and save it to your PC. The original template should never be saved with any changes so that it will always be available as a "blank" form each time you open it.

### Submitting the Completed RPC Form to the Chautauqua Department of Human Resources:

The form you printed and signed should be sent to the Human Resources Office with any required attachments.

As a general rule, the RPC form must be completed and sent to the Chautauqua County Department of Human Resources as soon as is practicable after the personnel change becomes known to the agency. Any hard copy documents that belong with the RPC, such as resignation letters, should be attached to the RPC before being sent to our office. Below are some rules concerning the correct way to complete information for different categories of transactions:

- Appointments: The effective date of an appointment is the first day that an employee starts working in the title. Seasonal, temporary and fixed term appointments ***must*** have an ending date. The effective date of a reinstatement is the first day that an employee starts working in the different title.
- Leaves Without Pay: The effective date of a leave without pay is the first day that an employee is absent ***without pay*** for a ***full*** scheduled workday. Indicate the anticipated last day of the leave in the right-hand column.
- Reinstatements: The effective date of a reinstatement is the first day that an employee starts working in the title or returns from a leave. Enter the title of the position the employee is ***reinstated to*** in the header section of the form.
- Suspensions: The effective date of a suspension is the first day that an employee is absent without pay for a ***full*** scheduled workday. Indicate the last day of the suspension in the right-hand column.
- Terminations: The effective date of a termination is generally the employee's last day of work. If the employee terminates while receiving some type of leave pay, such as vacation or sick, the termination date is the last day for which the employee receives pay. If the employee terminates while on an unpaid leave, the effective date will be recorded as listed on the employee's resignation notice, or as determined by the agency head for involuntary terminations. If the employee terminates by retirement while on an unpaid leave, the termination date is the last day prior to the "retirement date" provided by the New York State Employees' Retirement System.