



Civil Service On-line System User Session
Personnel Transactions
August 23, 2016

Personnel Transactions

❖ Transfers

❖ MGL Chapter 31 §35 Transfers

- ❖ Discretion of Appointing Authority
- ❖ Tenured employee
- ❖ Same title, i.e. police officer
- ❖ New civil service seniority date

❖ Seniority Date

❖ MGL Chapter 31 §33 Seniority; computing length of service

- ❖ Seniority date in Dept A 08/23/2010
- ❖ Transfer effective date to Dept B 08/23/2016
- ❖ Upon three years of service in Dept B on 08/23/2019 employee's civil service seniority date reverts to 08/23/2010 in Dept B

Personnel Transactions

Form 56 – Known as Absence & Termination

- ❖ Common examples include:
 - ❖ Leaves of Absence
 - ❖ Resignations
 - ❖ Terminations
 - ❖ Retirements

- ❖ Other examples
 - ❖ Expiration of Temporary position
 - ❖ Expiration of Provisional employment
 - ❖ Layoff
 - ❖ Suspension

Reports & Other Documents for HRD Review

❖ Annual 67 Report

❖ MGL 31, § 67 - Annual list of civil service employees; posting; enforcement; penalties

- ❖ Listing of Civil Service Employees
- ❖ Due March 1st of each year
- ❖ Posted in Department

❖ Helpful links on website

- ❖ Section 67 of MGL 31
- ❖ Guidelines – How to fill out form
- ❖ 67 Form

Reports & Other Documents for HRD Review

❖ PAR.09 – Removal

- ❖ Residency challenge

- ❖ Candidate detrimental to department

 - ❖ Written statement request by AA attached to requisition

 - ❖ Candidate appeal rights

 - ❖ Removal from muni's eligible list

❖ PAR.03 – Removal – Serious

- ❖ Convicted felony

 - ❖ Written statement

 - ❖ Candidate appeal rights

 - ❖ Removal from all eligible lists

Reports & Other Documents for HRD Review

- ❖ Provisional Promotion or Appointment
 - ❖ No eligible list
 - ❖ Less than three “willing to accept”
 - ❖ Promotion – employee within dept – next lower title
 - ❖ Appointment – any employee within Civil Service

What's happening in Civil Service

- ❖ New PAT payment process
- ❖ Police Promotional exams posted
- ❖ Fire Promotional exams posted
- ❖ New ranking display for eligible lists



Q & A



Next On-line Session
September 27, 2016

Topic
Selective Certification
Requests
(Bilingual, EMT, Gender)