

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

June 20, 1991

HUMAN RESOURCES MEMORANDUM 19-91

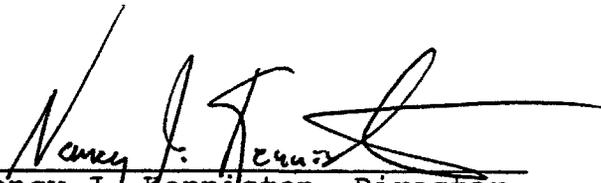
TO: All Agency/Department Heads, Personnel Officers

SUBJECT: Notification of Appointment End for Time Limited Positions

REFERENCE: Chapter 12, Section 4C8(c) of the Civil Service Rules (amended June 17, 1991)

The purpose of this memorandum is to remind all appointing authorities that the referenced section of Civil Service Rules requires that all seasonal or temporary employees must be informed of the approximate date of termination of employment at the time of hire.

Such notice must be given to all employees who are appointed to time limited positions and/or appointments.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

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