

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

February 6, 1991

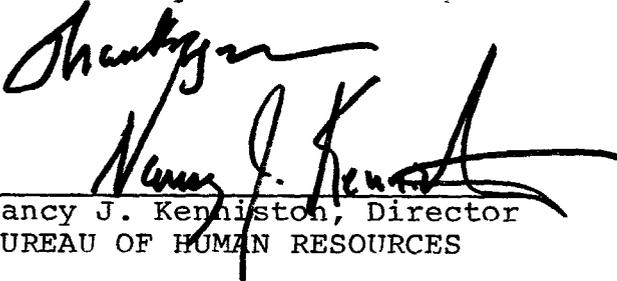
HUMAN RESOURCES MEMORANDUM 4-91

TO: All Personnel Officers and Administrative Directors

SUBJECT: Discontinued Use of Form BP-23 (Report of Separations
from State Service)

Attached is a copy of Form BP-23. It is our understanding that this form is no longer used by any State departments. This form will be discontinued and all in-stock copies destroyed on March 1, 1991, unless we hear from you.

If you still have a current or anticipated need for this form, please contact Jeannie Johnson (4433) at the Bureau of Human Resources prior to 5:00 p.m. on February 28th.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachment

REPORT OF SEPARATIONS FROM STATE SERVICE

MADE BY _____ DATE _____
(DEPARTMENT, INSTITUTION OR AGENCY)

THE FOLLOWING IS A COMPLETE LIST OF ALL SEPARATIONS FROM THE STATE SERVICE OCCURRING DURING THE PAYROLL PERIOD

ENDING _____ 19 _____

| SOCIAL SECURITY NUMBER | NAME OF EMPLOYEE | CLASS TITLE | SEPARATION | |
|------------------------|------------------|-------------|------------|------|
| | | | DATE | CODE |
| | | | | |

DEPARTMENT OF _____ (SIGNATURE OF DEPARTMENT, INSTITUTION OR AGENCY HEAD)

- TERMINATION OF ASSIGNMENT. EMPLOYEE HAD NO STATUS.
- LAYOFF FOR LACK OF WORK, LACK OF FUNDS OR IN THE INTEREST OF ECONOMY. EMPLOYEE HAD PROBATIONARY OR PERMANENT STATUS.
- MATERNITY LAYOFF. SEE PERSONNEL RULE 11.18.
- DISMISSAL DURING PROBATION. DISMISSAL OF A PERMANENT EMPLOYEE MUST BE ACCOMPANIED BY PERSONNEL FORM 29AU. SEE PERSONNEL RULE 12.5.
- RESIGNATION. REPORT MUST BE ACCOMPANIED BY PERSONNEL FORM R-1 OR STATEMENT AS TO WHY EMPLOYEE RESIGNED.
- LEFT WITHOUT NOTICE.
- TRANSFER OR PROMOTION TO ANOTHER STATE DEPARTMENT. ENTER NAME OF DEPARTMENT, INSTITUTION OR AGENCY IN THE "CLASS TITLE" COLUMN ABOVE.
- RETIREMENT UNDER STATE RETIREMENT LAW.

1 TO PERSONNEL DEPARTMENT