

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES**

April 27, 1994

HUMAN RESOURCES MEMORANDUM 1-94

TO: Personnel Managers, Directors of Administrative Services

SUBJECT: Employee Information Statements

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The purpose of this memorandum is to inform all agency personnel offices of the upcoming distribution of Employee Information Statements, and to provide agency personnel offices with an explanation of the "employment status" item on the employee information statements.

Purpose of Employee Information Statements

Users of the MFASIS system have identified a need to provide employees with basic information about their employment with the State. A committee comprised of representatives from agency personnel offices, the Bureaus of Human Resources and Accounts and Control, and MFASIS technical support staff have developed an informational statement that will be distributed to all employees. This statement will be provided to employees each year, as a service to employees.

This statement contains personal information about the employee as well as information about conditions of employment, compensation, benefits, tax status, and deductions.

Employee Notification and Distribution of Statements

A flyer will be distributed to all employees with paychecks on May 4 and May 11. This flyer will provide basic information to employees about the project and will inform employees that the statements will be distributed during the week of May 16.

The statements will be placed individually in envelopes and sorted in the same order as paychecks are sorted. Statements will be produced for all employees who are currently active or on leave. Agencies will be responsible for the delivery of these statements to all employees.

By separate distribution, all agency personnel offices will receive a copy of these statements for their records. These copies will be sorted alphabetically, by processing company.

Explanation of "Employment Status" Information

Although most information contained on the statements is taken directly from MFASIS records, it is not possible to communicate information about employment status directly from MFASIS data in a manner that is easily understood by employees. In order to provide meaningful information about employment status to employees in non-technical terms, the committee has developed eight categories of "employment status" that are based on combinations of administrative unit, appointment type, and probationary status.

Information statements direct employees to direct questions to their agency personnel office. The following information will assist you in answering questions that employees may have about this particular piece of information.

Summary of Employment Status

Permanent classified and permanent unclassified employees both:

- Have successfully completed an initial probation period,
- Require just cause for removal from their current job,
- Have agency and statewide promotional preference to civil service jobs, and
- Have layoff and recall rights in the event of a reduction in force. These rights are usually exercised within the category of employment (classified or unclassified).

Initial probation employees must complete an initial probation period before gaining permanent employment status. Employees on initial probation may be dismissed without cause during the initial probation period.

Promotional probation employees have permanent employment status in a different job than the job to which they are currently assigned. The employee must successfully complete the promotional probation period before gaining permanent status in their current position. Employees who fail to complete promotional probation are returned to their former positions. **NOTE: Employees who are on initial probation when promoted complete this initial probation by satisfactory performance in the higher position.**

Trainees are employees who must successfully complete a trainee program in order to qualify for a State job. Successful completion of a trainee program is followed by a probationary period. Employees must successfully complete both the trainee program and the probationary period before achieving permanent status in the position.

Temporary employees have no permanent right to employment and may be dismissed when the need for services ends or earlier.

Appointive employees either serve for a fixed term or serve at the pleasure of the appointing authority. They have no job protection under union contracts or under Civil Service Law. **NOTE: Although unclassified employees in administrative unit X are considered appointive, they also have agency and statewide promotional preference to civil service jobs.**

Elected employees are elected for a fixed term.

How Employment Status is Determined

The following table was used to determine employment status on the information statements:

<u>Appointment Type</u>	<u>Employment Status</u>
A - Acting > 90 days	Temporary
B - Acting < 90 days	Temporary
E - Project	Temporary
F - State Trainee	Trainee
G - Non-State Trainee	Trainee
H - Intermittent	Temporary

C - Classified

- * Probation Type = A
- * Probation Type = B
- * Class code = 0655, 3301, 0839
- * Otherwise

Initial Probation
Promotional Probation
Temporary
Permanent Classified

D - Unclassified

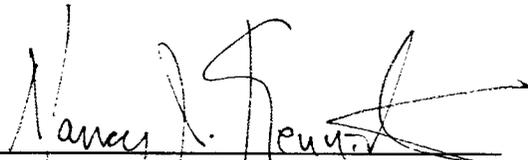
- * Admin Unit = M,X,Y,Z,H
- * Admin Unit = O and
Class Code = 0268, 0999,
0602, 0627, 0634
- * Other Admin Unit O Classes
- * Other Admin Units
 - Probation type = A
 - Probation Type = B
 - Otherwise
- * Class code = 0655, 3301, 0839

Appointive
Elected

Appointive

Initial Probation
Promotional Probation
Permanent Unclassified
Temporary

Thank you.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES