

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

February 6, 1990

HUMAN RESOURCES MEMORANDUM 4-90

TO: Department/Agency Heads/Personnel Officers
SUBJECT: Employment Information Available to Compile Seniority Lists

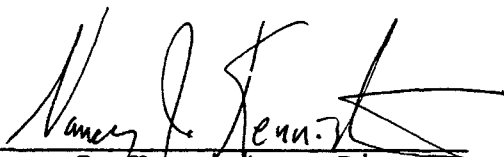
As many of you prepare for potential layoffs in your agency you will have to research employee records. While there is no automated method to present the necessary history to you, we do have information which could help you focus your research on specific employees.

Enclosed is a report listing all active employees and employees on leave. This report lists employees by job class and contains the original hire date, the current hire date (the date which begins continuous service), the date in current job (the date which begins time in current classification), the longevity date and the date in current department. These employment dates are helpful in determining seniority points.

Agencies are encouraged to use this report in conjunction with their own records to the greatest extent possible when compiling seniority lists.

In some cases, agency records are incomplete or employees have prior service in another department. In such cases, you may request microfiche copies from this Bureau of personnel records for employees showing all authorized actions since date of hire. A viewer is required to read microfiche records. If you do not have a viewer available to you, we have a viewer in this office which can be used upon request.

Please determine your information needs and direct your requests to the attention of Richard Paradis.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Enclosure

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS