

# PERSONNEL 3.0

## Employee Practices -- 3.7

### Submission of Personnel Transactions -- 3.7.a

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**Signature:**



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#### **POLICY**

All appointments of new employees or transfers of present employees into vacant positions must first be processed through the Bureau Office.

#### **APPLICABILITY**

This policy applies to all supervisors in the Bureau of Health Services who are responsible for personnel transactions.

#### **PURPOSE**

To establish a mechanism whereby the Bureau Office is notified of transactions which have budgetary and staffing implications.

#### **PROCEDURE**

Complete all appropriate forms and send them to the Bureau Office. If approved, this office will forward the forms to the Division of Human Resources of the Department of Health for processing.

**NECESSARY FORMS**

Forms will vary depending on the particular transaction

**OFFICE OF PRIMARY RESPONSIBILITY**

Human Resources Section, Bureau of Health Services, (615)741-7305