

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

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