

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL
0000 Introduction**

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NOTE: Blanks in the "PAGES" and "ISSUED" columns indicate that no "white pages" have been issued. These sections *may* contain Policy Bulletins or Advisory Memoranda.

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0010 General Character of the Manual

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File this material in the section of the manual referenced above.

.1 BACKGROUND

The State Personnel Management Manual is the official medium of the State Department of Civil Service for issuing personnel management policy and procedural statements. This Manual will include issuances of material covering only those programs for which the Department of Civil Service is responsible. It will not cover any personnel management program areas which are currently the responsibility of other State agencies.

.110 Components of the State Personnel Management Manual System

.111 In developing this basic Manual, we have also incorporated several existing manuals issued by the Department of Civil Service into a larger State Personnel Management System. The components of this overall system are:

A. This manual which is the core manual, written for agency personnel office staff, as a group, emphasizing policy, application of policy, and general procedure.

B. Supplements to the basic manual, which contain specialized information and detailed procedures for specific functional areas, including the following existing manuals:

- . Decentralized Examination Manual
- . Classification Standards
- . Health Insurance Manual
- . Time and Attendance Manual
- . New York State Title and Salary Plan

.120 Organization of the Basic Manual

.121 The Manual is a systematized compilation of New York State's current personnel policies and major procedures. It has been divided into major chapters to render its contents easily accessible and usable as a guide to the agency personnel administrator.

.130 Distribution of the Manual

.131 A copy of the Manual will be provided to each agency personnel office. Additional copies will be provided, on request, for the use of each professional personnel office staff member.

.132 Copies of all new and revised materials will routinely be provided for each Manual issued by the Department of Civil Service.

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.140 Priority Over Other Issues

.141 Instructions and policies as issued in this Manual represent the official position of this Department as of the date of issue and should be regarded as superseding any conflicting material previously issued by this or any other agency.

.142 However, anything contained in this Manual which is, for whatever reason, in conflict with any applicable law, rule, regulation, court decision, or labor agreement will be void, with the primary legal source taking precedence. As soon as any such conflict shall become apparent, the affected policy or policies will be revised or modified to eliminate such conflict(s).

.150 Use of the Manual

.151 The Manual is designed to be used as a guide to agency decision-making in personnel management related matters, within the context of merit system requirements. Limitation of choices will also be indicated where appropriate.

.152 Once a particular course of action has been decided upon, appropriate procedures have been or will be developed to assist you in implementing the decision(s).

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0020 Purpose of the Manual

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.1 **BACKGROUND**

The primary purpose of the Manual is to enhance the overall quality and effectiveness of New York State public personnel management through a promotion of a flexible application of personnel policy, consistent with merit system requirements. This should, in turn:

- . strengthen the management of agency human resources by providing personnel professionals with a ready source of current information regarding interpretation of the Civil Service Law, rules and regulations, policies, and procedures;
- . facilitate the training of newly appointed personnel administrators and personnel officers; and,
- . facilitate the decentralization to the agencies of those elements of State personnel management which should, most appropriately, be handled by the individual agencies.

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0030 Role of the Agency

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.1 BACKGROUND

.110 Maintenance of the Manual

.111 As suggested under Section 0010.131 above, agencies are encouraged to provide each personnel professional with a copy of the Manual for his or her immediate use.

.112 Copies of all new and revised manual materials will be provided for all Manuals which have been issued by this Department. All copies of the Manual must be maintained on a current basis if the Manual is to be utilized effectively.

.120 Conformity of Agency Personnel Practices

.121 Agencies are encouraged to ensure that all internal personnel instructions and policies are consistent with those in this Manual.

.130 Agency Input

.131 Agency reactions and input, including requests and suggestions for content revision, additions, and deletions, are critical for keeping the Manual up-to-date and maximizing its utility.

File this material in the section of the manual referenced above.

.1 BACKGROUND

The following explanation of the organization of the Manual's chapters and their respective subdivisions should facilitate effective use of the Manual.

.110 Table of Contents

.111 Preceding each chapter of the Manual is a detailed table of contents indicating each item issued or presently anticipated.

.112 For those items which have been issued, there is an indication of the number of pages and date of issue. In some cases, where revisions have been made, separate issue dates for individual pages may be noted.

.113 Where there is no issue date or number of pages indicated, no material has yet been issued.

.114 The Table of Contents should be updated, as appropriate, each time you receive a transmittal memorandum (see 0050.112, below). It is also advisable that changes which are made in the form of "Policy Bulletins" (see .124, below) be noted in pencil in your Table of Contents. The entire Table of Contents for given sections will be revised and reissued periodically as necessary.

.120 Manual Items and Elements

.121 Where possible Manual items will typically have four basic elements:

. Background - Background for any item will seek to place the item in its proper perspective in terms of New York State personnel management. This perspective may include the philosophy or rationale underlying the item as well as pertinent historical or legal information;

. Policy - Policy material is intended to provide guidance for making appropriate determinations. Except in limited circumstances, policy will not tell the administrator what decision must be made, but rather what must be considered or taken into account when making a decision;

. Interpretation - Interpretation of law, court decisions, and policy will be included in an item where its presence will help provide a better appreciation for and understanding of the focus, direction, and rationale of the item;

. Procedures - Procedures provide the "how-to" where appropriate, for implementing the determinations made pursuant to policy.

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- .122 While all four elements will not be found in all items, virtually every item will contain either a policy statement or a set of procedures.
 - .123 In situations where elements are inseparable a combination of two elements will be found under a combined heading.
 - .124 In addition to the specific items which make up the Manual itself, there will be periodic issuances of material in the form of Policy Bulletins and Advisory Memoranda, described in greater detail under Section 0050 "Maintenance of the Manual", below.
- .130 Codification
- .131 The first four digits of the item code refer to the specific chapter and the item within that chapter. This code is found in the page header.
 - A. the first two digits designate the chapter;
 - B. the second two digits designate the item within that chapter.
 - .132 Within each item, primary subdivisions are indicated in decimal notation. The elements described under .121 above are coded as follows:
 - .1 Background
 - .2 Policy
 - .3 Interpretation
 - .4 Procedure
 - .133 All subsequent subdivisions will be handled in succeeding series of digits and letters which should provide almost limitless flexibility for internal development.

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.1 BACKGROUND

Revisions and additions to the Manual will be issued to agencies through regular transmittal memoranda, policy bulletins and advisory memoranda.

.110 Regular Transmittal Memoranda

.111 As indicated previously, the basic Manual material will be issued in the form of codified items punched for insertion in a standard three-ring binder.

.112 All material distributed for permanent or semi-permanent inclusion in the Manual will be issued under the cover of a serially-numbered transmittal memorandum which will be signed by the Executive Deputy Commissioner of the Department of Civil Service. Material which is purely advisory and/or of temporary importance will be issued in the form of separately numbered advisory memoranda which will also be signed by the Executive Deputy Commissioner.

.113 It is important that the most recent copy of the transmittal memorandum be maintained in the front of the Manual. It should be replaced with each subsequent issuance of the transmittal memorandum covering each revision.

.114 Should you receive a transmittal memorandum which is not the very next one in sequence to the last one you received, it is probable that you are missing one or more previous issuances. You should contact this Department as soon as possible to obtain replacement copies of the missing materials.

.120 Policy Bulletins

.121 In most cases, individual Manual items will remain essentially intact until the entire item can be revised against the context of the proposed change.

.122 When there is a need for a critical revision to be implemented without delay, the specific revision only, in the form of a State Personnel Management Manual "Policy Bulletin," will be issued under a special transmittal memorandum (essentially as any other revision or new material would be issued), on blue-colored stock. Policy Bulletin material will supplement the existing item until the item can undergo complete revision. In all cases, Policy Bulletin material will be controlling pending reissuance of the item.

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.130 Advisory Memoranda

.131 Where it is desirable to disseminate information having a peripheral or temporary impact on Manual material, this will be issued as a separately numbered "Advisory Memorandum" on yellow-colored stock. Advisory Memoranda will normally have a specific "pull" date after which this material may be removed from the Manual to make room for subsequent issuances.