

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 03-04

TO: All State Personnel Management Manual Subscribers
FROM: William Doyle, Director of Staffing Services
SUBJECT: Electronic Distribution of SPMM Updates and GIB's
DATE: September 6, 2003

In furtherance of this Department's e-government initiative, effective this date we will no longer distribute hard-copy General Information Bulletins, updates to the State Personnel Management Manual (transmittal memoranda, Policy Bulletins, or Advisory Memoranda), Guidelines for the Administration of Reductions in Force, or other Staffing Services Division publications. Links to new documents will be available in two places on our Division website—the Publications page and the Notices to the Personnel Community page. TM's, Advisory Memoranda, and Policy Bulletins will also be available in the appropriate sections of the electronic SPMM. We suggest that you bookmark and frequently visit our "Publications" page at: <http://www.cs.state.ny.us/SSD-online/publications.htm> to stay up-to-date. These documents will be available in PDF format for downloading and printing locally if you wish to maintain your hard-copy manuals. To download and print these documents you will need a recent copy of Adobe Acrobat Reader™ software—you'll find a link to Adobe Corp. on our website.

We will continue to work with and through the Personnel Council to advise members of the human resources community of new or amended Staffing Services Division publications.

Within most departments and agencies, executive staff, Affirmative Action/Diversity Management staff, and Labor Relations staff also maintain SPMM's and receive GIB's and other Staffing Services publications. **Please share this and future publications with your colleagues in those offices.**

We are working to establish a dedicated Email Alert List to notify subscribers to the list of new GIBs, updates to the SPMM, and other Division publications. This list will be for current holders of the SPMM only. We will notify you and other manual holders of this listserv when it is established.