

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL

TRANSMITTAL MEMORANDUM NO. 59

JULY 2007

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SUMMARY OF REVISIONS OR NEW MATERIAL

Page 5, .440 — Awards Process — Amended to reflect revised Certificate of Merit process.

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2600 EMPLOYEE SERVICES**

2650 Employee Suggestion Program

.430 Adoption/Rejection

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- .431 Upon receipt of the recommendations of the Departmental Committees, the Director of the Suggestion Program carefully reviews the reports and conducts any further investigation as necessary.
- .432 If the suggestion is adopted, appropriate substantiating memoranda and other supporting materials, as appropriate, are prepared for review and final determination of any award by the Civil Service Commission.
- .433 If the decision is made not to adopt a suggestion, the suggester is notified of the decision and the reasons therefore.

+ .440 Awards Process

- .441 Following approval of merit awards by the Civil Service Commission, the Program Office arranges for preparation of Certificates of Merit (or Certificates of Meritorious Service) which are signed by members of the Commission.
- .442 When a monetary award is in order, the Program Office requests, through the Department of Civil Service Payroll Office, a check for the entire amount of the award from the Office of the State Comptroller. Payment of the benefiting agency's portion of the award, if any, is charged against that agency's Merit Award Cost Center, established pursuant to the requirements of the Comptroller's Office. Appropriate taxes are withheld from all award checks.
- .443 When the award checks, if any, have been received from the Office of the State Comptroller, the Program Office forwards all award materials to the appropriate agency Suggestion Committee(s) for presentation to the individual award recipients at suitable award ceremonies.