

DATE: March 7, 2000

TO: Holders of State Personnel Manual

FROM: Ronald G. Penny

SUBJECT: State Personnel Manual Changes - Revision No. 3

This memorandum transmits revised pages for the State Personnel Manual. The changes are summarized as follows:

<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Policy Title and Explanation of Change</b>	<b>Effective Date</b>
2-1 – 2-5	Same	<b>Recruitment and Posting of Vacancies</b> Example added to “Posting Requirements Not Applicable” (Page 5) to clarify that agencies will not be required to openly recruit when a lateral appointment is made of an individual who has completed the requirements of the Governor’s Public Management Fellowship Program or the Model Cooperative Education Program.	February 7, 2000
5-38 – 5-40	Same	<b>Adverse Weather</b> Minor changes and an advisory note added to incorporate the clarification in Mr. Penny’s memo of February 21, 2000, regarding make-up time for adverse weather. Employees may use compensatory time to make up for time lost due to adverse weather if management approves the overtime in response to bona fide needs for work in excess of forty [40] hours. If there is no bona fide need for overtime, then the make-up time must be limited to weeks when an employee has not worked a full forty [40] hours due to scheduled or unscheduled absences.	February 21, 2000
6-25 – 6-26	Same	<b>Governor’s Award for Excellence</b> The advisory note at the bottom of Section 6, Page 25 was omitted from some of the Personnel Manual copies. If it is already included in the copy you have, disregard this change.	N/A