

Form BCP-426	Report all personnel changes on this form Send copy prior to payroll affected by this change. REPORT OF PERSONNEL CHANGE	DATE			
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Month</td> <td style="width:33%;">Day</td> <td style="width:33%;">Year</td> </tr> </table>	Month	Day	Year
Month	Day	Year			
TO: BROOME COUNTY DEPARTMENT OF PERSONNEL		NAME OF EMPLOYEE			
FROM:		ADDRESS			
DEPARTMENT		TITLE OF POSITION			
NAME AND TITLE OF LAST EMPLOYEE IN POSITION		SALARY			
		\$			
		Veteran <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Exempt Volunteer Fireman <input type="checkbox"/>			
SOCIAL SECURITY NUMBER					

	X	Check Nature of Personnel Change	Date Effective	Action Necessary by Appointing Officer
APPOINTMENTS		Permanent		Return Report of Certification; attach application
		Provisional		Attach application & Affirmation of Provisional Status
		Temporary	From: _____ To: _____	State length of employment; attach application
		Substitute	From: _____ To: _____	Give facts under remarks; attach application
		For Term of Office	From: _____ To: _____	Give facts under remarks
		Permanent Promotion		Return report of certification; attach application
		Provisional Promotion		Attach application & Affirmation of Provisional Status
		Non-Competitive Class		Attach application
		Exempt Class		Attach application
		Labor Class		Attach application
TERMINATIONS		Resignation		Submit signed resignation
		Retirement		Give effective date
		Deceased		Indicate date
		Removal		Attach copy of proceedings
		Lay-off (Lack of Work or Funds)		Give facts under remarks
OTHER CHANGES		Military Leave of absence		Give facts under remarks
		Other Leave of absence	From: _____ To: _____	Give facts under remarks
		Transfer		Give facts under remarks
		Demotion		Give facts under remarks
		Suspension		Give facts under remarks
		Reinstatement		Give facts under remarks
		Changes in Classification		Give facts under remarks
		New Position		Submit new Position Duties Statement
		Change in Salary		Indicate new salary
		Change in Name		Give facts under remarks
	Other		Give facts under remarks	

If position is part-time, you must indicate the number of hours per week: _____

REMARKS: (Continue on separate page if necessary) _____

APPOINTING OFFICER: _____

TITLE: _____

ADDRESS: _____