



**Administrative
Manual
DETAIL PROCEDURE**

SECTION	Personnel
SUBJECT	EMPLOYEE ACTION REQUEST

The form shown below contains all necessary instructions for completion:

INSTRUCTIONS:

1. Use typewriter only.
2. Only 1 employee action for 1 employee may be requested on each form.
3. Complete Part: A, B, C, D, and E. (Do NOT fill in shaded area)
4. Remove and retain AGENCY INITIAL COPY for files.
5. Forward form and any attachments to:
MAYOR'S EXPENDITURE REVIEW COMMITTEE
BUREAU OF THE BUDGET AND
MANAGEMENT RESEARCH
CITY HALL

CITY OF BALTIMORE		EMPLOYEE ACTION REQUEST	
AGENCY NAME		BUREAU NAME	
AGENCY NAME		DIVISION NAME	
A	CLASS TITLE	CLASS NUMBER	JOB NUMBER
	TYPE OF POSITION: <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	IF AN UNLABLED LABOR POSITION, ALSO CHECK THIS BOX	
B	VACANCY OCCURRED AS RESULT OF: <input type="checkbox"/> EMPLOYEE SEPARATED DUE TO NOTICE OR CUTOFF TICKET <input type="checkbox"/> EMPLOYEE ON LEAVE OF ABSENCE WITHOUT PAY (ATTACH 1 COPY OF EXHAUSTING CHANGE NOTICES.) <input type="checkbox"/> NEW POSITION CREATED BUT NEVER FILLED	<input type="checkbox"/> RESIGNATION <input type="checkbox"/> DISMISSAL <input type="checkbox"/> DEATH <input type="checkbox"/> PROMOTION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> DROPPED - PROBATIONARY <input type="checkbox"/> OTHER(HELP): _____	
	SUGGESTED POSITION	CLASS TITLE	CLASS NUMBER
C	<input type="checkbox"/> HIRE PERMANENT EMPLOYEE (must attach report)	TO HIRE PERMANENT EMPLOYEE TO FILL A POSITION IN A CIVIL SERVICE CLASS, AGENCY MUST REQUEST OPEN EMPLOYMENT LIST - SPECIFIC CIVIL SERVICE CLASSES FOR WHICH LIST IS DESIRED	
	<input type="checkbox"/> HIRE TEMPORARY EMPLOYEE (must attach report)	REQUEST OPEN EMPLOYMENT LIST FOR FOLLOWING CLASSES: _____ IN EVENT LIST NOT AVAILABLE OR NOT REQUIRED, REQUEST TO HIRE FROM FOLLOWING SOURCE: _____	
D	<input type="checkbox"/> HIRE UNLABLED LABOR EMPLOYEE	AFTER CHECKING BUDGET, PROCEED TO PART D	
	<input type="checkbox"/> TRANSFER	CURRENT CLASS TITLE	CLASS NUMBER
E	<input type="checkbox"/> PROMOTION TO CLASS REQUIRING CIVIL SERVICE BOND	REQUEST PROMOTION LIST FOR FOLLOWING CLASSES: _____ IN EVENT LIST NOT AVAILABLE, REQUEST PROMOTIONAL BOND BE GIVEN WITH LIMITATIONS SPECIFIED (CLASS, ORGANIZATIONAL UNIT, ETC.) IF NO LIMITATIONS, SO STATE.	
	<input type="checkbox"/> PROMOTION TO CLASS NOT REQUIRING CIVIL SERVICE BOND	EMPLOYEE NAME	CURRENT CLASS TITLE
F	<input type="checkbox"/> PROMOTION IN NON-CIVIL SERVICE AGENCY	CIVIL SERVICE AGENCIES ONLY - IMMEDIATE SUPERVISOR'S CERTIFICATION: I HEREBY CERTIFY THAT THE ABOVE EMPLOYEE MEETS ALL CURRENT QUALIFICATIONS FOR THE RECOMMENDED CLASS, HAS DEMONSTRATED SATISFACTORY PERFORMANCE, IS ELIGIBLE FOR THIS PROMOTION, AND IS THEREFORE RECOMMENDED BY ME FOR PROMOTION. _____ DATE _____	
	AGENCY JUSTIFICATION FOR REQUESTED ACTION		
G	APPROVING OFFICER'S APPROVAL	TYPED NAME	SIGNATURE
H	<input type="checkbox"/> APPROVED	ESSENTIAL FOR POSITION IN SERVICE CLASS IS YES (AFTER)	<input type="checkbox"/> CLASS <input type="checkbox"/> TRANSFER <input type="checkbox"/> APPROVED
	<input type="checkbox"/> DISAPPROVED	BEING PROCESSED - WAIT FOR FURTHER INSTRUCTIONS	<input type="checkbox"/> PROMOTION TO CLASS NOT REQUIRING BOND <input type="checkbox"/> DISAPPROVED
I	<input type="checkbox"/> INSUFFICIENT JUSTIFICATION	<input type="checkbox"/> POSITION NOT ON JOB FILE	<input type="checkbox"/> CLASS NOT FAIRLY RELATED
	AUTHORIZED BY	DATE	CIVIL SERVICE
J	<input type="checkbox"/> BASE ACTION FOR TEMPORARY PERSONNEL	<input type="checkbox"/> APPROVED / <input type="checkbox"/> DISAPPROVED	SIGNATURE
			DATE

28-1458-5129 REV 5-76

Form Number: 28-1458-5021 Order Unit : Specify "Each"
 Type : 6-part set Quantity of Forms : 1 set
 Size : 8 1/2" x 11" per Order Unit

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 02, and citing the above information.

DATE 7/14/76

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