

PERSONNEL SERVICE BULLETINS (PSB) CONTACT INFORMATION

PSB	Subject	Contact
<b>100 GENERAL PERSONNEL ADMINISTRATION RULES AND LAWS</b>		
100-1	Non-Competitive Positions for Mentally and Physically Disabled	Citywide Equal Employment Opportunity (212) 386-0257
100-2R	Classification of Titles and Positions	Classification and Compensation Unit (212) 386-1711
100-3R	Prohibition of Out-of-Title Work	Classification and Compensation Unit (212) 386-1711
100-4	Fingerprint Fees	Investigations Unit (212) 386-0557
100-5R3	Transfer and Change of Title	Bureau of Examinations (212) 386-1728 Civil Service Transactions (212) 386-0560
100-6	Constitutional Oath of Office	Office of the General Counsel (212) 386-0253
100-7	Physically Taxing Positions	Office of Labor Relations (212) 306-7200
100-8	Residence Requirements	Citywide Personnel Policy (212) 386-0350
100-9	Examination Application Fees and Processing Fees	Administration, Customer, and Exam Support Group (212) 386-1711 Civil Service Transactions (212) 386-0690 Investigations Unit (212) 386-0557
100-10R	Medical and Psychological Disqualifications	DCAS Office of the General Counsel (212) 386-0253
100-11	Model Agency Arrest/Conviction Reporting Policy	Agency Inspector General or DCAS Office of the General Counsel (212) 386-0253
100-12	Selective Certification of Civil Service Eligible Lists	Bureau of Examinations (212) 386-1728
100-13	Consideration of Criminal Convictions in Hiring	Investigations Unit (212) 386-0564
<b>200 EMPLOYEE AND ELIGIBLE LIST STATUS ACTIONS</b>		
200-2	Qualifying English Oral Tests	Bureau of Examinations (212) 386-1728
200-3	Late Filing for Promotion Exams	Examining Service Division (212) 669-7240
200-4	Termination for AWOL Employees	Office of General Counsel (212) 386-0253
200-5	Dual Employment	Bureau of Examinations (212) 386-1728
200-6R	Probationary Period	Civil Service Transactions (212) 386-0560
200-7	Notice to Candidate of Non-Selection	Certification Unit (212) 669-1357
200-8	Retirement and Social Security Law Section 211 Waiver Approvals	Civil Service Administration (212) 386-0348
200-9	Posting of Vacant Positions	Civil Service Transactions (212) 386-0560

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<b>200-10</b>	Rights to Former Positions for Probationary Employees	Civil Service Transactions (212) 386-0560
<b>200-11</b>	Credit Toward Probationary Period for Continuous Provisional or Temporary Service in the Same Title and Job Assignment	Civil Service Transactions (212) 386-0560
<b>300 COMPENSATION AND PAY REGULATIONS AND PROCEDURES</b>		
<b>320-2</b>	Guidelines for Reassignments of Civilian Managers	Civil Service Administration (212) 386-0348
<b>330-1</b>	Payroll Actions when moving Between Agencies	Citywide Payroll Systems Maintenance Office of Payroll Administration (212) 442-3274
<b>400 TIME AND LEAVE REGULATIONS AND PROCEDURES</b>		
<b>410</b>	<b>Career And Salary Plan (Rule XI) Employees</b>	
<b>410-1R</b>	Lateness Policy	Citywide Personnel Policy 212-386-0350
<b>410-2</b>	Sick leave in Citywide Emergencies	Citywide Personnel Policy (212) 386-0350
<b>410-3</b>	Dedicated Sick leave	Citywide Personnel Policy (212) 386-0350
<b>420</b>	<b>Managerial and Original Jurisdiction Employees</b>	
<b>420-1</b>	Authorized Leave for Managers for Exemplary Performance	Citywide Personnel Policy (212) 386-0350
<b>420-2</b>	Salary Continuation Program	Citywide Personnel Policy (212) 386-0350
<b>420-3</b>	Carryover of Annual Leave for Managers	Citywide Personnel Policy (212) 386-0350
<b>420-4</b>	Managerial Lump Sum Payments	Citywide Personnel Policy (212) 386-0350
<b>420-5</b>	Paid Parental Leave	Citywide Personnel Policy (212) 386-0350
<b>430</b>	<b>Other Employees</b>	
<b>430-1</b>	Leave Regulations for Other Than Full-Time Per Annum Employees	Citywide Personnel Policy (212) 386-0350
<b>430-2</b>	Leave Regulations for Other Non-Full-Time Per Annum Employees	Citywide Personnel Policy (212) 386-0350
<b>440</b>	<b>All Employees</b>	
<b>440-1.2</b>	Time and Leave During Major Transportation Work Stoppage	Citywide Personnel Policy (212) 386-0350
<b>440-2R</b>	Paid Holidays	Citywide Personnel Policy (212) 386-0350
<b>440-3</b>	Leave to Vote	Citywide Personnel Policy (212) 386-0350
<b>440-4</b>	Time Off for Religious Observance	Citywide Personnel Policy (212) 386-0350
<b>440-5</b>	Time Off to Donate Blood	Employee Blood Program (212) 386-0552

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<b>440-6</b>	Leave for Exams	Citywide Personnel Policy (212) 386-0350
<b>440-7</b>	Leave for Parades	Citywide Personnel Policy (212) 386-0350
<b>440-8R</b>	Guidelines on the Family and Medical Leave Act of 1993	Citywide Personnel Policy (212) 386-0350
<b>440-9R2</b>	Leaves of Absence with Pay Granted to Veterans and Certain Civilians for the Observance of Memorial Day, Veterans Day, and July 4	Citywide Personnel Policy (212) 386-0350
<b>440-10</b>	Jury Duty for City Employees	Citywide Personnel Policy (212) 386-0350
<b>440-11R</b>	Leaves of Absence for Military Duty	Citywide Personnel Policy (212) 386-0350
<b>440-13</b>	Leave to Express Breast Milk	Citywide Personnel Policy (212) 386-0350
<b>440-15</b>	Leave to Undertake Cancer Screenings	Citywide Personnel Policy (212) 386-0350
<b>500 EMPLOYEE EVALUATIONS, DISCIPLINE, MOTIVATION AND DEVELOPMENT</b>		
<b>500-1</b>	Right to View Evaluatory Material	Office of Labor Relations (212) 306-7200
<b>500-2</b>	Appeal Process for Managers	Citywide Personnel Policy (212) 386-0350
<b>500-3</b>	Recognition of Employees Donating Eight Pints of Blood	Employee Blood Program (212) 386-0552
<b>500-5R</b>	New York City Safety Program: Citywide Occupational Safety and Health Advisory Council	Citywide Office of Occupational Safety and Health (212) 386-6251
<b>500-6R</b>	Agency Health and Safety Labor Management Committees: Procedures for Establishment and Operation	Citywide Office of Occupational Safety and Health (212) 386-6251
<b>500-7R</b>	Mayor's Executive Order on Citywide Occupational Safety and Health Program	Citywide Office of Occupational Safety and Health (212) 386-6251
<b>500-8R</b>	Safety Inspection Program and Accident Investigation	Citywide Office of Occupational Safety and Health (212) 386-6251
<b>500-9R</b>	Developing Safety Training Programs	Citywide Office of Occupational Safety and Health (212) 386-6251
<b>600 POLICIES AND PROCEDURES FOR SPECIFIC INSTANCES</b>		
<b>600-2</b>	Review of Claims for Excuse of Absences Due to Transportation Difficulties Arising from the January 26-27, 2011 Snowstorm	Citywide Personnel Policy (212) 386-0350

