

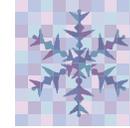


Co-Editors: Hannah Rothenberg  
Rachel Dillon

[hannah.rothenberg@albanycounty.com](mailto:hannah.rothenberg@albanycounty.com)  
[rachel.dillon@albanycounty.com](mailto:rachel.dillon@albanycounty.com)



## TOPICS COVERED IN THIS ISSUE:



Hot Topic: Canvass Letter \* 55-a Pamphlet \* Layoff \* Payroll Certification \* Substitutes



### Components of a canvass letter:

Date \* Candidate's name and address  
\* Title of position \* Agency and location where vacancy exists \* Salary or salary range (must match appointment salary) \* Type of employment, i.e. full-time/part-time, 10-month position \* Reply by date \* Instructions to eligibles – includes a description of the effect that acceptance, declination or failure to reply will have on the individual's status on the list.

## CANVASS LETTER

The Albany County Department of Civil Service has previously provided departments/agencies with a standardized two-page template for canvass letters. If, for some reason, you do not have this template, contact your Personnel Technician. The first page of the canvass letter outlines the available appointment as well as provides the candidate an opportunity to note his/her availability for appointment. The second page explains to the candidate the effect of declining interest in a particular appointment. The text of the first page should be copied onto appropriate departmental letterhead. **Do not** modify the text of either form except by filling in the appropriate information in the designated areas. If you are required to provide additional information to candidates, you may add that information to the canvass letter.



## Payroll Certification

Pursuant to NYS Civil Service Law, Albany County Civil Service will be requesting payrolls for certification according to the following schedule:

January: County Departments\*  
March: Towns  
May: Villages  
June: Libraries  
Airport Authority  
Power Authority  
October: School Districts



\*Ongoing

### REMINDER...

Civil Service does not recognize “in-house” titles when reviewing payrolls for certification. The title on the payroll **MUST** match the approved Civil Service title. If there is any question regarding the correct Civil Service title, refer to the “active employee listing” in MERIT.



## SCHOOLS

Civil Service now requires school districts to report all non-teaching substitutes hired throughout the year by using an Excel database. This is a reminder that non-teaching substitutes are **NOT** to be entered into MERIT. In order to save you and us time, we ask that you simply record, throughout the school year, all substitutes' service dates in the EXCEL format provided with the payroll request letter dated 10/30/09. The following October, when we request the school district payroll, you are asked to also submit the substitute listing. If you have any questions about this new process, please contact your Personnel Technician.

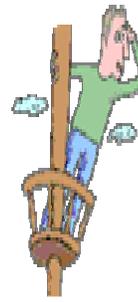
If your department or agency is faced with a **layoff** situation, it is imperative that you contact Civil Service immediately so as to ensure that all Civil Service Laws and Rules are followed.



Civil Service recently distributed a new 55-a information pamphlet. The policy and applicable titles for the 55-a program are now posted on our website at [www.albanycounty.com/civilservice](http://www.albanycounty.com/civilservice).

For questions about the 55-a program in Albany County, please contact either Rachel Dillon at 447-7770 or the Albany County Division of Affirmative Action at 447-5510.

5  
5  
a



Be on the lookout for a new Request to Fill Vacancy form from Civil Service. We will be implementing a new procedure for filling vacant positions.

## Civil Service 101 2<sup>nd</sup> session

Civil Service will be holding its second open Civil Service info/MERIT training session on March 18, 2010 at 10:00am in Room 500 at 112 State Street. Employees that handle Civil Service matters for your department/agency will greatly benefit from this training. Please rsvp to your Personnel Technician through email by March 12, 2010.

Have your questions ready!!!



### A Message from Our Director:

I wish to highlight the Civil Service/MERIT training session offered on March 18<sup>th</sup>.

As you know, MERIT is the official public roster for the reporting jurisdictions in Albany County. As such, its accuracy is relied upon in times of budgetary cutbacks and layoffs that may follow. In addition, it must reflect the proper classification of a position as reflected in the Albany County Civil Service Rules Appendices. In certain instances, a position classification can have an impact on matters such as retirement tier reinstatement. We value our partnership with you in meeting these goals for MERIT and encourage your participation either in the March 18<sup>th</sup> session or, if more convenient, at a later date on site.

It is also important to highlight the fact that it will no longer be necessary for school jurisdictions to report each substitute hiring with an RPC. These hires can now be reported once a year with the submission of your payroll. In this way, the accuracy of the public roster will be maintained, but once a year submission of the data on an EXCEL spreadsheet will reduce your workload with MERIT.

We are planning to visit as many jurisdictions in the spring and summer as possible. We will provide a Civil Service snapshot of your jurisdiction and see if there are plans you have that we can help effectuate so as to anticipate any related Civil Service issues. This will begin in May and continue throughout the summer. If you have a preference for a specific time, please let us know.

Sincerely, Michael J Cummings