



**Ohio Department of
Administrative Services**
DIVISION OF STATE PERSONNEL
30 EAST BROAD STREET
COLUMBUS, OHIO 43266-0405

George V. Voinovich
Governor

James Conrad
Director

December 2, 1994

Payroll Letter 672

M E M O R A N D U M

To: All Personnel Officers, Payroll Officers, Labor Relations Officers And
Fiscal Officers Of All State Agencies, Departments, Institutions,
Boards & Commissions

From: Robert L. Cruse, State Payroll Administrator
Systems Administration

Subject: NEW APPOINTMENT CATEGORY - 1199 PART-TIME INTERIM

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As a result of recent collective bargaining negotiations, the state now pro-rates the health insurance premium for part-time employees. Therefore, it is now necessary to identify 1199 interim employees who are working on a part-time basis. To accomplish this task, we have created a new appointment category, "19," which should be used whenever an individual is appointed to a part-time interim 1199 position.

It will be necessary for you to complete a personnel action form paying special attention to the following:

- In the "Budgeted Hours" category of the personnel action form, please indicate the **actual** number of hours the employee will work and ensure that your fiscal officer makes the necessary changes on the employee's file
- Make the date of the appointment change effective 6/12/94 if the employee was hired as a part-time interim on or before that date. If the employee was hired as a part-time interim after 6/24/94, use the actual effective date.
- In the "Change" area of the personnel action form, check C08 and write or type "19 Unit 11, 12 PT Interim"

If you have any questions regarding the processing of the personnel action form, please contact the Human Resource Analyst assigned to your agency. If you have any questions regarding the provision of health insurance, please contact Barb McIver at (614) 466-8857.

Thank you in advance for your assistance and cooperation.

RLC/SRG/KCH/kch

c: Steve Gulyassy  
Nan Neff  
Labor Relations Officers  
Payroll Officers