

PERSONNEL SERVICE BULLETINS (PSB) CONTACT INFORMATION

PSB	Subject	Contact
100 GENERAL PERSONNEL ADMINISTRATION RULES AND LAWS		
100-1	Non-Competitive Positions for Mentally and Physically Disabled	Citywide Equal Employment Opportunity (212) 386-0222
100-2R	Classification of Titles and Positions	Classification and Compensation Unit (212) 386-0344
100-3R	Prohibition of Out-of-Title Work	Classification and Compensation Unit (212) 386-0344
100-4	Fingerprint Fees	Investigations Unit (212) 386-0684
100-5R3	Transfer and Change of Title	Bureau of Examinations (212) 669-7155 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) 386-0693
100-9R	Examination Application Fees and Processing Fees	Investigations Unit (212) 386-0557 Civil Service Transactions (212) 386-0560
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) 669-7155
100-13	Consideration of Criminal Convictions in Hiring	Investigations Unit (212) 386-0558
200 EMPLOYEE AND ELIGIBLE LIST STATUS ACTIONS		
200-2	Qualifying English Oral Tests	Bureau of Examinations (212) 669-7155
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) 669-7155
200-6R	Probationary Period	Civil Service Transactions (212) 386-0560
200-7	Notice to Candidate of Non-Selection	Certification Unit (212) 669-2465
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
200-10	Rights to Former Positions for Probationary Employees	Civil Service Transactions (212) 386-0560

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200-11	Credit Toward Probationary Period for Continuous Provisional or Temporary Service in the Same Title and Job Assignment	Civil Service Transactions (212) 386-0560
300 COMPENSATION AND PAY REGULATIONS AND PROCEDURES		
320-2	Guidelines for Reassignments of Civilian Managers	Civil Service Administration (212) 386-0348
330-1	Payroll Actions when moving Between Agencies	Citywide Payroll Systems Maintenance Office of Payroll Administration (212) 442-3274
400 TIME AND LEAVE REGULATIONS AND PROCEDURES		
410	Career And Salary Plan (Rule XI) Employees	
410-1R	Lateness Policy	Citywide Personnel Policy 212-386-0693
410-2	Sick leave in Citywide Emergencies	Citywide Personnel Policy (212) 386-0693
410-3	Dedicated Sick leave	Citywide Personnel Policy (212) 386-0693
420	Managerial and Original Jurisdiction Employees	
420-1	Authorized Leave for Managers for Exemplary Performance	Citywide Personnel Policy (212) 386-0693
420-2	Salary Continuation Program	Citywide Personnel Policy (212) 386-0693
420-3	Carryover of Annual Leave for Managers	Citywide Personnel Policy (212) 386-0693
420-4	Managerial Lump Sum Payments	Citywide Personnel Policy (212) 386-0693
420-5	Paid Parental Leave	Citywide Personnel Policy (212) 386-0693
430	Other Employees	
430-1	Leave Regulations for Other Than Full-Time Per Annum Employees	Citywide Personnel Policy (212) 386-0693
430-2	Leave Regulations for Other Non-Full-Time Per Annum Employees	Citywide Personnel Policy (212) 386-0693
440	All Employees	
440-1.2	Time and Leave During Major Transportation Work Stoppage	Citywide Personnel Policy (212) 386-0693
440-2R	Paid Holidays	Citywide Personnel Policy (212) 386-0693
440-3	Leave to Vote	Citywide Personnel Policy (212) 386-0693
440-4	Time Off for Religious Observance	Citywide Personnel Policy (212) 386-0693
440-5	Time Off to Donate Blood	Employee Blood Program (212) 386-0554
440-6	Leave for Exams	Citywide Personnel Policy (212) 386-0693
440-7	Leave for Parades	Citywide Personnel Policy

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		(212) 386-0693
440-8R	Guidelines on the Family and Medical Leave Act of 1993	Citywide Personnel Policy (212) 386-0693
440-9R2	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) 386-0693
440-10	Jury Duty for City Employees	Citywide Personnel Policy (212) 386-0693
440-11R	Leaves of Absence for Military Duty	Citywide Personnel Policy (212) 386-0693
440-13	Leave to Express Breast Milk	Citywide Personnel Policy (212) 386-0693
440-15	Leave to Undertake Breast and Prostate Cancer Screenings	Citywide Personnel Policy (212) 386-0693
500 EMPLOYEE EVALUATIONS, DISCIPLINE, MOTIVATION AND DEVELOPMENT		
500-1	Right to View Evaluatory Material	Office of Labor Relations (212) 306-7200
500-2	Appeal Process for Managers	Citywide Personnel Policy (212) 386-0693
500-3	Recognition of Employees Donating Eight Pints of Blood	Employee Blood Program (212) 386-0554
500-5R	New York City Safety Program: Citywide Occupational Safety and Health Advisory Council	Citywide Office of Occupational Safety and Health (212) 386-6251
500-6R	Agency Health and Safety Labor Management Committees: Procedures for Establishment and Operation	Citywide Office of Occupational Safety and Health (212) 386-6251
500-7R	Mayor's Executive Order on Citywide Occupational Safety and Health Program	Citywide Office of Occupational Safety and Health (212) 386-6251
500-8R	Safety Inspection Program and Accident Investigation	Citywide Office of Occupational Safety and Health (212) 386-6251
500-9R	Developing Safety Training Programs	Citywide Office of Occupational Safety and Health (212) 386-6251
600 POLICIES AND PROCEDURES FOR SPECIFIC INSTANCES		
600-2	Review of Claims for Excuse of Absences Due to Transportation Difficulties Arising from the January 26-27, 2011 Snowstorm	Citywide Personnel Policy (212) 386-0693