

TRANSACTIONS DEFINITIONS

For purposes of preparing this report, the following definitions should be used:

New Hire: This involves a person hired into or appointed to a position within an agency in which he/she either has no prior agency history or whose recent employment experience was not with the hiring agency. (These transactions would consist of any type of new appointment or the movement of an individual between agencies or merit systems).

Promotion: These transactions occur when an employee is advanced to a position with a higher salary range than his/her previous position, if within the same agency.

Intra-Agency Transfer: These transactions occur when an employee is transferred to a position of the same class to which appointed or to a position including similar qualifications, duties, responsibilities and salary range, in another division, section or other unit.

Suspension: These transactions involve a temporary removal from payroll for disciplinary reasons.

Separation: These transactions involve an employee who voluntarily leaves state service.

Discharge: This occurs when an employee is terminated for cause.

Lay Off: These transactions occur with the placement of an employee in non-paid, non-working status without prejudice either temporarily or indeterminately.

Demotion: These transactions occur when an employee is assigned to a vacant position in a class having a lower maximum permissible salary or rate than class from which the demotion was made for reasons of inability to perform the work, if within the same agency.

Reduction: These transactions involve the voluntary or involuntary movement of an employee to a vacant position in a class having a lower maximum permissible salary range, if within the same agency.

Reinstatement: These transactions occur when a former certified employee who resigned or terminated in good standing or whose position was reallocated downward or who was laterally transferred or whose name was placed on a reemployment list, if within the same agency.

Reemployment: These transactions occur when a certified employee is restored to an active work status after being selected from an official Recall/Reemployment List obtained from the Department of Central Management Services, if within the same agency.

Upward Reallocation: These transactions occur when the classification of an employee to a position with a classification of higher salary range resulting from the assignment of increased responsibilities making a higher position title more appropriate.

Downward Reallocation: These transactions occur when the classification of an employee changes to a position with a classification of a lower salary range resulting from the changes in assigned duties, which have fewer responsibilities.