

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	Office of Citywide Equity and Inclusion (212) 386-1701
100-2R	Classification of Titles and Positions	Office of 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 Policy and Fees	Investigations Unit (212) 386-0557
100-5R3	Transfer and Change of Title	Bureau of Examinations (212) 386-1743 Civil Service Transactions (212) 386-0560 (AskCST@dcas.nyc.gov)
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 (cpp@dcas.nyc.gov)
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) 386-1717
100-13	Consideration of Criminal Convictions in Hiring	Investigations Unit (212) 386-0564
100-14	Promotion by Non-Competitive Examination	Civil Service Transactions (212) 386-0560 Bureau of Examinations (212) 386-0341 (AskCST@dcas.nyc.gov)
200 EMPLOYEE AND ELIGIBLE LIST STATUS ACTIONS		
200-2	Qualifying English Oral Tests	Bureau of Examinations (212) 386-1717
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) 386-0341

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200-6R	Probationary Period	Civil Service Transactions (212) 386-0560 (AskCST@dcas.nyc.gov)
200-7	Notice to Candidate of Non-Selection	Certification Unit (212) 669-1357
200-8	Retirement and Social Security Law Section 211 Waiver Requests	Civil Service Administration (212) 386-0348
200-9	Posting of Vacant Positions	Civil Service Transactions (212) 386-0560 (AskCST@dcas.nyc.gov)
200-10	Rights to Former Positions for Probationary Employees	Civil Service Transactions (212) 386-0560 (AskCST@dcas.nyc.gov)
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 (AskCST@dcas.nyc.gov)
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	HRPayrollhelpdesk@fisa-opa.nyc.gov ; FISA-OPA (212) 857-7070
400 TIME AND LEAVE REGULATIONS AND PROCEDURES		
410 Career And Salary Plan (Rule XI) Employees		
410-1R	Lateness Policy	Citywide Personnel Policy (cpp@dcas.nyc.gov)
410-2	Sick leave in Citywide Emergencies	Citywide Personnel Policy (cpp@dcas.nyc.gov)
410-3	Dedicated Sick leave	Citywide Personnel Policy (specprog@dcas.nyc.gov)
420 Managerial and Original Jurisdiction Employees		
420-1	Authorized Leave for Managers for Exemplary Performance	Citywide Personnel Policy (cpp@dcas.nyc.gov)
420-2	Salary Continuation Program	Citywide Personnel Policy (specprog@dcas.nyc.gov)
420-3	Carryover of Annual Leave for Managers	Citywide Personnel Policy (cpp@dcas.nyc.gov)
420-4	Managerial Lump Sum Payments	Citywide Personnel Policy (cpp@dcas.nyc.gov)
420-5	Paid Parental Leave	Citywide Personnel Policy (cpp@dcas.nyc.gov)
430 Other Employees		
430-1	Leave Regulations for Other Than Full-Time Per Annum Employees	Citywide Personnel Policy (cpp@dcas.nyc.gov)

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430-2	Leave Regulations for Other Non-Full-Time Per Annum Employees	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440 All Employees		
440-1.2	Time and Leave During Major Transportation Work Stoppage	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-2R	Paid Holidays	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-3	Leave to Vote	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-4	Time Off for Religious Observance	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-5	Time Off to Donate Blood	Employee Blood Program NYCBloodProgram@dcas.nyc.gov
440-6	Leave for Exams	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-7	Leave for Parades	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-8R	Guidelines on the Family and Medical Leave Act of 1993	Citywide Personnel Policy (cpp@dcas.nyc.gov)
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 (cpp@dcas.nyc.gov)
440-10	Jury Duty for City Employees	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-11R	Leaves of Absence for Military Duty	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-13	Leave to Express Breast Milk	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-15	Leave to Undertake Cancer Screenings	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-16	Paid Family Leave for Represented Employees	Citywide Personnel Policy (cpp@dcas.nyc.gov)
440-17	9-11 Unlimited Sick Leave	Citywide Personnel Policy (cpp@dcas.nyc.gov)
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 (cpp@dcas.nyc.gov)
500-3	Recognition of Employees Donating Eight Pints of Blood	Employee Blood Program NYCBloodProgram@dcas.nyc.gov

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500-5R	New York City Safety Program: Citywide Occupational Safety and Health Advisory Council	Citywide Office of Occupational Safety and Health Jacqueline Terlonge (212) 386-6250 (jterlonge@dcas.nyc.gov)
500-6R	Agency Health and Safety Labor Management Committees: Procedures for Establishment and Operation	Citywide Office of Occupational Safety and Health Jacqueline Terlonge (212) 386-6250 (jterlonge@dcas.nyc.gov)
500-7R	Mayor's Executive Order on Citywide Occupational Safety and Health Program	Citywide Office of Occupational Safety and Health Jacqueline Terlonge (212) 386-6250 (jterlonge@dcas.nyc.gov)
500-8R	Safety Inspection Program and Accident Investigation	Citywide Office of Occupational Safety and Health Jacqueline Terlonge (212) 386-6250 (jterlonge@dcas.nyc.gov)
500-9R	Developing Safety Training Programs	Citywide Office of Occupational Safety and Health Jacqueline Terlonge (212) 386-6250 (jterlonge@dcas.nyc.gov)