

UPDATE

MEMORANDUM

TO: All Superintendents

FROM: Daniel F. Martuscello III
Director of Human Resources

RE: **UPDATE - Special Revision – July 29, 2011**

DATE: July 14, 2011

In light of the recent modifications to the dates that the previously announced seven facility closures will transpire, the Department is extending the date of the Special Revision to **Friday, July 29, 2011**, in order to provide staff with additional time to submit their reassignment forms.

Effective July 29, all security employees with active reassignment requests on file will be re-ranked by seniority on each facility reassignment list. **All employees whose reassignment requests are received and on record in the Albany Security Personnel Office by close of business (5 p.m.) on Thursday, July 28, 2011, will be included in the July 29 re-ranking process.**

Employees whose initial reassignment requests or new requests for additional facilities are received on or after July 29 will have their names added, in order of date received, below all employees ranked by seniority on July 29 on each new facility reassignment list.

Individuals whose names are ranked in seniority order on specific reassignment lists as of the July 29 revision will remain ranked by seniority on those lists even if they subsequently change their preference order for those facilities.

Reassignment orders cut on or after July 29, 2011, will be processed from the re-ranked reassignment lists. All reassignment orders cut through July 28, 2011, close of business, will be processed from the reassignment lists in effect as of the orders date, i.e., prior to re-ranking.

It is necessary to submit the reassignment request on Reassignment Form #1216 or Form #1216 TEMP "For Temporarily Promoted Supervisors". Another important point to be remembered is that security staff should fax their completed reassignment request forms to the Central Office Security Personnel Unit. The fax number is [\(518\) 457-4966](tel:5184574966).

This message should be posted in conspicuous areas and read at all line-ups over the earliest 72 hour period. Efforts should be made to contact absent employees.

NOTE: Superintendents should ensure that a copy of this memorandum is given to the union representatives at their facility.