

MEMORANDUM

SECOND NOTICE

TO: All Superintendents

FROM: Daniel F. Martuscello III
Director of Human Resources

RE: Special Revision – October 5, 2011

DATE: September 23, 2011

In light of the previously announced facility closures and at the request of the New York State Correctional Officers & Police Benevolent Association (NYSCOPBA) and Council 82, the Department has agreed to hold a Special Revision on October 5, 2011. **This special revision will replace the standard November 1 revision** and will be the last revision prior to the closing of the Arthur Kill Correctional Facility.

Effective October 5, 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 Tuesday, October 4, 2011, will be included in the October 5 re-ranking process.

Employees whose initial reassignment requests or new requests for additional facilities are received on or after October 5 will have their names added, in order of date received, below all employees ranked by seniority on October 5 on each new facility reassignment list.

Individuals whose names are ranked in seniority order on specific reassignment lists as of the October 5 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 October 5, 2011, will be processed from the re-ranked reassignment lists. All reassignment orders cut through October 4, 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 Main Office Security Personnel Unit. The fax number is (518) 457-4966.

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.

cc: Brian Fischer, Commissioner
Lucien J. Leclaire, Jr., Deputy Commissioner
Gayle Haponik, Deputy Commissioner
Deputy Superintendent for Security Services
Deputy Superintendent for Administrative Services
All Personnel Clerks