

LOCAL HEALTH DEPARTMENT
Bridge Personnel System Reference Manual

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Department for Public Health
Division of Administration and Financial Management
Local Health Personnel Branch
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I. INTRODUCTION AND EXPLANATION OF THE PERSONNEL REFERENCE MANUAL

A. Purpose of Procedural Manual

To provide a manual to assist Human Resource (HR) staff responsible for the initiation and maintenance of employee's files. Local Health Department regulations are referenced in this manual to support the actions.

B. Overview of the Personnel System (Bridge)

1. The Custom Data Processing (CDP) network is the statewide system that LHDs utilize for entering patient service, Personnel and Payroll information.
2. Bridge is a comprehensive personnel management system that stores LHD employee and applicant data.

C. Procedural Manual Layout

1. The manual begins with general terms and available reports, to recruit for and to fill a vacant position, which includes advertising, establishment of a register, requesting a certification and entry of the selected appointee. This manual also describes personnel actions available after hire, during leave and after separation.

D. General Bridge Information:

General Bridge Commands

- See Bridge Quick Reference at the back of the manual for most Bridge personnel codes.
 - Client = Always 30 (code for Kentucky)
 - (sp) = means space
 - (F12)= transmit by hitting the F12 button

LOGON PROCEDURE:

Type: ** (F12)

Type: /signon, KY#### (F12) (KY # assigned by Local Health Help Desk)

Type: Password: ##X## (F12) (2 numbers, a letter and 2 numbers)

Type: /SRI-NDL (F12)

E. Routine reports available in Bridge to the Local Health Departments:

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REPORTS:

All daily reports can be printed from E-Reports, which is located at <https://portal.cdpehs.com/ers/>

| Category | Report # | Name of Report | Details | | | | | | | | |
|--|--|---|--|----------------|----------------|---|--|--|--|--|--|
| Active Employee | 817 | Pending Actions Entered | Actions that have been entered locally on the CDS555 screen that are pending Local Health Personnel approval | | | | | | | | |
| Active Employee | 861 | Summary of Individual Personnel Action (P2) | Official hard copy of Personnel actions. Note: The Appointing Authority must sign the official copy, place one in the employee file and provide a copy to the employee. Give to the employee in a sealed envelope during the workday or can be mailed to their address on file. | | | | | | | | |
| Active Employee | 834 | Employee Probationary Increment Report | Upcoming probationary increments including initial, promotional and Reclassification. System generated the first Tuesday of the month. Developed to notify Supervisor that evaluations are due to determine if requirements were met to receive their increments with the effective due, dates are in the following month. IMPORTANT: The initial probationary is 5%. If an initial probationary increment is going to be denied LHP must be notified a minimum of 14 days before denial. The LHD must notify the employee in writing seven (7) days in advance and a copy of the evaluation sent to LHP. An employee promoted while on initial probation will start their probation over from the promotion date; the promotional increment is 5% instead of the usual 3% promotional probationary increment. | | | | | | | | |
| Active Employee | 833 | Employee Annual Increment | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">080 Evaluation</th> <th style="width: 50%; text-align: center;">096 Evaluation</th> </tr> </thead> <tbody> <tr> <td>System generates 817 report on the Tuesday of the week prior to the due date.</td> <td>The agency must manually enter the annual evaluation action 46</td> </tr> <tr> <td>When denied, no increase is provided and a re-evaluation must be completed within 90 days.</td> <td>See approval and denial steps in 902 KAR 8:096, Section 9. A fourteen -day notice of denial is still required. The salary increase is based on the score and re-evaluations are up to 120 days</td> </tr> <tr> <td>If the employee has improved the board, approved rate is awarded from the date of the re-evaluation for the remainder of the annual evaluation period.</td> <td></td> </tr> </tbody> </table> | 080 Evaluation | 096 Evaluation | System generates 817 report on the Tuesday of the week prior to the due date. | The agency must manually enter the annual evaluation action 46 | When denied, no increase is provided and a re-evaluation must be completed within 90 days. | See approval and denial steps in 902 KAR 8:096, Section 9. A fourteen -day notice of denial is still required. The salary increase is based on the score and re-evaluations are up to 120 days | If the employee has improved the board, approved rate is awarded from the date of the re-evaluation for the remainder of the annual evaluation period. | |
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| If the employee has improved the board, approved rate is awarded from the date of the re-evaluation for the remainder of the annual evaluation period. | | | | | | | | | | | |
| Active Employee | 921 | Employee Profile Listing | Roster of all active employees in Bridge with classification title, increment dates, current salary, etc. Generated the first Tuesday of every month | | | | | | | | |
| Registers/ Appointments | 402 | Register Not Complete | Report is system generated when the MCIH register request is pending LHP approval. (1) Position was advertised for and waiting for LHP to process all applications and is completed once LHP ensures all applicants were processed. LHP will email the applicant if they qualify or not. (2) To request a new certification email your assigned LHP HR staff person. (3) Open register. Do not enter the MCIH request until you are sure that all applications have been worked by LHP. You may verify locally by typing MCIH 30 SS# for each application. Open register requests will not pend for approval. A report 411 will automatically generate the next day. If more than five names are listed, the register is valid for 60 days. | | | | | | | | |
| Registers/ Appointments | 411 | Certification of Eligible | Certified register of applicants eligible for interview. (also referred to as cert) (1) Print out the certification report and only provide the interview committee with the applications that appear on the cert. (2) After interviews are completed, the disposition codes provided by the committee are returned to the LHD HR staff and entered in the disposition screen (MCIC). (3) If you need to reprint a certification you may do so on E-Reports (4) Once the MCIC is completed the 889 (Daily Disposition) report will generate the next day. If a name is | | | | | | | | |

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| Category | Report # | Name of Report | Details |
|------------------------------------|----------|-------------------------------|--|
| | | | overlooked or partially incomplete, a 403 (Incomplete Cert Request) will generate. To resolve contact your assigned HR staff in LHP. |
| Registers/ Appointments | 403 | Incomplete Cert Request | The MCIC screen has required fields not complete. Contact your assigned Human Resource staff at LHP to complete. . For advertised positions, LHP might not have finished qualifying the applicants. |
| Registers/ Appointments | 889 | Daily Disposition Report | Contains the appointment date of selected applicant as well as the other disposition codes generated by the MCIC screen completed by the LHD. This may be completed before the appointment date. If the applicant fails to show or date of appointment changes contact your assigned Human Resource staff at LHP to make changes. Only place a date by the applicant name that is appointed, leave all others blank. |
| Financial/Payroll | 1817 | Audit of Payroll vs Personnel | Provides the agency a list of discrepancies between personnel and payroll, such as name, address, salary, exempt status, etc. These discrepancies are resolved bi-weekly. |
| Financial/Payroll | 153 | Summary of Accrued Hours | Provides the agency with leave balances used and accumulated along with the weeks of service to date. |
| Financial/Payroll | 130 | Payroll Register | Actual pay issued per pay period. |

F. Summary and Inquiry Screens in Bridge:

HEALTH DEPARTMENT INFORMATION (MRIH):

Type MRIH (sp) 30 (sp) Health Dept # and (F12) transmit

This screen provides information specific to each health department such as: address, phone number, name of the appointing authority, evaluation plan, annual increment rate, open classes, established above minimums, etc. Please check this screen regularly to make sure the information is accurate and up-to-date. All changes to this screen should be requested by e-mail to the appropriate LHP staff assigned to your LHD.

LISTING OF ALL EMPLOYEES IN YOUR HEALTH DEPARTMENT (MRNM):

Type MRNM (sp) 30 (sp) Health Dept. # (sp) All and (F12) transmit

This screen provides a listing of all LHD employees (active and inactive) since 1988. (F12) allows you to advance screens to locate a specific employee.

There are four (4) commands at the bottom of the page that can be entered in the Action field before transmitting.

1. E = Employee, returns all current fields of data available for the employee or
2. S = returns all 861/P-2 summaries for the employee
3. Y = allows you to print employee inquiry
4. P = allows you to print P2 summary.

INDIVIDUAL EMPLOYEE BY NAME (MRNM):

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If you want a Master Inquiry of all actions on a specific *employee* without transmitting through the entire agency listing: type **MRNM (sp) 30 (sp) Health Dept. # (SP) First Initial (sp) Employee's Last Name** and (F12) **transmit**. The details of the last P2 entered will appear first. Type ALL in the bottom box to bring a list of all P2 actions this employee has. Place an "X" beside the one you want to open. To return back to the full listing type ALL in the bottom box.

INDIVIDUAL EMPLOYEE BY SS# (MRIE):

To look up by SSN: Type **MRIE (sp) 30 (sp) Health Department # (sp) SS# of employee** and (F12) **transmit**. The details of the last P2 entered will appear first. Type ALL in the bottom box to bring a list of all P2 actions this employee has. Place an "X" beside the one you want to open. To return to the full listing type ALL in the bottom box.

INDIVIDUAL CLASSIFICATION INFORMATION (MRIK):

Type **MRIK (sp) 30 (sp) the four-digit assigned classification number** and (F12) **transmit**. This screen provides the individual classification ID prefix number for new employees and other information about the classification. This screen is used when completing an appointment action. If you want to see all classifications you may type **MRIK (sp) 30 (sp) All** and (F12) **transmit**. You may also view all classifications at [Merit system classifications](#)

CDS 555 PERSONNEL ACTIONS CODES (MRIA):

MRIA (sp) 30 (sp) All and (F12) **transmit**. This screen provides the listing of available personnel action codes. This code is used in the *Nature of Action* field on the CDS 555 screen when entering personnel actions for an employee. The Bridge actions are also listed on the last two pages of this manual.

POSITION NUMBERS BY CLASSIFICATION (MRIO):

Type **MRIO (sp) 30 (sp) Health Dept. # (sp) four-digit classification (sp) (F12) transmit**. This screen provides a listing of all available position numbers by classification.

Filled positions will contain the employees name, status and salary. **Vacant** in status field indicates position is vacant,

Pending in status field indicates pending appointment from a certification.

If all available position numbers are filled, **the agency may establish a new position number by typing CDS552**. Client= 030, District= agency co/dist number, Action=(E)stablish.

Note: If the numbers are not in consecutive order due to a position being removed,

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please use the first number that is available.

Example: Since there is a position #2 available, use #2 instead of moving on to 5. This will keep the numbers in consecutive order.

| Position Number | Employee Name |
|-----------------|---------------|
| 1 | Jane Doe |
| 3 | John Smith |
| 4 | Joe Public |

II. RECRUITMENT OF APPLICANTS FOR A POSITION

A. FILLING A POSITION:

1. Administrative regulations 902 KAR 8:070, Section 1 states the agency shall determine whether to recruit for a vacant position on a scheduled (**advertised**) basis or on a continuous (**open**) basis
2. Except as provided by Promotion, Transfer or Reinstatement (902 KAR 8:090, Sections 1 and 2, and 902 KAR 8:080, Section 3) an LHD desiring to fill a vacant position shall announce the vacant position in one of the following ways:
 - Internal (within) the agency so all employees are aware of vacancy
 - External to the agency
 - A combination of both
3. External sources are one or more public announcements determined by the LHD such as: newspapers, LHD websites, KPHA, social media, educational institutions, employment service offices, professional/vocational societies, etc.

B. ADVERTISEMENT TEMPLATES:

[Job advertisement templates](#)

The templates include a long and a short ad version. The short ad has the minimal information requirements to save on advertisement costs in newspapers. The short ad must refer applicants to the full (long) ad qualifications as required by regulations. The long ad must be placed on the LHD's website and LHDCOS, LHP's online application system.

NOTE: You can add preferences to the advertisements along with something to catch the applicant's eye and draw them to the ad.

NOTE: To make salary more competitive and receive the maximum number of applicants, we suggested that the advertisement include the minimum to midpoint salary listed in the advertisement templates.

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While the midpoint listing is not mandatory, it should be listed when the agency plans to consider 2% salary adjustments for additional education or experience when position is filled. Any salary adjustment above minimum salary must receive prior approval from LHP.

C. APPLICATION REVIEW

1. Applications are reviewed in the LHDCOS application system. Email LHP when your advertisement closes, and we will begin the review process.

LHP has up to 10 working days to evaluate applications, e-mail applicant letters, and certify the MCIH screen.

Unless the position is on open recruitment, LHP **cannot** accept additional information for the application process after the end date of the advertisement.

D. LOCAL HEALTH PERSONNEL (LHP) BRANCH RESPONSIBILITIES

After the close date of the ad, LHP staff enters the demographic information for each applicant into Bridge.

The assigned LHP personnel staff will review and evaluate each application for specified requirements and *qualify* or *reject* the applicant.

REJECTION CODES

2-1 – Lack of required education

2-2 – Lack of required hours

2-3 – Lack of required experience

2-4 – Other – this will always include remarks in the letter

2-5 – Lack of required degree

The disposition code is entered into Bridge which will auto-generate a letter that will be emailed to the applicant.

NOTE: The LHD can check the status of the applicant by typing **MCII (sp) 30 (sp) social security number** and (F12) **transmit**.

Once the applications have been processed, a Certification of Eligible applicants (referred to as the “**cert**”) will print on report 411. If it is an open register, the LHD will need to request the MCIH screen.

E. AGENCY CERTIFICATION REQUEST (Generates 411 report):

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FOR OPEN CERTIFICATIONS ONLY

1. Obtain a position number:

- (a) Obtain the four-digit code for the classification from the classification list.
- (b) Check for a vacant position number by using the **MRIO** screen. A list of all vacant positions will appear.
- (c) If the agency needs to fill more than one position, enter one position number for each vacancy upon your initial request. If only one position number is entered, Bridge will only allow you to hire one applicant from the register and another request would be required after the first cert is dispositioned.
- (d) If there are no vacant position(s), establish a position by using the [CDS 552](#) screen.

2. AGENCY CERTIFICATION REQUEST SCREEN- (MCIH)

Open certification- When the LHD has requested LHP to place a classification on open register that is difficult to recruit for or has a high turnover.

- LHP will approve open registers by email; the LHD must post the position on LHDCOS for applicants to apply. Advertise publicly to get applicants to LHDCOS. Applications received on LHDCOS, notify LHP by email you have applications.
- Check the MCII screen for status update on the applications.

Once processed the LHD may complete the MCIH request by following these steps:

(a) Type **MCIH** (sp) **30** (sp) **Health Dept#** (sp) **(County No. of vacancy if district) or (0 if open class)** and **four-digit classification number** then **(F12)** transmit.

(b) Complete screen information.

Action=N, Client=30, Dist=Co/Dist #,

I would like all applicants for classification=

(Class code= 2122 this example)

Position(s) = (step 1 above).

Who are eligible to work in the following county = typically blank

District Level Classifications

Pull only applicants who are eligible to work in the following county if you are a district.

Are the position(s) being advertised (Y)es or (N)o= Open classification answer N,

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Date announcing the position (open classification- leave date blank)

Date applications to be received (open classification- leave date blank)

Closed certification (advertised position) -

Agency has advertised for a position and may only accept applications through the end date of the advertisement.

- **MCIH** screens completed by the LHP when we receive the applications and enter the first screen in Bridge. The assigned HR contact will complete the MCIH screen after all applications are completed.

NOTE: Paper applications **should not be accepted** for any position(s) unless they are in-house advertisements or contract employees, they will not be accepted for any other reason without prior approval from LHP.

G. DURATION OF CERTIFICATION OF ELIGIBLE AND REGISTERS

1. A Certification of Eligibles (411) expires within **60 days from the date of issue**.
 - a. The interview process per 902 KAR 8:070, includes evaluation of the qualified applications (pre-screening) to determine the applications to be interviewed, the interview process and the offer of appointment.
This process should be completed no later than sixty 60 days from certification. After 60 days, contact LHP to complete the certification.
 - b. Each applicant must be assigned a disposition code on the 411 report.
 - c. The appointee will be shown as **A** (appointment) and effective date employment begins (**ALWAYS** the Monday of the beginning payroll date).
 - d. Remaining applicants not appointed will have disposition codes only.
 - e. Agency may only appoint number of positions requested on the register; otherwise, a new register will need to be requested.
2. Enter Disposition: Type **MCIC (sp) 30 (sp) health dept. # (sp)** and the **certification number** (found on the 411 report) and (F12) transmit.
 - a. At the beginning of a new calendar year, you need to enter the four (4) digit year after the cert number.
MCIC (sp) 30 (sp) co/Dist (sp) cert# (sp) 20## (F12)
 - b. A disposition code must be entered for each name, if you miss a name or page, a report 403 will print. Contact LHP to correct.
 - c. The day after you have entered the disposition, print the 889 Report Daily Disposition. A copy is placed in the recruitment folder as well as the personnel file of the employee that will be appointed.

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3. [411 DISPOSITION ACTION CODES](#)

| Code | Name | Details |
|-----------|---|--|
| A | Appointment | Enter "A" in the shaded space under disposition; and enter the effective date of the appointment. This will always be the first Monday of the payroll period in which the employee started. You may complete the disposition screen in advance of the actual start date. |
| I | Interviewed | Use for those individuals that were actually interviewed. Keep all notes concerning the interview so the agency will have data as to when you interviewed the applicant in the event the appointment is questioned later. |
| C | Considered | Use if applicant was considered in the pre-screening process but failed to meet the defined criteria to be selected for an interview. |
| D | Declined offer of appointment | Must have offered the applicant the position and he/she turned it down. Keep documentation of this transaction. |
| NA | Not available | The applicant responded that they are not available for an interview, or no longer interested in the job. Keep documentation of your conversations and/or all correspondence. |
| FR | Failed to reply | Agency has documented contact with the applicant concerning an interview or availability, gave a specific date and time for reply and no response was received. Keep detailed documentation on file. |
| FI | Failed to show up for an interview | The applicant was scheduled for an interview and does not show up. Keep documentation on file. |

- a. "I" and "C" WILL NOT automatically remove a person from the register. However, after an applicant has appeared on a certification three (3) times for the same classification and has not been selected by the appointing authority, that applicant's name will be dropped from the certification. This is applicable even when less than one (1) year since qualified date. The applicant will have to submit a new application to the agency in order to be re-qualified to a new certification for that same classification.
- b. The above codes (D, NA, FR and FI) WILL REMOVE an applicant from the register. If the applicant calls LHP, they will be referred to the local agency for explanation of the disposition.
- c. Qualified applications will remain on file and eligible for certification to a register for one (1) year unless a disqualification occurs (D, NA, FR, FI,).
- d. Re-request of a register- The LHD may re-request a certification without advertising for up to one (1) year or two (2) more times.

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- To request the register again contact your assigned LHP staff.

ALL PERSONNEL ACTIONS ARE ENTERED USING THE CDS555 SCREEN.

III Appointments

Most personnel actions require a Personnel Action Request (PAR) form found on LHP's website. The PAR along with additional information may be requested from LHP.

You can find forms at: [Forms for HR Staff](#)

APPOINTMENT (Action 1)

1. **Do not enter the appointment action (1) until the first day the employee works.**
Once the employee is established in the personnel system using the CDS555, future actions on this employee will be done using their social security number. You do not need to enter name and address again unless it is a name change or address change. Review all information for accuracy before transmitting.
2. Queue the printer to create a printed paper trail for the actions entered on CDS555.
3. All personnel action effective dates use the first Monday of the payroll period. You must receive prior approval from LHP if there is a special circumstance that would require an individual to start in the middle of a payroll period.
4. Appointment actions entered, that do not have a salary manually entered by the agency, will print to Report 861 (P2) the next day.

TO CORRECT A PERSONNEL ACTION THE SAME DAY ENTERED:

Type **MRIS (sp) 30 (sp) health dept. # (sp) SS #** of employee and **F12** transmit. When a mistake is realized the same day, it occurred it can be corrected using this command. The "action" code at the top of the screen will automatically change from "N" to "C" allowing Bridge to accept changes entered. After transmitting the change, a message will appear at the bottom of the page as P-2 completed. Once it polls overnight, it cannot be corrected by the LHD. After your action generates a report 817 (pending list), you must contact LHP to make corrections. The day after LHP approves pending actions, changes have to be made by CDP. All corrections and deletions for CDP must be emailed to LHP. LHP will give the correction to CDP.

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General Screen Info:

On a blank Bridge screen, type CDS 555- starting at the top of the screen

Action= "N" for new **Client=** always "30" **District=** County or District number

Field # 2- Employee ID#= Social Security Number. Please enter the social security number as it appears on the certified register even if incorrect. When you have received the report 861/P2 for your employee, call LHP and the number will be corrected, at that time you can run another report 861 for your files.

Field # 1/6- Name/Address= Demographics-First-MI-Last, enter address identical to how it is entered into payroll

Field # 3- Cnty Res= County of residence

Field # 4/5- HL YR, SR MO= - LHD prior service **ST YR, SR MO** State- NOT USED

Field # 7- Effective date Requested= Most actions with the exception of leave, terms and furloughs required the first Monday of the pay period.

Probationary Increment Date: This is a *system-generated* field unless otherwise instructed.

Working County: County in which the employee most frequently works and is assigned.

Annual Increment Date: This is a *system-generated* field unless otherwise instructed.

Transfer County: Used for **Transfer In** action only. This is the LHD HID code of the county transferred from.

Field # 8- Nature of Action. This code relates to the type of action you will enter.

For example: An appointment action would be entered as the number 1. The complete "[Action Listing](#)" is on the last page of this manual.

Field # 9- Emp Class ID: Enter the first two (2) two digits of the ID number corresponding with the classification. You may look up the two digits by typing **MRIK** (sp) **30** (sp) **classification code** and **F12** transmit.

Once the entire screen is complete, the last three (3) of the ID number will appear at bottom of the page. The ID number assigned will not be active until the action is approved from the pending 817 and the 861/p2 prints.

The assigned ID number will remain with the employee for the remainder of their service unless it is changed via reclassification, promotions, etc.

Remarks: Use this space to make any special remarks about the action. ** If you are giving an employee years of experience that has been approved by LHP, place it in the remarks. Write the number of years you are paying them.

Note: The remark field on the CDS555 screen is for remarks only and will not change any information.

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Field #11 - Position Number Code: Classification: Enter the four-digit classification code
Number: Enter the position number selected from the certification for an appointee, found on the [MRIO](#) screen.

Second Line: SALARY- The computer calculates this automatically based on the classification or agency entrance rate.

****Exceptions:** You MUST enter the salary when an appointee is coming in at a higher salary due to additional experience at 2% per year or on demotion actions.

If a payroll date begins on a holiday and it is the first day of employment for a new full-time employee, this employee is entitled to holiday pay.

Grade: This is a system-generated field.

Field #12 - Above Minimum: If the LHD has an established above minimum for this classification, you must enter the letter "Y" in the block at the end of the line. **If not, leave blank.** To determine if the agency has an established above minimum on a blank bridge screen type:

MRIH (sp) 30 (sp) HEALTH DEPT # AND TRANSMIT

Field #13 – Employee Status- (HOURS WORKED)- ALL appointment types with the exception of Irregular hours, must have “X” entered to full time (37.5 weekly), part time 100 (1200+ per year=more than 46 bi-weekly/less than 75 bi-weekly) or part-time (less than 1200 per year) be sure to enter hours worked per ppd.

See [Types of appointments/status](#) of manual

Initial Probation enter X to probationary, X to regular and X to hours worked.

Irregular hours employee, place Y beside the irregular/hr block.

Provisional enter X to Provisional and X to hours to work

Emergency enter X to Emergency and X to hours to work

Temporary enter X to Temporary and X to hours to work

Partial Year enter Y to Partial Year for any of the above only if they will be working the school schedule and off on “regular” scheduled breaks.

Evaluation Score- Used by agencies on 096 plan

Partial Year- Enter “Y” for school scheduled staff that is not required to report on a regular basis to the agency when school is closed for school holidays such as summer. Enter “N” if not working a partial year schedule.

Irregular Hours Y/N: Enter “Y” for “variable” less than 800 appointments. Enter “N” otherwise.

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Last Line: **FLSA Exempt?** - Refer to Fair Labor Standards Act to determine by “test” the exempt status of your employee. Enter the letter “Y” if exempt to earn comp time or “N” otherwise.

Certificate Number- Enter Year and Number from 411 (Certification of Eligibles) issued. Used for appointments and advertised promotions.

Education - From the application-Enter 12=HS, 13=1 year college, 14=Associate, 15= 3 years, 16=Bachelor, 17=Masters, 18=PHD

DATE OF BIRTH- you must obtain this information from the employee

Sex: Enter the letter "F" for female or "M" for male.

Racial Origin: Enter the letter "W" for white or "N" for non-white

Marital Status: Enter one of the following codes obtained from the Employee- not on application.

M - Married

D - Divorced

W - Widow

S - Single

FMLA Hours: This field is only used with Return from FMLA actions.

BE SURE TO CHECK YOUR INFORMATION FOR ACCURACY. After you transmit, if corrections are necessary you must make changes the day of the entry by using the [MRIS command](#).

Types of Appointments/Status:

Bridge will require a type of appointment as well as the status of the appointment.

Follow the procedures of an initial appointment to enter each to Bridge.

Based on Administrative Regulation [902 KAR 8:080](#), the following provides an explanation of each:

PROVISIONAL APPOINTMENT

There must be an urgent need with no prior register issued within the last year for the classification. An employee appointed as a “provisional” is appointed up to a maximum of thirteen (13) pay periods.

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Be sure to enter an “x” in the **Employee Status** Provisional field.

Prior to the end of the 6 months, the position must be posted publically. Within 2 weeks of a certified register, the recruitment and selection process must be completed. If the employee were selected for a permanent position the agency would complete an “appointment from provisional” (action 24). Otherwise, the employee will be terminated; this is automatic after thirteen (13) pay periods if this process is not completed. If this appointment is designated full time or part-time 100, they will accrue annual and sick leave. Time served under provisional shall count toward initial probation if later selected from a register for the permanent position.

EMERGENCY APPOINTMENT

Immediate services are necessary with no available register and no provisional appointment is available. Appointment shall not exceed seven (7) payroll periods and will automatically terminate. If the agency needs to term prior to the expiration date, issue a letter to the employee and a resignation action entered.

NO LEAVE TIME IS EARNED. Not eligible for benefits, however if full time appointment, may be eligible for holidays. Regulation [902 KAR 8:080](#).

Be sure to enter an “X” in the **Employee Status** Emergency field.

TEMPORARY APPOINTMENT

Need for seasonal worker, work-study or a special project or summer employment. Appointment shall not exceed nineteen (19) payroll periods and will terminate automatically. If the agency needs to term before the time limit, provide written notice to the employee and enter a resignation action.

Full time and Part time 100 employees earn sick time. ***Enter action code TA for this appointment in payroll.***

Be sure to enter an “X” in the **Employee Status** Temporary field.

Employees can only serve in provisional, emergency and temporary statuses one time.

VARIABLE HOUR APPOINTMENT

An agency because of special working requirements in meeting programmatic service needs, may establish a position having variable hours of work not to exceed 800 hours per calendar or fiscal year. This is an unclassified service position and the employee will not be eligible for salary adjustments and will not

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be eligible for benefits.

Be sure to enter a “Y” in the **Employee Status** Irregular hour field.

**If the agency desires to make one of the employees listed above a merit employee that person must apply and be certified to a register. If the individual is selected for a probationary appointment to a permanent position after the recruitment and interview process, the employee must be resigned from the former appointment type.

PARTIAL YEAR APPOINTMENT

This position is typically a school-scheduled employee who observes regular scheduled breaks that do not exceed seven (7) pay periods of work per year. This employee shall serve an initial probationary and is provided health insurance if PT 100 or Full-Time status. This employee does receive sick and annual time for the dates they are in work status based on (FT +37.5 per ppd and PT 100 23+ per ppd).

Be sure to enter a “Y” in the **Employee Status** Partial Year field.

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OTHER TYPES OF APPOINTMENTS:

REINSTATEMENT - ACTION 2

A regular status employee, who completed their initial probationary period and left in good standing without prejudice, may have reinstatement rights to the same or corresponding position up to three (3) years. Before you make a commitment to reinstate a former employee, make sure the person has reinstatement rights and they still qualify for the position. Contact LHP for confirmation.

A probationary period is required if the separation was **more than 12 months**. Upon successful completion of the probationary period, the employee will receive a 5% increase in salary, reinstatement of prior accumulated sick leave balances and service credits applied to leave earning rate. The annual increment will be twenty-six (26) pay periods from the time of reinstatement. Do not enter the increment dates these are system assigned.

An employee separated less than 12 months that is returning to the same classification will not serve probation, and will return to their former salary unless otherwise stated in 902 KAR 8:060, they will have former sick leave balances reinstated and prior service credits applied to leave earning rate.

No register is required. Classifications minimums could have changed, and the former employee must meet the current qualifications of the classification. If a former employee is grandfathered into a classification, once an employee resigns, the grandfather clause no longer applies.

CDS 555-

Enter **#1-** Employee name, address, effective date;

#3-residence co;

#7-working county;

#8-nature of action=2;

#12- salary; leave the increment date blank;

#9-Class Emp Id prefix=the first two digits ([MRIK](#)), upon transmittal Bridge should return the last 3 digits at the bottom of the screen. This number will not activate until all paperwork is approved by LHP and P2 is created. If Bridge fails to return the prior Emp ID and assigns a new number please be sure payroll and CHFS Local Health Operations helpdesk are aware to deactivate the old number and activate the new number.

Remarks- enter prior sick leave balance if known and the years/weeks of prior service to aid payroll.

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#11- Classification code and position number

#13- **Employee Status** enter "X" beside full-time, part-time 100 hours, part-time (add approx. hours per week) and Y/N to irregular/variable hours and Partial Year; enter X to regular and X to probation if separation was more than 12 months.

Note: Information entered into Bridge must remain the same as when they left. To take them to another classification you would need to do a promotion, demotion or reclassification.

TRANSFER IN - ACTION 4

902 KAR 8:090

Action 4 is used to transfer an employee from one agency to another agency within the merit system. (Not to be used for transfer within the same agency)
Note: Information entered into Bridge must be the same information received from the LHD they left, using the transfer form. To take them to another classification you need to do a promotion, demotion, or reclassification.

CDS 555- All information must be entered; Bridge does not automatically pull the information from one health department to another for confidential reasons.

#1- Enter the name, address,

#7- INCREMENT DATE (obtain from the prior agency) and Trans County= county number transferred from.

NOTE: If they came from a district, use the district number and not the working county. The county numbers can be found here:

<https://chfs.ky.gov/agencies/dph/dafm/lhpb/Documents/LHDDistrictandCountyDCodes.pdf>

#11- Enter SALARY- If you do not enter the salary, Bridge will assign the entry level for the classification. **An employee can only be transferred in at the same salary and same classification as existing position.** The only time a salary increase will occur is when the new health department has an above minimum established for the classification and the employee is currently below the rate.

#9- Classification and position number (MRIO). If the agency plans to use the existing ID prefix number (MRIK), you must wait for the prior agency to complete the transfer out action and enter the entire 5-digit ID number already assigned.

Remarks: Enter the county transferring from, sick and annual leave balances and WOS (weeks of service).

(Comp balances CANNOT be transferred. The HD they are transferring from

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must pay out the comp time balance.)

#13- Employee status: X to regular, X to Full-time, Part time 100 or PT (hours entered), Y or N to Partial Year and Irregular/Variable Hours, Exempt Y/N, Cert number only if from register, Ed, DOB, Sex, Race, Marital Status

A transfer IN must have an effective date at the beginning of the payroll period. A transfer form from each HD must be submitted along with an updated P-65.

It is the responsibility of the transferring in agency to see that LHP receives a copy of this form. The form can be found on [Forms for HR Staff](#)

Action 3 is generated to pending report 817 and remains there until all documentation is received by LHP.

RE-EMPLOYMENT - ACTION 22

[902 KAR 8:080](#)

Re-employment is used to return an employee to the position from which they were laid off within one (1) year.

The employee must provide an updated application requesting certification to a re-employment register upon position announcement. The employee must meet minimum qualifications.

CDS 555- All fields similar to an appointment should be completed for this action (1, 2, 3,6,9,11,13, status, and last line of info). **#7-** Effective date the first day of the payroll period. The annual increment date will be assigned by Bridge, one (1) year from re-employment.

APPOINTMENT FROM PROVISIONAL - ACTION 24

[902 KAR 8:080](#)

Used when an employee is appointed from a provisional appointment to a regular appointment.

After the position is advertised, applications have been processed, and the interview and recruitment process completed; if the “provisional” employee is selected to fill the vacancy and the disposition to the certification is completed showing appointment effective date (**MCIC**). **DO NOT ENTER A RESIGNATION ON THIS EMPLOYEE**

All the steps mentioned above must be completed before the expiration of the

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provisional appointment ends which is 13 pay periods. Once the provisional appointment has expired, an appointment from provisional action can no longer be approved.

The pay periods served under provisional status may be credited by the appointing authority toward the initial probationary period for the employee if appointed before the provisional appointment is up.

CDS 555- Most all fields listed under appointment completed (1,2,3,6,9,11,13, and last line of info). **#13-**Employee's status-enter X to probationary and X to Full time, Part time 100 or Part time (weekly work hours). **#7-** If credited awarded for the provisional time served, manually calculate 13 pay periods forward from the appointment to provisional and manually enter this date (1st Monday of the pay period) in the initial probationary increment date, otherwise leave blank.

TRANSFER WITHIN AGENCY – ACTION 40

[902 KAR 8:090](#)

Used to transfer an employee from one county to another county within a District Health Department or one department to another within the same county or district. Examples: Clinic to School or a district may include a work county change. This action type could potentially be used in conjunction with other actions such as re-class, promote, status change.

CDS 555- **#7-**Effective date requested, **#8** Enter 40 **#9** remarks- explain reason from/to etc., **#11-** if remains in same classification reenter current class and position number, **#13-** if changes.

IV. PERFORMANCE EVALUATION

[902 KAR 8:080](#)

ANNUAL INCREMENT DATE AND PROBATIONARY INCREMENT - ACTION 19 & 20

These actions are automatically system-generated to the pending report 817 the Tuesday before the effective date of the increment. Action 19 is used for LHDs that are under the 080 (CH40) evaluation plan. The agency is responsible to review reports 833 and 834 which contain increments due in the upcoming month.

Per regulation, if an annual increment is going to be denied, the LHD must advise LHP 14 days in advance and provide a copy of the evaluation. If a probationary period is to be denied the agency must advise LHP 7-14 days in advance depending on initial probation or

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Reclassification/promotion with probationary action. A copy of the evaluation should be forwarded also. See <https://apps.legislature.ky.gov/Law/KAR/902/008/060.pdf>

If you have an employee that is due an increment and they do not appear on your 817, please advise your LHP HR contact to discuss further.

Prior to the start of each new fiscal year, the LHDs must provide the annual increment percentage approved by the board of health to LHP for the [MRIH](#) screen to be updated with the new rate.

The annual increments for the new fiscal year will remain on the pending list until the rate has been confirmed with Board of Health minutes. The BOH has the option to switch from CH40 (080 plan) to the CH40A (096 plan) at the beginning of the new fiscal year. Once this change in evaluations has been made you may not return to 080.

EXTENSION OF PROBATIONARY PERIOD - ACTION 13

[902 KAR 8:080](#)

There are three (3) reasons in which the initial probationary period may be extended:

- (1) If an employee has missed work due to medical reasons (paid or unpaid) during probation for 20 days or more (does not have to be consecutive); Must have proper documentation.
- (2) The employee has been unable to complete the required job related training course(s), such as but not limited to RS, Hands etc.
- (3) The appointing authority requests for determination of competency.

If the probationary period is to be extended, the following must be done:

- (1) A letter **must** be issued to the employee stating the increment will be extended at least seven (7) days prior to the due date. A copy of this letter must be provided to LHP.
- (2) Action 13 must be entered into Bridge **no later** than the Monday prior to the original probationary increment effective date. This will remain on pending 817 until paperwork received.

CDS 555- First line, **#7** Effective Date requested, **#8** Nature of Action, **Remarks-** Enter a short explanation based on above, and the number of pay periods extended. The probationary date **cannot be extended** over 26 pay periods. **Probationary Increment Date:** You must manually calculate and enter the new date and it must be the Monday of the pay period.

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Note: Refer to your Report 833- **Probationary increment**- generated the first week of the month after Tuesday. If an employee appears and you know it will be extended, enter your action then and follow-up with paperwork to LHP.

PERFORMANCE EVALUATION – ACTION 46

[902 KAR 8:096](#)

This action is used by agencies using the 096 evaluation plan (CH40A). The employee performance evaluation program shall establish a uniform process for the evaluation of an employee's performance.

There are five rating factors under this plan:

| | |
|--|-----------------------------|
| (5) Highly Commendable Performance | (Board AI rate + Lump Sum) |
| (4) Proficient and Commendable Performance | (Board AI rate + Lump Sum) |
| (3) Effective and Competent Performance | (Board AI rate) |
| (2) Needs Development Performance | (50% Board AI rate/Re-eval) |
| (1) Unacceptable Performance | (0 Board AI rate/Re-eval) |

If an employee receives a rating of (5) or (4), the employee will receive their annual increment (AI) and an additional lump sum payment not to exceed 5% adopted by the Board. The lump sum amount is based on the employee's salary, after the AI has been awarded and hours budgeted for the FY. If the BOH decides on a zero annual increment, they can elect to offer an extra one or two days of annual time.

If an employee receives a rating of (3) the employee will receive the annual employee performance rate adopted by the Board of Health at the beginning of the fiscal year not to exceed 5% of the employee's salary.

If an employee receives a rating of (2) the employee will be entitled to receive a salary adjustment equivalent to 50% of the AI rate that was adopted. This employee may be placed on a Performance Improvement Plan (PIP) and must be re-evaluated no later than 120 days following the annual evaluation to determine if the employee's performance has improved. If successful, the remaining 50% will be awarded from the re-evaluation date forward.

If an employee receives a rating of (1) the employee will not receive a salary increase and disciplinary action should be taken to include a PIP. If the employee is not dismissed, the employee shall be re-evaluated in 120 days and if improvement is made 50% of the AI rate may be awarded from re-evaluation date forward.

CDS 555- First line, **#7** Effective Date Requested (Employees annual date), **#8** Nature of Action, **Remarks** % Board rate, annual score=1-5 and if LSP due, **Evaluation score** #1-5 as defined

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above. (Salary is generated by Bridge based on number entered in the evaluation score box.) #11, Bridge requires. Please be sure not to change the existing classification or position number, use [MRIO](#) if unsure.

RE-EVALUATION INCREMENT – ACTION 47

[902 KAR 8:096](#)

Used only for **096** evaluation plan.

When an employee receives a rating score of (1) or (2) that employee shall be re-evaluated no later than 120 days after their initial evaluation.

At the *needs development* level (2) if the employee improves their performance level and satisfactorily meets the performance improvement objectives as determined by the re-evaluation, enter the re-evaluation increment.

CDS 555- First line, #7 effective date (date of re-evaluation) #8 Nature of Action **Remarks** score and **percentage** to be awarded. **Evaluation Score** At re-evaluation if the employee improves, they receive the 50% annual increment enter (6) in the evaluation score. If the employee does not improve and will not receive the salary adjustment enter (7) in the evaluation score, this will also remove the 50% received at the original evaluation. After the action is approved the salary for both actions will automatically generate based on the score entered.

V. CHANGES IN SALARY

PROMOTION – ACTION 3

[902 KAR 8:060](#),

[902 KAR 8:090](#)

A salary increase resulting from a promotion is the higher of the following:

- (a) five percent (5%)
- (b) three percent (3%) per grade not to exceed 10% or
- (c) the minimum of the new grade.

Note: Use the amount on the P2 to enter into payroll. In option (b) the amount is a single percent at a time and rounded in between each amount.

Promoted employees will serve a six (6) month probationary period. At the end of this time, a three percent (3%) increase in salary will be awarded if the probationary period is completed successfully.

If the employee was on initial probation when they were promoted, they will begin an initial probation again and will receive only a 5% increment after the probationary period for initial

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and promotion are completed.

If the employee fails to complete the six (6) months determined by employee performance appraisal form, the employee will be reverted to the class previously held. **THE EMPLOYEE MUST BE PROVIDED WRITTEN NOTICE FOURTEEN (14) DAYS PRIOR TO END OF PROBATIONARY PERIOD.** If no vacancy exists, the employee may be reverted to a position they qualify for by the department. A reversion back to the employee's prior classification must be processed as a [demotion action](#) on the CDS555 screen.

CDS 555- First line, #7 beginning of payroll, **Prob Inc Dt** leave blank, **Ann Inc Dt** leave blank will remain the same, #8 nature of action=3, **Employee Class ID** Review MARIK and the PSRS to determine if an ID change is needed based on new duties. If the current ID prefix is still valid enter the complete employee ID number. If the current ID prefix is no longer valid, enter the first two digits of the new ID prefix, the new ID number will not be active while on the pending 817 report until paperwork has been processed and P2 action has been generated. **Remarks** note being promoted from/to class. **#11 classification and number, Employee Status** enter an "X" beside probationary

If an employee does not meet the qualifications for a promotion and the action was entered to Bridge, a deletion code will be entered by LHP or a denial code will be entered and a P2 will generate to reflect this denial as noted on the personnel action.

DEMOTION - ACTION 5

[902 KAR 8:060](#)

[902 KAR 8:090](#)

Administrative regulations provide four (4) types of demotion:

- (1) Unsatisfactory job performance,
- (2) Employee voluntary request,
- (3) Agency initiated disciplinary action
- (4) Re-organization.

The action will remain on pending 817 until paperwork is received and processed by LHP.

CDS 555- **First line, #7** Effective date is Monday beginning of payroll, #8 nature of action 5, **Emp class ID-** Review MARIK to determine if an ID change is necessary if not, enter the complete prior ID number. **Classification and Number. SALARY BRIDGE IS NOT PROGRAMMED THIS MUST BE MANUALLY ENTERED.** 1) If an employee requests a voluntary demotion: 1. The employee's salary shall be reduced by five (5) percent for one grade; or 2. For multiple grades, three (3) percent for each grade decrease not to exceed ten (10) percent; and The employee's salary shall be reduced by an additional three (3) percent if the voluntary demotion is to a position that no longer requires supervisory responsibilities; For a demotion involving loss of

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supervisory duties please use [action 48 after completing this action](#). See [902 KAR 8:090](#), Section 3 [and 8:060 section 6](#) regarding disciplinary demotions and salary adjustment. Disciplinary demotions will have a reduction of 10% of salary. On a reorganization request the agency will determine if salary is retained or 5% reduction is taken based on the plan submitted. A demotion that is part of a reorganization is the only time an employee can retain their salary. **Remarks** explain type of demotion and % taken (remarks do not change salary)

SALARY ADJUSTMENTS - ACTION 12 (“other salary adjustments”)

[902 KAR 8:060](#)

Use this action when there is an adjustment to be made to salary that is not covered in other sections.

Examples of these salary adjustments are:

- (1) The LHD raises the above minimum entry rate for a classification under 902 KAR 8:060 Section 1. If a new employee is hired at the new rate and a current employee is below the new established entrance salary, the employee must be brought to the new established minimum.
- (2) The LHD receives special permission to do an across the board raise from the board of health under 902 KAR 8:060 Section 11.
- (3) If a new employee is appointed at a higher entrance salary due to an approved adjustment of 2% per year of additional experience. Existing staff that have the equivalent experience as offered to the new employee who are currently below this entrance salary shall have an adjustment to the approved adjusted entrance salary.
- (4) If a grade change to a classification occurs and existing employees are below the new assigned grade salary, these employees must be adjusted to the new entrance salary.

CDS 555- **First Line, # 7**, effective date (must be beginning payroll), **# 8** nature of action=12, **Remarks:** enter a short explanation as to why the salary is being adjusted, and **# 11 Salary. YOU MUST ENTER THE NEW SALARY.**

RECLASSIFICATION ACTION WITHOUT PROBATION – ACTION 23

[902 KAR 8:060](#)

A reclassification occurs when a material change is made to a position and additional job duties are added. The new duties fall within the same classification series but are more complex, nonsupervisory and of a higher grade level.

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CDS 555- **First line, #7 Effective Dt Requested** Monday of payroll beginning, **#8 Nature of Action= 23, Employee Class ID** the first two digits **Remarks:** Type reclassified from ____ to ____, **#11 classification and Number.** If a position number does not exist, refer to directions to establish under [CDS 552](#). This action will not change the existing annual increment date.

SALARY= Do not enter the salary. Bridge is programmed to assign the higher salary based on regulations to the higher of (a) five percent (5%), (b) three percent (3%) per grade not to exceed 10% or (c) the minimum of the new grade.

LUMP SUM MERIT PAYMENT - ACTION 33

[90 KAR 8:060](#)

There are 4 types of Lump Sum payments

- (1) The appointing authority may grant a payment not to exceed eight (8) percent of the employee's current salary or established minimum of the employee's classification grade during the annual evaluation period of twenty-six (26) pay periods.
- (2) The board of health may approve a one-time flat amount not to exceed \$1,000 per all employees in recognition of the agency exceeding expectations.
- (3) 096 performance plans scores of 4 and 5 may be eligible for up to 5% based on salary and hours.
- (4) Educational award of 3% for certificate, license, or other evidence of mastering a body of knowledge obtained through a prescribed course of study that is directly related to the position held.

A lump sum payment exceeding \$2,000 per payment shall be reported to the Board of Health. BOH must also approve Directors individual lump sum payments in the minutes.

CDS 555- **First line, # 7 Effective Date Requested** Monday of payroll period , **# 8 Nature of Action =33 and Remarks** type in the formula used, the percentage for the lump sum payment and the \$ amount awarded. Explain the outstanding accomplishments the employee or LHD has accomplished that merit recognition for a lump sum payment or is BOH approved individually or across the board. For those on the 096 evaluation annual scores place the formula used. The payment is processed in payroll.

The formula for figuring merit payments based on Option 1 follows:

Option 1- Grade Minimum- Use the current salary or grade minimum entrance salary for the classification (review MRIH for above minimums for classifications your LHD may have) x multiply by 1950 (for FY of 26 ppds*) x multiply that total by the percentage. Example grade

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10= 10.10 x 1950 x 4%= 787.80. **For a part-time 100 hour employees, use 1200 hours. Part time use budgeted hours. * If there are 27 ppd in the year, it is multiplied by 2025 hours.**

IN RANGE ADJUSTMENT - ACTION 34

[902 KAR 8:060](#)

This action is for an employee who is assigned permanent additional duties, but the duties assigned do not qualify them for a reclassification or a promotion. The appointing authority may award an in-range adjustment of one (1) to five (5) percent of current salary. Only one In-range may be given per classification. The duties must be of a higher-grade level than the employee is classified in.

CDS 555- **First Line, # 7 effective date requested** (beginning of a payroll), **# 8 nature of action**, = 34, **#12 step** entered as xx.xx (example 5% is 5.00) and **Remarks**. Enter a short explanation of the increased workload and % awarded. Bridge computes the new salary, do not enter it.

DETAIL TO SPECIAL DUTY - ACTION 35

[902 KAR 8:060](#)

This action is requested by the appointing authority to assign an employee temporary duties or a special project such as assigning another employee extra duties due to a leave of absence or a temporary project that requires complex skills outside of their classification.

The employee shall be provided a temporary five (5) percent increase in salary not to exceed twenty-six (26) pay periods. The employee will receive the annual increment, or any other salary increase while serving on detail to special duty. At the end of the temporary assignment, the salary will be decreased by five (5) percent. **An employee cannot be promoted or reclassified** while assigned to a detail to special duty.

CDS 555- **First Line, # 7 effective date requested** (beginning of a payroll), **# 8 nature of action**, = 35, **Remarks**. Enter a short explanation of the temporary duties assigned.

COMPLETION OF DETAILED FROM SPECIAL DUTY - ACTION 36

[902 KAR 8:060](#)

This action will be generated automatically to pending report 817 when the detail to special duty lasts for the maximum amount of time of twenty-six (26) pay periods.

If the temporary duties last less than TWENTY-SIX (26) PAY PERIODS, THE HEALTH DEPARTMENT MUST ENTER THE ACTION TO TAKE THEM OFF. Notify the employee when the

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detail is ending.

CDS 555- **First Line, # 7 effective date requested** (last day of the payroll period), **# 8 nature of action**, = 36, **Remarks**. Enter a short explanation of the temporary duties removed. **SALARY** Bridge will automatically decrease the salary by five (5) percent.

EDUCATIONAL ACHIEVEMENT AWARD – Action 44

[902 KAR 8:060](#)

An appointing authority may grant a five (5) percent increase to an employee's base salary based on completing a high school diploma, high school equivalency certificate, passing score on the GED test or completing 260 hours (8 hours=3cr or 6 hours=4cr) of job-related postsecondary classroom instruction.

An employee shall not receive more than one educational achievement award in a fiscal year, and may not be on educational leave with pay or agency funded leave, Classes are not paid for by the LHD, and must have been completed after the initial probationary increment and completed within 5 years of the beginning of the education.

A letter requesting the award and a copy of the transcript is sent to LHP. This action will remain on the pending 817 report until Frankfort receives the correct paperwork.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Monday of payroll, **REMARKS:** explanation of achievement.

SUPERVISORY DEMOTION – ACTION 48

[902 KAR 8:090](#)

[902 KAR 8:060](#)

Used when an employee who currently holds a supervisory position will no longer hold supervisory responsibilities. This action can be used if the appointing authority under disciplinary action determines the employee is not performing their supervisory duties in the manner that they need to be performed; under performance evaluation fails to meet probation, due to reorganization or by voluntary request of the employee.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Monday of payroll, **#8 Nature of action** =48, **#9 Employee class ID, Remarks** explain type of demotion and amount reduced, **#11 classification and number**, Salary Enter salary. The employee's salary shall be reduced by 5% for one grade and for multiple grades it is 3% per grade not to exceed 10%. This deduction is done with a demotion action. An additional 3% for loss of supervisor duties under voluntary. If the demotion is due to reorganization, the employee may retain the salary received prior to the

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demotion if approved by the appointing authority. Under performance demotion dealing with probationary status they return to former salary, if due to disciplinary performance the deduction is 10%, see 902 KAR 8:060 section 6.

RECLASSIFICATION ACTION WITH PROBATION – ACTION 52

[902 KAR 8:060](#)

A reclassification occurs when there is a material change and additional job duties are added to a position. To qualify for probationary status the newly assigned duties must have supervisory responsibilities for the first time or indicate a different classification series that has the same grade level. An example is a Senior Support Service Associate II who becomes a supervisor of one clerk at the III level for the first time or may move to the accounting office as an Account Clerk II with new additional duties outside of registration and exit. If the reclassification is of the same grade level no money is added at the time of reclassification. They employee will only receive 3% after the end of a successful probationary period.

CDS 555- **First line, #7 Effective Date Requested** Monday of payroll beginning, **#8 Nature of Action= 52, Employee Class ID.** Enter the first two digits if assigning a new number or enter the entire previous class ID number if keeping the old number, **Remarks:** Type reclassified from ____ to ____, **#11 classification and Number.** This action will not change the existing annual increment date. **Employee Status** enter X beside Probationary

SALARY= Do not enter the salary. Bridge is programmed to assign the higher salary based on regulations to the higher of (a) five percent (5%), (b) three percent (3%) per grade not to exceed 10% or (c) the minimum of the new grade.

NOTE: The employee will serve a six month probationary period, at the end of this time, Bridge will automatically generate an action 20 and a three percent (3%) increase in salary will be awarded if the probationary period is completed successfully which is determined by the completion of an employee performance appraisal.

If the LHD decides, by performance appraisal, that the employee has not completed the six (6) months successfully, the employee will be reverted to the class previously held. To deny the increment the performance appraisal must be completed, and employee notified no less than fourteen (14) days prior to the end of the probationary period.

DISCRETIONARY SALARY INCREASE – ACTION 53

[902 KAR 8:060](#)

The LHD may grant an increase not to exceed 5% to any employee within a 12-month period who is off initial probation and has demonstrated excellent performance and achievement as

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requested by appointing authority. Discretionary raises for Directors must be approved in BOH minutes.

CDS 555- **First line, #7 Effective Date Requested** Monday of payroll beginning, **#8 Nature of Action=** 53, **#12 STEP** enter % to be awarded e.g. 5% is entered as 5.0 **REMARKS** Enter reason for increase.

VI. DISCIPLINARY ACTIONS

SUSPENSION - ACTION 6

[902 KAR 8:100](#)

An employee who is to be suspended must have been provided an “intent to suspend” notice and provided rights to a meeting with the appointing authority and a “final” letter of suspension issued with appeal rights before this action can be pursued. Templates are available by contacting LHP.

The action will remain on pending until a copy of the final letter of suspension along with attachments have been submitted to LHP.

CDS 555- **First line, #7 Effective Date** This is the actual date suspension begins, **Nature of action** = 6, and **Remarks** Enter “suspension from _____ to _____ for a total of ____ days” suspended and pertinent information. You do not have to enter a return from suspension action.

VII. EMPLOYEE SEPARATIONS

RESIGNATION - ACTION 7

[902 KAR 8:080](#)

[902 KAR 8:120](#)

The employee must provide a written resignation fourteen (14) days in advance and return all LHD property to be considered a proper resignation; otherwise, the appointing authority may withhold the lump sum payment of accumulated annual leave.

The LHD should accept the resignation in writing and return to the employee with an effective date of resignation. It **is not** a requirement to send a copy of the employee’s resignation or a copy of the acceptance letter to the LHP.

PLEASE DO NOT ENTER RESIGNATIONS EARLY. As this action may not be rescinded, enter the day after the employee leaves. This action does not prevent final payments in payroll.

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CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the last date the employee actually worked, or date last used accumulated leave if allowed. **Nature of Action=7, Remarks** enter lump sum payments amount and # of hours for comp time and vacation time. Enter the sick leave balance and weeks of service. This is important information as the employee may be rehired in the future.

This action will generate a p2 and the employee personnel files should be removed from the active files.

DISMISSAL – ACTION 8

[902 KAR 8:100](#)

An employee who is to be dismissed under disciplinary action must have been provided an “intent to dismiss” and provided rights to a meeting with the appointing authority then a “final” letter with appeal rights of dismissal issued before this action can be pursued. Templates are available by contacting LHP.

An employee may be dismissed from initial probationary status with a minimum seven (7) days advance written notice unless.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the last date the employee worked, date last used accumulated leave if allowed, or last date of agency paid leave. **Nature of Action=8, Remarks** enter lump sum payments amount and # of hours for comp time and vacation time. Enter weeks of service and sick leave balance.

This action will remain on pending until a copy of the dismissal letter is submitted to LHP. After the P2 prints the employee personnel files should be removed from the active files.

LAYOFF - ACTION 9

[902 KAR 8:080](#)

The agency must have submitted a layoff/reorganization plan to LHP and must have received a letter approving the request prior to placing layoff actions on Bridge. The employee must be given a fifteen (15) day advance written notice after approval from LHP before the layoff becomes effective.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the last date the employee worked, date last used accumulated leave if allowed, or last date of agency paid leave. **Nature of Action=9, Remarks** enter a short explanation and lump sum payments amount with # of hours

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for comp time and vacation time. Enter the sick leave and weeks of service balance.

This action will remain on pending until documentation from the health department as listed above is submitted and approved.

RETIREMENT - ACTION 10

[902 KAR 8:120](#)

The employee should submit a letter of retirement to the health department with an effective date. LHP **does not** require a copy of this letter. Retirees considering return to an LHD after retirement must comply with the following:

1. Retirees are ineligible as a reinstatement to a health department.
2. All returning retirees should be treated as an original appointment. There must be an appropriate register, minimum salary range of the class/grade is applied unless the agency requests a salary adjustment based on the individual's experience pursuant to 902 KAR 8:060. Earning of leave balances and service credits will start at a 0 balance.
3. Employee should contact the Kentucky Retirement System for approval and impact on current retirement status. Health Insurance will be applied per guidelines of the Kentucky Employee Health Plan and rules of KRS.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the last date the employee actually worked, date last used accumulated leave if allowed, or last date of agency paid leave. Example: Worked Thursday 28th, Eligible for holiday Friday when requested to retire effective 29th as December 31 is Sunday (29th would be effective date in this example) **Nature of Action=10, Remarks** enter a short explanation and lump sum payments amount with # of hours for comp time and vacation time. Enter the sick leave and weeks of service balance.

DEATH - ACTION 11

[902 KAR 8:120](#)

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the last date the employee worked date last used accumulated leave. **Nature of Action=11, Remarks** explanation of lump sum payment amounts with # of hours for comp time and vacation time. Enter the sick leave and weeks of service balance.

EXPIRATION OF TIME LIMITED APPOINTMENT - ACTION 25

[902 KAR 8:080](#)

This action is system generated automatically to pending just prior to the end of seven (7),

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thirteen (13) or nineteen (19) pay periods based on temporary appointments to Emergency, Provisional or Temporary.

To end a temporary appointment prior to the expiration limit, a letter from the health department must be submitted to LHP providing the date to term and name of the employee.

TRANSFER OUT - ACTION 32

[902 KAR 8:090](#)

This action is completed by the LHD from which the employee is leaving when transferring to another LHD.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the last date of the payroll period worked for leaving agency **Nature of Action=32, Remarks** enter the agency name transferring to, the lump sum payment amount with # of hours for comp time pay out. Enter vacation/sick and weeks of service time that will be transferred to the receiving agency.

VOLUNTARY FURLOUGH – ACTION 49

[902 KAR 8:080](#)

This action can only be used after an agency has submitted a request to implement a voluntary furlough program as part of a layoff/reorganization plan established in Regulation 902 KAR 8:080, Section 11 and 12 to LHP and received approval.

This leave shall be considered a temporary non-disciplinary leave without pay as designated by the agency but not to exceed twenty-two (22) working days (165 hours consecutive or non-consecutive) per fiscal year under voluntary and involuntary combined.

After department approval, an employee interested in being placed in a voluntary furlough status shall request prior approval from the appointing authority in writing giving the reason and dates proposed for furlough. This request must be approved by the appointing authority by providing employee rights in a written furlough letter.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual first date of furlough from the agency **Nature of Action=49, Remarks** enter the total number of days and hours that the employee will observe.

Benefits shall not be adversely affected except holidays that occur during a consecutive furlough shall not be paid, Annual/comp/sick shall not be used, accrual of annual and sick,

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anniversary dates and seniority shall be treated as if the employee was in pay status during the furlough, Medical/dental/life/fsa shall continue to be in effect with proper payment of employee contributions, and retirement contributions shall be based on actual earnings.

INVOLUNTARY FURLOUGH – ACTION 50

[902 KAR 8:080](#)

Similar to Voluntary the agency must submit and receive approval to implement an agency directed involuntary furlough program in lieu of a layoff/reorganization plan established in Regulation 902 KAR 8:080, Section 11 and 12. This leave shall be considered a temporary non-disciplinary leave without pay as designated by the agency but not to exceed twenty-two (22) working days (165 hours consecutive or non-consecutive) per fiscal year under voluntary and involuntary combined.

After department approval the employee must be notified by the appointing authority in writing of employee rights under furlough at least fifteen (15) calendar days prior to the beginning date of furlough. This action will remain on pending until this letter is provided to LHP

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual first date of furlough from the agency **Nature of Action=49, Remarks** enter the total number of days and hours that the employee will observe.

RETURN FROM FURLOUGH – ACTION 51 – This action is optional

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the last date of furlough **Nature of Action=51, Remarks** enter the total number of days and hours observed

VIII. LEAVE PROVISIONS (All leave actions must be observed in a minimum of .25 (15 minute) increments)

MEDICAL LEAVE Without Pay– ACTION 29

This is a leave without pay action for a verified medical reason. If an employee is eligible for FMLA this action will not be used until such time that FMLA (without pay) and Medical with pay has been exhausted and return from these action types have been entered and the employee that was on FMLA may reserve up to ten (10) sick days (75 hours) on the books.

As this is a leave without pay action, Per [902 KAR 8:120](#) Section 2 and 4 accrual of annual and sick is based on hours worked per pay period:

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- a. Full-time employee must be in pay status 37.5 hours per pay period to accrue leave, seniority and prevent the annual increment date from being bumped forward.
- b. Part-time 100 employees must be in pay status 23 hours per pay period to accrue leave, seniority and prevent the annual increment date from being bumped forward.
- c. The annual increment date is advanced on the return from leave action based on a-b above. For example, if an employee is off 38 hours or more in a payroll period, their annual will be bumped one (1) payroll period.
- d. The employee may not exceed twenty-six (26) consecutive payroll periods on Medical Leave to include FMLA and leave without pay time.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual first date of medical leave without pay from the agency **Nature of Action=29, Remarks** enter the hours used for the effective date without pay, if they were eligible or have used all FMLA and the expected date of return. If leave is intermittent state this as well.

This action will automatically generate the P2.

MEDICAL LEAVE – WITH PAY – ACTION 45 - This action is optional

This action would typically be the first action used if an employee has reported a medical event in which accumulated paid leave (sick, annual or comp) when the employee is not eligible for FMLA. will be used prior Medical Leave (without pay).

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual first date of medical leave with pay from the agency **Nature of Action=45, Remarks** enter the hours used on the first day and expected date of return. If leave is intermittent, state this as well.

This action will automatically generate the P2. Annual increment is not impacted.

RETURN FROM LEAVE - ACTION 27

This action can be used to return an employee from all leave actions except return from FMLA. (See [Leave Action Sequence #3](#))

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual date leave last used in the payroll period **Nature of Action=27, Remarks** enter the total hours in remarks and type of leave returning from the previous action. State if leave was intermittent and if the annual increment date will be impacted per 902 KAR 8:120 Section 2 and 4 as [defined above](#) a-c. **Annual Increment Date/Probationary Increment date-** manually advance and enter the new AI date

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for each pay period missed. Probationary see [Initial Probationary Period](#) regulations.

This action will automatically generate the P2.

The employee is returned at the status from which they left, if a full-time employee, request change to part-time or part time 100 upon return this will be completed as a separate action.

FMLA WITH PAY – ACTION 41

This action should only be used when the employee is eligible for FMLA. and has accumulated leave to use while on FML. An employee may choose to use FMLA leave on an intermittent basis rather than all at once. If you have further questions regarding FMLA we suggest you refer to the [FMLA ACT of 1993](#) guidelines.

Under FMLA “Eligible” employees are allowed job-protected leave and allowed to substitute accrued paid leave up to twelve (12) work weeks. Status x 12 weeks Example- Full Time 37.5 x 12=450 hours of eligible FMLA paid or unpaid based on leave balances.

The agency is required to pursue any event implied to be of a medical reason lasting longer than three (3) days that may be a potential FMLA event. The employee does not need to expressly imply or request such leave, it is the agencies responsibility to send notice and rights under FMLA and request appropriate documentation. When medical documentation (physician statement or Certification of Health Care provider WH-380) is provided to the agency that is not sufficient or clear, it is the agencies responsibility to request additional documentation in accordance with FMLA guidelines. The agency may not request additional medical documentation or recertification unless covered by the Act. The agency may pay for a second opinion if requirements are met.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual first date leaves for FMLA with pay used **Nature of Action=41, Remarks** enter the total hours in remarks for the first day, type of leave State if leave is intermittent and expected return date or date leave will be exhausted.

This action will automatically generate the p2.

FMLA WITHOUT PAY – ACTION 42

This action should not be utilized unless the employee has exhausted all paid leave. Exception: Workers’ comp or employee has elected to exhaust all but ten (10) days of sick leave balance.

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If the employee has requested to use FMLA with pay prior to FMLA without pay, it is no longer necessary to do a return from FMLA action 43 to change the employee from FMLA with pay to FMLA without pay action 42.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual first date leave for FMLA without pay is used **Nature of Action=42, Remarks** enter the total hours in remarks for the first day, type of leave, State if leave is intermittent and expected return date or date leave will be exhausted.

This action will automatically generate the P2.

RETURN FROM FMLA- Action 43

Enter this action when the employee returns to work prior to exhausting all FMLA with or without pay; or utilizes the entire twelve (12) weeks of FMLA and has still not returned to work. If after using all 12 weeks after completion of the Return from FMLA enter the Medical Leave action.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual date leave last used in the payroll period **Nature of Action=43, Remarks** enter the total hours in remarks and type of leave returning from the previous action. State if leave was intermittent and if the annual increment date will be impacted per 902 KAR 8:120 Section 2 and 4 as [defined above](#) a-c. **Annual Increment Date/Probationary Increment date-** manually advance and enter the new AI date for each pay period FT <37.5 paid or PT100 <23 paid if return is from FMLA LWOP. Probationary see [Initial Probationary Period](#) regulations.

This action will automatically generate the P2.

LEAVE WITHOUT PAY - ACTION 14

Before you enter this action, **all leave must be exhausted (exception for workers comp)**. This action should not be used if leave is for an approved medical reason and should only be used for a non-medical reason. If an employee has less than a quarter of an hour or .25 you may put the employee on leave without pay.

Unless leave is for Medical Reasons, A letter of justification for leave should be approved by the appointing authority based on 902 KAR 8:120.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual date leave without pay

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begins **Nature of Action=14**, **Remarks** enter the total hours in remarks and type of leave, if FMLA was pursued, and reason for leave, state if leave will be intermittent. **Annual increment Date-** The annual increment date will be impacted per 902 KAR 8:120 Section 2 and 4 as [defined above](#). Bridge is programmed to calculate the annual increment date on the Return from LWOP action. **FMLA HOURS** enter the number of hours in the bottom row.

This action will automatically generate the P2.

MATERNITY LEAVE - ACTION 15

[902 KAR 8:120](#)

Do not enter maternity leave action unless the employee has exhausted all accumulated annual, sick and comp leave balances or is ineligible for FMLA prior to being placed on Medical Leave (without pay). Maternity leave may not exceed six (6) pay periods unless approval is given by appointing authority.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual date leave last began in the payroll period **Nature of Action=15**, **Remarks** enter the total hours in remarks, type of leave and if FMLA eligible and leave exhausted. State if leave was intermittent and if the annual increment date will be impacted per [902 KAR 8:120](#) Section 2 and 4 as [defined above](#) a-c.

This action will automatically generate the P2.

EDUCATIONAL LEAVE WITH PAY - ACTION 16

[Forms for HR Staff](#)

Select Leave then Employee Educational Leave Contract

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual date leave begins **Nature of Action=16**, **Remarks** enter short explanation of study and expected return and total credits sought.

This action generates the P2.

Documentation for this leave should be on file along with the educational contract in the personnel folder. Be sure to enter return from leave when the leave has ended.

EDUCATIONAL LEAVE WITHOUT PAY - ACTION 28

This action is same as action 16 above but without pay.

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Make sure that you have the educational contract on file at the local health department level.

MILITARY LEAVE- ACTION 17

[KAR 9 8:120](#)

An employee who is an active member of the military shall be given 75 hours paid leave in a federal year (October 1 to September 30) to meet their obligation. A leave of absence not to exceed six (6) years for military active duty can be granted. The employee can request accumulated annual and comp leave balances be paid or elect to keep them on the books until they return.

A Copy of the order should be requested by the agency and provided by the employee before granting the time off. The employee will not lose seniority and does not move the annual increment date forward. The employee shall be eligible for all salary increases afforded to other employees as they occur while on approved leave.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Enter the actual date leave begins **Nature of Action=17, Remarks** enter short explanation if paid 75 hours or if the employee will be without pay if already at max for FY, and expected return date.

This action generates the P2.

IX. OTHER PERSONNEL ACTIONS OR CHANGES IN A POSITION OR STATUS

NAME CHANGE - ACTION 18

CDS 555- **FIRST LINE, #1 Name** enter the new name, **#6 Address** enter if changes, **#7 Effective Date Requested** Monday beginning of the payroll period **Nature of Action=18, Remarks** enter former name. This action will automatically generate the P2 to report 861.

ADDRESS CHANGE - ACTION 21

CDS 555- **FIRST LINE, #6 Address** enter changes, **#7 Effective Date Requested** (Monday beginning of the payroll period **Nature of Action=21 Remarks** ENTER OLD address. This action will automatically generate the P2.

OTHER - ACTION 26

This action is used for personnel actions that do not fit into any of the other action types or

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require demographic or statistical data fields to be completed such as #7 working county, #14 FLSA, #16 Education, #17 date of birth #18 Sex #19 racial origin, and # 20 marital status. Other special circumstances may also include grade change for a classification or to change status to and from Partial year, when in doubt contact LHP. This action will not allow you to change the salary or to change increment dates. This action generates Report 817.

CORRECTIVE ACTION - ACTION 31

Used to make corrections to most fields previously entered or that contain incorrect information on file. The fields to be completed are determined by the changes needed. **Remarks should always be completed.** LHP will not approve until proper documentation or explanations are provided.

NOTE: If correcting the salary, you must enter the dollar amount in the salary field.

Actions are typically effective the Monday of the payroll period.

REALLOCATION - ACTION 37

The department shall change the allocation of existing positions if it is determined that the position is incorrectly allocated, and the employee had no substantial change in duties when the position was originally classified. A reallocation can also occur when a new classification has been introduced which is more reflective of present duties. If a position is reallocated, the employee in that classification shall be entitled to serve with the same status obtained before the position was reallocated.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Monday beginning of the payroll period **#8 Nature of Action=37, #9 Emp Class ID, #11 Classification and number, Remarks** Enter old class and **Salary** if it is affected.

The report will remain on pending until proper documentation or justification is provided and a position description/P-65 is submitted.

ID CHANGE - ACTION 38

Check with LHP prior to entering this action to change an ID number. Once entered, it will remain on pending until paperwork or justification has been provided to LHP if necessary.

CDS 555- **FIRST LINE, #7 Effective Date Requested** Monday beginning of the payroll period **#8 Nature of Action=38, #9 Emp Class ID,** If new ID number, enter the first two digits otherwise enter the complete number **Remarks** Enter explanation Old number and new number if changed.

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STATUS CHANGE - ACTION 39

[902 KAR 8:080](#)

[902 KAR 9:120](#)

Use to change employee status from full-time to part-time 100 hours or part time less than 100 hours or any combination therein. **Note: This does not work when changing a full-time employee to partial year status. You must use Action 26 "other". Make sure to mark PY to make the change.**

*CDS 555- **FIRST LINE, #7 Effective Date Requested** Monday beginning of the payroll period #8 **Nature of Action=39, #13 Employee Status** Enter X beside new status of Full Time, Part time 100 or Part time (enter hours) or Y to Partial Year. You may not change: Irregular hours, Emergency, Temporary, Seasonal, Provisional, Probationary or Regular status. **Remarks** Enter explanation "changing status from ____ to ____ status. If the employee is changing from full-time/part-time 100 status to a Part time only status all accumulated annual leave should be paid as a lump sum payment with amount and hours listed. Also, weeks of service and sick leave should be listed in remarks and removed from payroll. If you do not have an approved P2 from LHP for the employee do not enter the action in payroll system.*

NOTE: Retirement looks at hours worked in a rolling calendar year. Changing an employee's status may result in retirement contacting the LHD for back payment.

You can find HR forms on LHPs website to assist you when requesting personnel actions and other HR tasks: [Forms for HR Staff](#)

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PERSONNEL FILE

An agency must initiate and maintain a personnel file subject to state and federal audit for each employee of the local health department. (Note: See Retention Schedules on KDLA site upon termination) <https://kdla.ky.gov/Pages/default.aspx>

The folder should contain the following items:

- 1. Application for employment.*
- 2. Notification of appointment.*
- 3. Certification appointed from, if applicable for this appointment.*
- 4. Hour and wage exemption status.*
- 5. Report of personnel actions approved or denied on individual.*
- 6. Report of performance evaluation or disciplinary actions.*
- 7. Employee position description (P-65), which shall include title of position, duties, and requirements for training and experience necessary to qualify for position and location of position.*

NOTE: Keep Information related to FMLA or ADA actions separate, accessible only to those who “need to know”. You should include this information in your medical file for that employee. I-9 forms should be kept in a book all together.

LHD of employee’s personnel files falls to the local agency to maintain.

A list and examples of every action code that you may process on the CDS555 screen start on the next page.

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BRIDGE QUICK REFERENCE

BRIDGE LOGON: ** F12, /SIGNON, KY#### F12, your password F12, /SRI-NDL F12- NDL PARSING STARTED Message seen

| Miscellaneous Codes | Function |
|---|--|
| F12 | Transmits |
| F11 | Silences the beeping signaling there is a 2 nd page. It will also take you to the second page |
| PAGE UP/DOWN | Gets a clear screen & Keeps a prior Screen |
| F10 | Clears the prompt in the bottom left corner of the screen |
| FRM (FRM button) | Places Cursor to top left |
| CLEAR HOME (double arrow button) | will clear the screen |
| YIAI F12 | provides a list of reports available to print and the date generated |
| Applicant Information | Command |
| By SS# | MCII 30 SS# F12 |
| By Name | MCNM 30 (1st INITIAL) (LAST NAME) F12 |
| Employee Information | Command |
| By SS# | MRIE 30 (HID) (SS#) F12 *type ALL over the date for all P2 summary F12 (Bottom Right) *follow prompt at bottom of screen F12 |
| By Name | MRNM 30 (HID) (1 ST INITIAL) (LAST NAME) F12 |
| By Health Department | MRNM 30 (HID) ALL F12 |
| INQUIRY CODES | Command |
| Look up a classification info | MRIK 30 (Class #) F12 |

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| | |
|--|---|
| List of personnel actions | MRIA 30 ALL F12 |
| Position # for a classification | MRIO 30 (HID) (CLASS #) F12 |
| All Certs for a LHD | MCIR 30 (HID) ALL (YEAR) F12 |
| Applicant names/appointment | MCIC 30 (HID) (CERT #) F12- may add year to the end |
| All of a class in the State | MRIL 30 C (CLASS) F12 |
| Certifying register | MCIH 30 (HID) (CO#) (CLASS) F12 |
| All LHD info | MRIH 30 (HID #) F12 |
| Correct action same day entered | MRIS 30 (HID#) (SS#) F12 |
| ACTION CODES | COMMAND |
| Establish a position | CDS552 F12 |
| Enter Appointment | CDS555 F12 |

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BRIDGE ACTIONS IN NUMERICAL SEQUENCE

| <u>Action</u> | <u>Description</u> | <u>Action</u> | <u>Description</u> |
|------------------|------------------------------|------------------|----------------------------|
| Action 1 | Appointment | Action 28 | Educational leave w/o Pay |
| Action 2 | Reinstatement | Action 29 | Medical Leave without Pay |
| Action 3 | Promotion | Action 30 | [Obsolete] |
| Action 4 | Transfer In | Action 31 | Corrective Action |
| Action 5 | Demotion | Action 32 | Transfer Out |
| Action 6 | Suspension | Action 33 | Merit Payment |
| Action 7 | Resignation | Action 34 | In-Range Salary Adjustment |
| Action 8 | Dismissal | Action 35 | Detailed to Special Duty |
| Action 9 | Layoff | Action 36 | Detailed from Special Duty |
| Action 10 | Retirement | Action 37 | Reallocation |
| Action 11 | Death | Action 38 | Employee Class ID Change |
| Action 12 | Salary Adjustment | Action 39 | Status Change |
| Action 13 | Extension of Probation | Action 40 | Transfer within Agency |
| Action 14 | Leave without Pay | Action 41 | FMLA with Pay |
| Action 15 | Maternity Leave | Action 42 | FMLA without Pay |
| Action 16 | Educational Leave with Pay | Action 43 | Return from FMLA |
| Action 17 | Military Leave | Action 44 | Ed Achievement Award |
| Action 18 | Name Change | Action 45 | Medical Leave with Pay |
| Action 19 | Annual Increments | Action 46 | Annual Employee Evaluation |
| Action 20 | Probationary Increments | Action 47 | Employee Re-Evaluation |
| Action 21 | Address Change | Action 48 | Supervisory Demotion |
| Action 22 | Reemployment | Action 49 | Voluntary Furlough |
| Action 23 | Reclassification | Action 50 | Involuntary Furlough |
| Action 24 | Appointment from Provisional | Action 51 | Return from Furlough |
| Action 25 | [System Generated] | Action 52 | Reclass with Probation |
| Action 26 | Other Action | Action 53 | Discretionary Increase |
| Action 27 | Return from Leave | | |

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BRIDGE ACTIONS IN ALPHABETICAL ORDER

| DESCRIPTION | ACTION | DESCRIPTION | ACTION |
|-------------------------------|-----------|-------------------------|-----------|
| Address Change | Action 21 | Merit Payment | Action 33 |
| Annual Employee Evaluation | Action 46 | Military Leave | Action 17 |
| Annual Increments | Action 19 | Name Change | Action 18 |
| Appointment | Action 1 | Other Action | Action 26 |
| Appointment from Provisional | Action 24 | Probationary Increments | Action 20 |
| Corrective Action | Action 31 | Promotion | Action 3 |
| Death | Action 11 | Reallocation | Action 37 |
| Demotion | Action 5 | Reclassification | Action 23 |
| Detailed from Special Duty | Action 36 | Reclass with Probation | Action 52 |
| Detailed to Special Duty | Action 35 | Re-employment | Action 22 |
| Discretionary Increase | Action 53 | Re-evaluation | Action 47 |
| Dismissal | Action 8 | Reinstatement | Action 2 |
| Ed Achievement Award | Action 44 | Resignation | Action 7 |
| Educational Leave with Pay | Action 16 | Retirement | Action 10 |
| Educational Leave without Pay | Action 28 | Return from FMLA | Action 43 |
| Extension of Probation | Action 13 | Return from Furlough | Action 51 |
| FMLA with Pay | Action 41 | Return from Leave | Action 27 |
| FMLA without Pay | Action 42 | Salary Adjustment | Action 12 |
| ID Change | Action 38 | Status Change | Action 39 |
| In-Range Salary Adjustment | Action 34 | Supervisory Demotion | Action 48 |
| Involuntary Furlough | Action 50 | Suspension | Action 6 |
| Layoff | Action 9 | Transfer IN | Action 4 |
| Leave without Pay | Action 14 | Transfer OUT | Action 32 |
| Maternity Leave | Action 15 | Transfer within Agency | Action 40 |
| Medical Leave without Pay | Action 29 | Voluntary Furlough | Action 49 |
| Medical Leave with Pay | Action 45 | | |