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AM-232-1-1

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***Filling a Permanent Position  
by Hiring or Transfer***

**APPLICABILITY**

The following procedure must be followed when filling all vacant positions (Civil Service and non-Civil Service) BY THE FOLLOWING MEANS:

- Hiring permanent employees from an open employment list (or a comparable hiring method used to fill non-Civil Service positions).

OR

- Transfer

This procedure does not apply to:

- Filling vacant permanent positions by promotion. (See AM-235-1-1).
- Filling vacant unskilled labor positions. (See AM-233-1-1).
- Hiring temporary employees. (See AM-234-1).

**PROCEDURE FORMAT**

The following procedure is divided into 3 sections:

- Section I: Applies to all permanent positions.
- Section II: Applies only to permanent Civil Service positions.
- Section III: Applies only to permanent non-Civil Service positions.

Section I: All City Agencies

**RESPONSIBILITY**

**ACTION**

- Agency
  1. Complete an EMPLOYEE ACTION REQUEST (28-1608-5021) [AM-231-1-1].
  2. Retain “Agency Initial Copy” and submit request (with carbons

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RESPONSIBILITY

ACTION

intact) to:

FREEZE COMMITTEE  
Bureau of the Budget  
and Management Research  
City Hall

Attach a copy of appropriate CUT-OFF  
NOTICE or CHANGE NOTICE as proof that  
vacancy exists.

- Freeze Committee

3. Review request:

a.) If disapproved, indicate decision on request form  
and return all copies to agency. Procedure ends here.

b.) If approved, indicate decision on request form, and  
retain "Freeze Committee Copy" for files. Distribute  
remaining copies as follows:

- If vacant Civil Service position, return "Agency  
Intermediate Copy" to agency for files. Forward  
remaining copies to the Civil Service Commission.
- If vacant non-Civil Service position, forward all copies to  
agency.

Agency

4. Proceed to Section II or III of this procedure,  
as applicable.

Section II: Civil Service Positions

Civil Service  
Commission

1. Upon receipt from Freeze committee of approved  
request, determine proper class of vacant position:

a.) If new position created in budget, analyze duties  
and responsibilities to ensure that class included

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ACTION

in budget is correct.

- b.) If new position created through direct request to Board of Estimates, check EMPLOYEE ACTION REQUEST (28-1418-5014) [AM-230-1-1] which created the position to ensure that correct class is cited.
- c.) If existing position, analyze duties and responsibilities to ensure that the class has not changed since previous classification action.

If the class as cited on the EMPLOYEE ACTION REQUEST is not proper, take corrective action.

2. Review action requested by agency:

- a.) If transfer requested, approve or disapprove and indicate decision on request form. Distribute copies as follows:
  - If disapproved, retain “CSC Copy” and retain remaining copies to agency.
  - If approved, retain “CSC Copy” and “Payroll Copy” for future processing. Return “Agency Final Copy” to “Agency Final Copy” to agency.
- Civil Service Commission
- b.) If an employment list is requested, and is available, forward the following documents to the agency:
  - “Agency Final Copy” of EMPLOYEE ACTION REQUEST.
  - CERTIFICATION TO APPOINTING OFFICER (CS-7) (Employment List).
  - REPORT OF CERTIFICATION (CS-7A).

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Retain for future processing the “CSC Copy” and “Payroll Copy” of EMPLOYEE ACTION REQUEST.

c.) If an employment list is requested, but is not available, schedule examination. Forward “Agency Final Copy” of EMPLOYEE ACTION REQUEST to agency. (Retain “CSC Copy” and “Payroll Copy” for future processing.) After testing applicants, forward the following documents to the agency:

- CERTIFICATION TO APPOINTING OFFICER (CS-7) (Employment List).
- REPORT OF CERTIFICATION (CS-7A).

Agency

3. Upon receipt of documents from the Civil Service Commission:

- a.) If transfer approved, notify selected employee. File “Agency Final Copy”. of EMPLOYEE ACTION Request and destroy “Agency Intermediate Copy”.
- b.) If eligible list received, schedule interview with eligible and make a selection within 30 calendar days from the date that the employment list was furnished by Civil Service. If a selection or a request for additional names is not made within 30 days, the agency’s approval to hire is invalidated.

NOTE:

Agencies must give preference to City residents when hiring new City employees. (Preference need not be given City residents if the position is to be filled by the transfer of a City employee.) If an agency finds it necessary to fill the position with a non-City resident, approval must be obtained from the Mayor by submitting a NON-CITY RESIDENT

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RESPONSIBILITY

ACTION

APPROVAL REQUEST (28-1258-5036) [AM-231-1-2].

4. After selection has been made:
  - a.) Complete REPORT OF CERTIFICATION (showing actions taken on each candidate) and return to Civil Service.
  - b.) File CERTIFICATION TO APPOINTING OFFICER.
  - c.) File “Agency Final Copy” of EMPLOYEE ACTION REQUEST. (Destroy “Agency Intermediate Copy”.)
5. Have prospective employees take the following actions where necessary:
  - a.) If the job duties will involve physical labor, have employee undergo medical examination by the Medical Services Division of the Civil Service Commission.
  - b.) If employee is 17 years of age or under, have him obtain a WORK PERMIT. (See AM-205-15 for details.)
6. Inform employee that it is illegal for him to engage in any type of strike-related activity against the Mayor and City Council of Baltimore. Have employee sign a RECEIPT OF STRIKE INFORMATION (28-1408-5024) [AM-231-1-3]. Retain in agency files.
7. Process employee records as described below:
  - a.) FOR NEW employees:
    - Complete the following forms
    - ENTRY TICKET (28-1618-5142) [AM-205-4-2]. Remove and retain “RECORD COPY” for files; leave carbons intact.

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RESPONSIBILITY

ACTION

- WITHHOLDING EXEMPTION

CERTIFICATES:

- FEDERAL W-4 (28-1428-5079).
- STATE MW-507 (28-1428-5109).

- Attach the following documents to the new ENTRY TICKET:

- “CSC/Payroll Copy” of NON- CITY RESIDENT APPROVAL REQUEST, if applicable. (Retain “Agency Final Copy” in files.)

- WITHHOLDING CERTIFICATES:

- FEDERAL W-4.
- STATE MW-507.

- Forward ENTRY TICKET and attachments to Civil Service Commission at least 3 work days prior to end of payroll period. (If submission is after this deadline, the employee will not be paid until the end of next payroll period.)

b.) For employees currently filling a Civil Service position who are to be transferred to another Civil Service position, complete a CHANGE NOTICE (28-1618-5143) [AM-205-4-5. Remove and retain “Record Copy” for files. Forward remaining copies (with carbons intact) to Civil Service at least 3 work days prior to end of payroll period.

Civil Service

8. Separate all copies of forms received from agency. Attach the following documents to the “Payroll Copy” of the ENTRY TICKET or CHANGE

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ACTION

NOTICE:

- “Payroll Copy” of EMPLOYEE ACTION REQUEST.
  - “CSC/Payroll Copy” of NON-CITY RESIDENT APPROVAL Request (if applicable).
  - WITHHOLDING CERTIFICATES (if applicable):
    - FEDERAL W-4.
    - STATE MW-507.
9. Distribute the ENTRY TICKET or CHANGE NOTICE copies (with attachments) as per the instructions on the form.
10. Retain “CSC Copy” of EMPLOYEE ACTION REQUEST for files.

Section III: Non-Civil Service Positions

Agency

1. Upon receipt from Freeze Committee of approved request, select employee through normal agency procedures within 30 calendar days from date of approval. If a selection is not made within 30 calendar days, the agency’s approval to hire is invalidated.

NOTE: Agencies must give preference to City residents when hiring new City Employees. (Preference need not be given City residents if the position is to be filled by the transfer of a City employee.) If an agency finds it necessary to fill the position with a non-City RESIDENT APPROVAL REQUEST (28-1258-5036) [AM-231-1-2].

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ACTION

2. After selection has been made:
  - a.) For NEW City employees:
    - If employee is 17 years of age, or under, have him obtain a WORK PERMIT. (See AM-205-15 for additional information.)
    - Inform employee that it is illegal for him to engage in any type of strike-related activity against the Mayor and City Council of Baltimore. Have employee sign a RECEIPT OF STRIKE INFORMATION (28-1408-5024) [AM-231-1-3]. Retain in agency files.
    - Complete the following forms:
      - ENTRY TICKET (28-1428-5106) [AM-205-4-2].
      - WITHHOLDING EXEMPTIONS CERTIFICATES:
        - FEDERAL W-4 (28-1428-5079).
        - STATE MW-507 (28-1428-5109).
    - Separate all copies of forms. Attach the following documents to the “Payroll Copy” of the ENTRY TICKET:
      - “Payroll Copy” of EMPLOYEE ACTION REQUEST.
      - “CSC/Payroll Copy” of NON\_CITY RESIDENTIAL APPROVAL REQUEST (if applicable).
      - WITHHOLDING CERTIFICATES:
        - FEDERAL W-4.
        - STATE MW-507.
    - Distribute the ENTRY TICKET copies as per the instructions on the form. (Central Payroll must receive its copy at least 2 work days prior

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ACTION

- to end of payroll period. If submission is after this deadline, the employee will not be paid until the end of the next payroll period.)
- File “Agency Final Copy” of EMPLOYEE ACTION REQUEST. (Destroy “Agency Intermediate Copy” and “CSC Copy”.)
- b.) For employees currently filling a non-Civil Service position who are to be transferred to another non-Civil Service position:
  - Complete a CHANGE NOTICE (28-1428-5108) [AM-205-4-5].
  - Separate all copies of the CHANGE NOTICE. Attach the “Payroll Copy” of EMPLOYEE ACTION REQUEST to the “Payroll Copy of the CHANGE NOTICE.
  - Distribute the CHANGE NOTICE as per the instructions on the form. (Central Payroll must receive its copy at least 2 work days prior to end of payroll period.)
  - File “Agency Final Copy” of EMPLOYEE ACTION REQUEST. (Destroy “Agency Intermediate Copy” and “CSC Copy”.)