

## Monthly Delegation Reporting Instructions

### **Unlawful Appointment Reporting**

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The Unlawful Appointment reporting worksheet will be used to track the occurrence of all unlawful appointment investigations and resolutions, including investigations where the appointment was determined to be lawful. Occurrences should only be reported after a full investigation has been completed and a final determination has been made.

**Incumbent** - Current Incumbent.

**Classification** - Full civil service title.

**Position Number** - Agency-Reporting Unit-Class Code-Serial Number.

**Date of Appointment** - Date the employee was appointed.

**Date of Discovery** - The date the appointment was discovered as potentially unlawful.

**Time Lapsed**- This information is automatically generated and will calculate the number of months the error has existed.

**Reason** - Use the drop down list to select the reason the appointment is deemed, or initially deemed, unlawful.

**Resolution** - Outcome of unlawful investigation. Include: a) what action was taken to address this unlawful appointment and b) what steps were taken to fix the problem in the process that enabled the unlawful appointment to be made. Limit response to 200 words maximum.

**Employee Notified** - The date the employee was notified of the final outcome.

**SCO Notified** - Date State Controller's Office is notified, if a void is needed.

**Comments** - Any comment relevant to the Unlawful Appointment Investigation. If "Other" was selected for the "Reason," provide justification for cause of unlawful appointment.

## Monthly Unlawful Appointment Reporting Worksheet

Date: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Personnel Officer: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 PMD Analyst: \_\_\_\_\_  
 Reporting Period: \_\_\_\_\_

Mark box if no investigation was completed this month

No.	Incumbent	Classification	Position Number	Date of Appointment	Date of Discovery	Time Lapsed (Months)	Reason	Resolution	Date Employee Notified	Date SCO Notified	Comments
1						0					
2						0					
3						0					
4						0					
5						0					
6						0					
7						0					
8						0					
9						0					
10						0					
11						0					
12						0					

Note: Report all unlawful appointment investigations, even if the investigation determined the appointment to be lawful.