

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Bargaining Units 16 & 19-Additional Appointments	REFERENCE NUMBER: 2014-002
DATE ISSUED: 01/29/14	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Labor Relations Officers**

FROM: Personnel Management Division
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The purpose of this memorandum is to provide clarification for additional appointments of Bargaining Unit (BU) 16 and 19 rank and file employees. Per the BU 16 and 19 contracts, the State may appoint eligible permanent full-time employees to an additional appointment to fill advertised vacancies or when management determines there are additional workload needs to be met.

These additional appointments must be approved through the Personnel Management Division (PMD) Analyst assigned to the department.

Departments should contact their PMD Analyst with questions related to this PML or to request an additional appointment.

/s/ Rosemary E. Sidley

Rosemary E. Sidley
Chief, Personnel Management Division