STATE OF NEW YORK

5760

2025-2026 Regular Sessions

IN SENATE

February 28, 2025

Introduced by Sen. JACKSON -- read twice and ordered printed, and when printed to be committed to the Committee on Civil Service and Pensions

AN ACT to amend the civil service law, in relation to requiring appointing authorities to provide appointment and promotion letters

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Section 61 of the civil service law is amended by adding a new subdivision 4 to read as follows:

4. Appointment and promotion letter. (a) An appointing authority who extends an offer of appointment or promotion to a position in the classified service to any person shall provide such person with an appointment letter within fourteen days of the effective date of such appointment. Such appointment letter shall include:

(i) the appointment type being offered, whether permanent, provisional, temporary, temporary pending commission approval, or any other appointment type authorized by law, rule, or regulation;

(ii) the position type and, if the position is not a permanent position, the expected duration of the appointment, and, if the position is not a full-time position, the expected percentage of time at work per week;

(iii) the jurisdictional class of the position;

(iv) if a probationary period is required upon appointment, the minimum and maximum duration of such period and information regarding an appointee's tenure rights, if any, upon completion of the probationary period;

(v) the starting salary or wages that the person would earn upon appointment, provided that such salary or wages shall be specific to the individual being offered appointment, and the full salary range of the title;

(vi) if the individual to whom appointment is offered has prior graded service at a higher salary grade than the position to which an offer of

EXPLANATION--Matter in *italics* (underscored) is new; matter in brackets [-] is old law to be omitted.

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appointment has been made, an explanation of how such individual's salary shall be reduced upon appointment, if any;

(vii) the bargaining unit representing the title to which such person is being appointed and, if applicable, the contact information or website of the employee organization that represents the bargaining unit of such position pursuant to article fourteen of this chapter;

(viii) if the offer of appointment is to a trainee title:

(1) the length of the traineeship;

(2) the title and salary grade of the performance level to which such traineeship advances;

(3) all requirements that a trainee must meet to be advanced;

(4) the schedule of performance reviews for such traineeship; and

(5) information regarding performance advances during such traineeship;

(ix) if the person offered appointment would have a hold item on another position from which they were placed on leave at the time of appointment, information regarding the date at which such hold would expire and circumstances under which the appointee would be eligible to return to the hold; and

(x) information regarding employee benefits and links to applicable websites, including, but not limited to:

(1) health insurance, dental and other health related benefits provided by the employer;

(2) retirement system membership and benefits;

(3) the New York state deferred compensation plan; and

(4) any other information required by law, rule, or regulation, and any information that the appointing authority deems reasonable to include.

(b) If an appointee who receives an appointment or promotion letter believes any of the information contained therein to be incorrect, such appointee shall be permitted to notify the appointing authority of such error and, upon notification, the appointing authority shall review the concern to determine if any information contained therein is incorrect. If any information contained therein is deemed by the appointing authority to be incorrect, the appointing authority shall reissue the appointment or promotion letter to the appointee containing any corrections necessary to ensure that all information contained therein is correct within sixty days of notification by the appointee. If the appointing authority finds no errors in the appointment or promotion letter, the appointing authority shall inform the appointee that the information is correct.

§ 2. This act shall take effect on the ninetieth day after it shall have become a law.