

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:

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

3 4. Appointment and promotion letter. (a) An appointing authority who
4 extends an offer of appointment or promotion to a position in the clas-
5 sified service to any person shall provide such person with an appoint-
6 ment letter within fourteen days of the effective date of such appoint-
7 ment. Such appointment letter shall include:

8 (i) the appointment type being offered, whether permanent, provi-
9 sional, temporary, temporary pending commission approval, or any other
10 appointment type authorized by law, rule, or regulation;

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

15 (iii) the jurisdictional class of the position;

16 (iv) if a probationary period is required upon appointment, the mini-
17 mum and maximum duration of such period and information regarding an
18 appointee's tenure rights, if any, upon completion of the probationary
19 period;

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

24 (vi) if the individual to whom appointment is offered has prior graded
25 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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1 appointment has been made, an explanation of how such individual's sala-
2 ry shall be reduced upon appointment, if any;

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

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

8 (1) the length of the traineeship;

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

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

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

13 (5) information regarding performance advances during such trainee-
14 ship;

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

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

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

24 (2) retirement system membership and benefits;

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

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

29 (b) If an appointee who receives an appointment or promotion letter
30 believes any of the information contained therein to be incorrect, such
31 appointee shall be permitted to notify the appointing authority of such
32 error and, upon notification, the appointing authority shall review the
33 concern to determine if any information contained therein is incorrect.
34 If any information contained therein is deemed by the appointing author-
35 ity to be incorrect, the appointing authority shall reissue the appoint-
36 ment or promotion letter to the appointee containing any corrections
37 necessary to ensure that all information contained therein is correct
38 within sixty days of notification by the appointee. If the appointing
39 authority finds no errors in the appointment or promotion letter, the
40 appointing authority shall inform the appointee that the information is
41 correct.

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