

# Department of General Services

## Transfer to DGS Appointment Documents

### PRE-EMPLOYMENT DOCUMENTS

Pre-employment documents must be submitted and approved PRIOR to the employee's first day of work.

| DOCUMENT NAME  | ADDITIONAL INFORMATION   |
|--|--|
| <a href="#">ESSENTIAL FUNCTIONS HEALTH QUESTIONNAIRE (STD 910)</a> | Must be received in PTU prior to appointment or within 5 days of start date.   |
| <a href="#">MEDICAL EXAMINATION (STD 610)</a>                      | Only if the class requires a medical exam. Must be approved by the SPB Medical Officer/OHR Medical Coordinator prior to employee's start date. |
| <a href="#">STATEMENT OF ECONOMIC INTEREST (FORM 700)</a>          | Required for classifications designated under DGS Conflict of Interest Code.   |

### APPOINTMENT DOCUMENTS

These documents are due to your OHR Specialist within 5 working days after the employee's date of hire.

| DOCUMENT NAME  | ADDITIONAL INFORMATION   |
|--|--|
| <a href="#">ABMS - QUICK EMPLOYEE ENTRY</a>                                    | Must be done before submitting appointment package to PTU.   |
| <a href="#">SIGNED APPLICATION (STD 678)</a>                                   | Must be submitted with appointment package. With the exception of POST and BID.                                    |
| <a href="#">DESIGNATION OF PERSON AUTHORIZED TO RECEIVE WARRANTS (STD 243)</a> | Optional for transfers if employee information is changing.  |
| <a href="#">DGS' ANTI-DISCRIMINATION POLICY (AO 15-01)</a>                     | Employee shall read and retain pages 1-8. Sign and submit page 9 to OHR.   |
| <a href="#">DGS' LACTATION ACCOMMODATION (HR MEMO 16-014)</a>                  | For Ziggurat based employees, read additional information on <a href="#">reserving a Wellness Room</a> .           |
| <a href="#">DGS' SEXUAL HARASSMENT MEMO (AO 15-02)</a>                         | Employee shall read and retain pages 1-6. Sign and submit page 7 to OHR.   |
| <a href="#">DGS' WORKPLACE VIOLENCE PREVENTION POLICY (AO 09-01)</a>           | All employees are required to attend Workplace Violence Prevention training. No longer every two years thereafter. |
| <a href="#">EMERGENCY INFORMATION/PHYSICIAN DESIGNATION (DGS OHR 20)</a>       |  |
| <a href="#">EMPLOYEE ACTION REQUEST EAR (STD 686)</a>                          | Optional for transfers if employee information is changing.  |
| <a href="#">EMPLOYEE ASBESTOS NOTIFICATION (STD 250)</a>                       | Required for employees working in a building containing asbestos.  |
| <a href="#">INCOMPATIBLE ACTIVITIES STATEMENT</a>                              |  |
| <a href="#">OATH OF OFFICE (STD 688)</a>                                       | Exempt appointments only.  |

### BENEFITS DOCUMENTS

Documents listed below must be received by PTU by deadlines to ensure employee's benefits are effective timely. Days noted are counted from effective date of appointment.

#### MUST BE RECEIVED WITHIN 15 DAYS OF APPOINTMENT DATE

| DOCUMENT NAME  | ADDITIONAL INFORMATION   |
|--|--|
| <a href="#">ANNUAL SICK LEAVE/VACATION ELECTION FROM (CalHR 875)</a> | Check MOU for eligibility.   |
| <a href="#">DENTAL PLAN PACKAGE (STD 692)</a>                        | Must be completed online. May be required if employee is changing CBID.  |
| <a href="#">GROUP LEGAL SERVICES INSURANCE</a>                       | <a href="#">Online Enrollment</a> for newly eligible employees and new hires. Use access code 10202soc.<br>Permanent Intermittent, Temporary Authorization and Limited Term employees are not eligible to enroll online and should complete the <a href="#">Enrollment Authorization Form</a> to enroll. |
| <a href="#">LIFE INSURANCE (STD 698)</a>                             | Automatic enrollment for non-represented employees with permanent tenure. Employee must complete if declining enrollment.  |

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| DOCUMENT NAME                        | ADDITIONAL INFORMATION                           |
|--------------------------------------|--|
| <a href="#">LONG TERM DISABILITY</a> | Non-represented employees with permanent tenure. |

***MUST BE RECEIVED WITHIN 120 DAYS OF APPOINTMENT DATE***

| DOCUMENT NAME  | ADDITIONAL INFORMATION                      |
|--|---|
| <a href="#">ELECTION OF OPTIONAL MEMBERSHIP</a>  | Exempt employees appointed by the Governor. |
| RETIREMENT BOOKLET-ACKNOWLEDGEMENT ( <a href="#">TIER 1</a> / <a href="#">TIER 2</a> ) | Permanent tenure is required.               |