

HOUSE No. 13

Accompanying the second recommendation of the Civil Service Commission (House, No. 11). Civil Service.

The Commonwealth of Massachusetts

In the Year One Thousand Nine Hundred and Forty-Seven.

AN ACT RELATIVE TO REPORTS REQUIRED OF APPOINTING AUTHORITIES CONCERNING CIVIL SERVICE EMPLOYEES.

*Be it enacted by the Senate and House of Representatives
in General Court assembled, and by the authority of the
same, as follows:*

1 Section 18 of Chapter 31 of the General Laws, as
2 amended by section 9 of chapter 703 of the acts of
3 1945, is hereby further amended by inserting after the
4 word "reinstatement" in lines 5 and 6 the following: —
5 absence on account of illness or injury for over one
6 month, termination of temporary employment, leave
7 of absence on account of military service, retirement,
8 pension, change in name, — so that the section will read
9 as follows: — *Section 18.* Every appointing authority
10 shall report in writing forthwith to the director any
11 appointment or employment, promotion, demotion,
12 suspension, lay-off, discharge, transfer, resignation,
13 change in duties or pay, abolition of position, rein-
14 statement, absence on account of illness or injury for
15 over one month, termination of temporary employ-
16 ment, leave of absence on account of military service,

17 retirement, pension, change in name, leave of absence
18 for over one month, or death, of any person within
19 the official or labor service. Such report shall contain
20 the service record of the employee in such form and
21 detail as the director may designate, as well as the ad-
22 dress of such person.