JOB REFUSAL GUIDE

PURPOSE: The purpose of this guide is to assist agencies in processing personnel transactions. The following scenarios do not cover every possible situation but will address the most common job refusal circumstances.

Scenario 1: Employee is hired as an original appointment or rehire but refuses the job or never starts work (**TERMT-RFS**)

- TERMT-RFS must be effective the same day as the ORIGL, ORIGR, or REHIR

Scenario 2: Employee is hired as an original appointment or rehire, and the agency withdraws the offer of employment (**TERMT-EWO**)

- TERMT-EWO must be effective the same day as the ORIGL, ORIGR, or REHIR

Scenario 3: Employee is working as a temporary employee, accepts a permanent position and then refuses the permanent position (**TERMT-RFS**)

- TERMT-RFS must be effective the same day as the TMPOR
    - IF the employee wishes to remain a temporary employee, the agency will need to process a future dated REHIT-TUL once the TERMT-RFS has been finalized

Scenario 4: Employee is working as a temporary employee, accepts a permanent position and the agency withdraws the offer of permanent employment

Scenario 4a: the agency does not wish to keep the employee on as a temporary (**TERMT-EWO**)

- TERMT-EWO must be effective the same day as the TMPOR
    - If the employee does not work the day before the TMPOR's effective date, the agency will also need to process a TERMT-TEM effective the day after the employee's last working day *(agencies must let the TERMT-TEM be approved to final before entering the TERMT-EWO)*

Scenario 4b: the agency wishes to keep the employee on as a temporary employee (this will require 2 transactions)

- First transaction will be needed to terminate the permanent position
    - TERMT-EWO must be effective the same day as the TMPOR
- Second transaction will be needed to place the employee back into a temporary position
    - REHIT-TUL effective date can be any future day during the pay period

Scenario 5: Employee accepts a promotion, but decides to refuse the promotion after the personnel transaction has been final

Scenario 5a: with the same agency (**DEMOT-RFS**)

- DEMOT-RFS must be effective the same day as the promotion (PROMT)
  - ***Agency will need to request an overfill from the State Budget Office***

Scenario 5b: with a different agency (**TRANI-RFS**)

- TRANI-RFS be effective the same day as the transfer (TRANI-PRO or TRANI-PRS)
- PAR document will need to be processed by the original agency
  - Example – employee currently working for DHHR, accepts transfer to another agency; DHHR would need to process the PAR to return the employee to DHHR.

Scenario 6: Employee accepts a voluntary demotion, but decides to refuse the demotion after the personnel transaction has been final

Scenario 6a: with the same agency (**PROMT-RFS**)

- PROMT-RFS must be effective the same day as the demotion (DEMOT)
  - ***Agency will need to request an overfill from the State Budget Office***

Scenario 6b: with a different agency (**TRANI-RFS**)

- TRANI-RFS be effective the same day as the transfer (TRANI-DEM or TRANI-DMS)
- PAR document will need to be processed by the original agency
  - Example – employee currently working for DHHR, accepts transfer to another agency; DHHR would need to process the PAR to return the employee to DHHR.

Scenario 7: Employee accepts a position with the same pay grade, but refuses the position after the personnel transaction has been final

Scenario 7a: with the same agency, different facility or district, different title (**LATRL-RFS**)

- LATRL-RFS must be effective the same day as the LATRL
  - *In the event the system does not allow this to be processed, agencies should work with CPU to process a TSFXA-RFS*

Scenario 7b: with the same agency, different facility or district, same title (**UNITC-RFS**)

- UNITC-RFS must be effective the same day as the UNITC-POS
  - *In the event the system does not allow this to be processed, agencies should work with CPU to process a TSFXA-RFS*

Scenario 7c: with a different agency (**TRANI-RFS**)

- TRANI-RFS must be effective the same day as the TRANI-LAT or TRANI-LSA
- PAR document will need to be processed by the original agency
    - Example – employee currently working for DHHR, accepts transfer to another agency; DHHR would need to process the PAR to return the employee to DHHR.

Scenario 7d: with the same agency, same facility or district but changing sections/area, same title (**LATRL-RFS**)

- LATRL-RFS must be effective the same day as the LATRL-SEC
    - *In the event the system does not allow this to be processed, agencies should work with CPU to process a TSFXA-RFS*

Scenario 8: Employee accepts a permanent position but cannot start on the date of the approved ESMT/TESMT and requests the hire date be amended.

Scenario 8a: the employee's approved start date is in the same month as the requested amended date. (ex – approved hire date 1/5/2021; requested new hire date 1/28/2021)

- **AMEND** effective on the day the employee starts work.
    - Progression dates MUST be updated to reflect new hire date.

Scenario 8b: the employee's approved start date is in a different month than the requested amended date. (ex – approved hire date 1/5/2021; requested new hire date 2/1/2021)

- *Scenario 8b-1:* agency is made aware of the request to change the hire date prior to the day the employee starts work. (2 transactions are required) ****agency needs to notify DOP of pending transactions so they can be expedited****
    - **TERMT-RFS** effective on the original hire date.

    - **REHIR** effective on the new hire date.
        - PART code should be the same as what was on the hire (ex – HSR, HAB, etc.)
        - Progression dates MUST be updated to reflect new hire date.

- *Scenario 8b-2:* agency is not made aware of the change in hire date until after the employee starts work.
    - **AMEND** effective on the day the employee starts work.
        - Progression dates MUST be updated to reflect new hire date.
        - CPU should be notified in order to process transactions to remove ACA date from the hire.