

## **REPORTS REQUIRED BY THE COMMISSION**

**Sec. 114.** So that the Commission may keep proper records of changes in the service and the efficiency and performance levels of classified employees, appointing authorities and all department heads shall promptly transmit the following information regarding classified employees to the Commission:

- (1) Every refusal or act of negligence on the part of an eligible who has been certified or offered an appointment to accept the appointment.
- (2) Every change in compensation.
- (3) Every suspension.
- (4) Every absence from duty for one day or more, and whether the absence was caused by dismissal, resignation, suspension, sickness, or some other reason.
- (5) Every return to duty at the expiration of suspension or other absence.
- (6) Performance ratings at regular intervals.
- (7) A copy of each payroll for classified employees.