|  |  |
| --- | --- |
| **ACTION** | **Effective Date of Change:**  |
| [ ]  **Job Class Change Only** | [ ]  **Salary Change Only** | [ ]  **Job Class and Salary Change** |
| **Reason for Change:** |  |

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| --- | --- | --- | --- | --- | --- |
| **GENERAL****INFORMATION** | **Employee Name:** | *Last:* |  | *First:* |  |
| **Employee Number:** |  | **Last 4 Digits SSN:** |  |
| **Location:** |  |
| **Current Job Title:** |  | **Current Job Class #:** |  |
| **Current Annual Salary:** |  | **Current Hourly Rate:** |  |
| **Current Salary Plan/Grade:** |  |
| **Request Submitted By:** |  |

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| **PROPOSED JOB CLASS CHANGES** | **New Job Class #:** |  | **New Job Title:** |  |
| **Location:** |  | **Group Bargaining Unit/Union:** |  |
| **Check Location:** |  |
| **Reports to:** |  | **Shift:** |  |
| **Employment Type:** | [ ]  **Full Time** [ ]  **Part Time** | **Civil Service:** | [ ]  **Y** [ ]  **N** |
| **Employment Class:**  | [ ]  **Permanent** [ ]  **Temporary** [ ]  **Seasonal** [ ]  **Emergency** [ ]  **Provisional** [ ]  **Intermittent** |

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| **PROPOSED SALARY CHANGE** | **Backfill Existing Position**  | [ ]  **YES** [ ]  **NO\***  |
| **New Annual Salary: $** |  |  | [ ]  **Exempt** [ ]  **Non-Exempt** |
| **New Weekly Salary: $** |  |  | **Position Number:** |  |
| **New Hourly Rate: $** |  |  |
| **Standard Hours:** |  | **Salary Plan/Grade:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Licenses:**  | [ ]  **725/726 CDL** [ ]  **768/770 Pesticide** [ ]  **727/728 Construction** |

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| **TLM** | **TLM Department:** |       | **TLM Person Type:** |       |
| **TLM Pay Rule:** |  | **TLM Accrual Profile:** |  |

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| **FUNDING** | [ ]  **General Fund**  | [ ]  **Grant Fund** | **Grant Number:** |       |
| **Org:** |  | **Object:** |  | **Project:** |  |
| **Start Date:** |  | **End Date:** |       |
| **Budget Status: Change is included in the budget:** [ ]  **YES** [ ]  **NO\*** |
| **\*If NO, describe how the change will be funded:** |

|  |  |  |
| --- | --- | --- |
| **APPROVAL** |  |  |
|  |  |
| **Manager Print Name** | **Date** |
|  |  |
|  |  |
| **Manager Signature** |  |