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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  |