



Personnel Action Form

_____ New Hire _____ Update

Employee Information	Employee name _____ Date _____ Address _____ Phone _____ City/State _____ Zip _____												
Emergency Contact	Name: _____ Relationship: _____ Contact number: _____ Name: _____ Relationship: _____ Contact number: _____												
Position Information	Position: _____ Department/Committee: _____ Start date: _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary From: _____ to: _____ <input type="checkbox"/> Seasonal From: _____ to: _____ <input type="checkbox"/> Additional Job Notes: _____ <div style="display: flex; justify-content: space-between;"> <div> Hourly range: _____ Starting wage: _____ / hour <small>Any position starting above base pay must be cleared with executive director prior to job offer.</small> </div> </div>												
Salary Change	Notes: _____ Current rate: _____ / _____ Salary range _____ New rate: _____ / _____ Salary range _____ Effective Date: _____ <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Reason for Change</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Percent/Amount</u></th> </tr> </thead> <tbody> <tr> <td>Passed Introductory Period</td> <td style="text-align: right;">2% _____</td> </tr> <tr> <td>Merit Increase- Successful</td> <td style="text-align: right;">1% _____</td> </tr> <tr> <td>Merit Increase- Exceeds</td> <td style="text-align: right;">2% _____</td> </tr> <tr> <td>COLA</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Classification Change</td> <td style="text-align: right;">_____</td> </tr> </tbody> </table>	<u>Reason for Change</u>	<u>Percent/Amount</u>	Passed Introductory Period	2% _____	Merit Increase- Successful	1% _____	Merit Increase- Exceeds	2% _____	COLA	_____	Classification Change	_____
<u>Reason for Change</u>	<u>Percent/Amount</u>												
Passed Introductory Period	2% _____												
Merit Increase- Successful	1% _____												
Merit Increase- Exceeds	2% _____												
COLA	_____												
Classification Change	_____												
Status Change	Position(s): _____ Department: _____ Effective date : _____ <input type="checkbox"/> Inactivate (not available to work, not scheduled to work) Last day of work: _____ <input type="checkbox"/> Reactivate (less than 1 year since last worked) Final Paycheck: _____ Mail _____ Pickup <input type="checkbox"/> Resigned with notice (attach letter) <small>*Available once SPRD property is returned</small> <input type="checkbox"/> Resigned without notice (attach letter) <input type="checkbox"/> Laid off (attach letter) <input type="checkbox"/> Dismissed by supervisor (attach termination letter, not eligible for rehire)												
Signatures	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Employee signature</td> <td style="width: 40%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor's signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Executive Director's signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	Employee signature	Date	Supervisor's signature	Date	Executive Director's signature	Date						
Employee signature	Date												
Supervisor's signature	Date												
Executive Director's signature	Date												