

EMPLOYEE STATUS CHANGE

Includes any change of an employee's status including termination/resignation/retirement.

Today's Date: _____ Employee Name: _____

Current Position: _____ School: _____

Job Title Change From: _____ To: _____ Effective: _____

Job Class Change From: _____ To: _____ Effective: _____

Building Change From: _____ To: _____ Effective: _____

FTE Change From: _____ To: _____ Effective: _____

Grade Change From: _____ To: _____ Effective: _____

Hours Change From: _____ To: _____ Effective: _____

Salary Change From: _____ To: _____ Effective: _____

Step Change From: _____ To: _____ Effective: _____

Lane Change From: _____ To: _____ Effective: _____

Additional duties, position and explanation of change: _____

Resignation of Position* (still employed) Effective: _____

*This does not require a letter/notice, but should be explained in comment section below.

Resignation of Employment (no longer employed district wide)

Effective date: _____ Date of Exit Interview with HR: _____

Letter/notice of termination attached (preferred) *If a letter is not provided, please explain in comment section below.

Termination in Probationary Period (Consult with HR prior to termination)

Termination effective date: _____ Hire date: _____

Retirement effective date: _____ Date of Exit Interview: _____

Accounts (Computer/Email/Google) disabled date: _____

Comments: _____

Signature of Hiring Authority _____

Signature of Human Resources Director: _____

Signature/Approval of Superintendent: _____