**STATUS CHANGE FORM**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Employee Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee ID: | | | | |  | | | | | | | Effective Date: | | | | | | | | |  | | | | Process Level: | | | | | | | | | |  | | | | Department: | | | |  | |
| Employee Name: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | |
| Position No. | | | |  | | | | | | | Grade: | | | |  | | | | | Schedule: | | | |  | | | | Employee Status: | | | | | | | | | | | |  | | | | |
| Job Title: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Immediate Supervisor Code: | | | | | | | | | |  | | | | | | Immediate Supervisor Name: | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please Check Reason for Status Change Below | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **USER LEVEL -** | | | | | | | |  | | | | | | **EXPENSE ACCOUNT -** | | | | | | | | | | |  | | | | | | | | | **ACTIVITY –** | | | | | | | |  | | |
| **SALARY ADJUSTMENTS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Merit Increase | | | | | | | | | | | |  | | | | | | Across the Board Increase | | | | | | | | | | | |  | | | | | End of Probation | | | | | | | | |
|  | Salary Adjustment Not EPAS | | | | | | | | | | | |  | | | | | | Alternate Rate | | | | | | | | | | | |  | | | | | Equity Review Increase | | | | | | | | |
|  | Range Minimum Adjustment | | | | | | | | | | | |  | | | | | | Minimum Wage Increase | | | | | | | | | | | |  | | | | |  | | | | | | | | |
|  | Other: (explain) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Current Salary:** | | | | | | |  | | | | | | **New Salary:** | | | | | | | | |  | | | | | | |  | | | |  | | | | **%** | **Of Increase** | | | | | |
| **OTHER STATUS CHANGES:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Career Ladder | | | | | | | | | | |  | | | | | Transfer | | | | | | | | | | | | | |  | | | | Bumping Rights Exercised | | | | | | | | |
|  | | Reclassification | | | | | | | | | | |  | | | | | Reorganization | | | | | | | | | | | | | |  | | | | Title Change Only | | | | | | | | |
|  | | Suspension Without Pay | | | | | | | | | | |  | | | | | Suspension - Leave Substitute | | | | | | | | | | | | | |  | | | | 60% Salary Continuation | | | | | | | | |
|  | | Leave of Absence (State Reason) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | Return from Leave of Absence | | | | | | | | |
|  | | Disciplinary Demotion | | | | | | | | | | |  | | | | Other: (explain) | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **TERMINATION:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Resigned | | | | | | | | | | |  | | | | | Disciplinary Action | | | | | | | | | | | | | |  | | | | Unsatisfactory Probation | | | | | | | | |
|  | | Retirement | | | | | | | | | | |  | | | | | Disability | | | | | | | | | | | | | |  | | | | Death | | | | | | | | |
|  | | Reduction in Work Force | | | | | | | | | | |  | | | | | End of Summer Program | | | | | | | | | | | | | |  | | | | End of Temporary Assignment | | | | | | | | |
| For Non-Probationary Post Hire Employees, Pre-Termination Hearing Date: | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
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| APPROVALS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Department Director | | | | | | | | | | | | | | | | | | | | | | | | | Date | | | | | | | | | | | | | | | | | | | |
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| Director of Human Resources | | | | | | | | | | | | | | | | | | | | | | | | | Date | | | | | | | | | | | | | | | | | | | |
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| City Manager | | | | | | | | | | | | | | | | | | | | | | | | | Date | | | | | | | | | | | | | | | | | | | |