

NOTICE OF PERSONNEL ACTION

New Employee Change of Position Change of Salary Termination

Employee Name	
Conservation District	
Current Date	Effective Date of Transaction

NEW AT-WILL EMPLOYEE

Job Title			
Rate of Pay <i>*Enter starting rate of pay as "New Rate of Pay" in Change of Salary Section</i>			
<table style="width:100%; border:none;"> <tr> <td style="width:33%; text-align:center;">Full-time</td> <td style="width:33%; text-align:center;">Permanent Part-time</td> <td style="width:33%; text-align:center;">Part-time Temporary/Seasonal</td> </tr> </table>	Full-time	Permanent Part-time	Part-time Temporary/Seasonal
Full-time	Permanent Part-time	Part-time Temporary/Seasonal	

CHANGE OF SALARY

Current Rate of Pay	\$ _____ hour / month (circle one) from OCC reimbursable funds
	\$ _____ hour / month (circle one) from local funds
	\$ _____ month / quarter from district funds (circle one)
	Unscheduled Pay (Must include pay rate/amount, funding source, and timing/pay date) \$ _____
New Rate of Pay	\$ _____ hour / month (circle one) from OCC reimbursable funds
	\$ _____ hour / month (circle one) from local funds
	\$ _____ month / quarter (circle one) from local funds
	Unscheduled Pay (Must include pay rate/amount, funding source, and timing/pay date) \$ _____
Explanation/Authorization for Change	

NOTICE OF PERSONNEL ACTION

CHANGE OF POSITION

Previous Job Title
New Job Title
Explanation/Authorization for Change

TERMINATION

Explanation

Employee Signature _____ Date _____

Chair Signature _____ Date _____