

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 from OCC reimbursable funds
	\$_____ hour / month from local funds
	\$_____ quarter from local funds
New Rate of Pay	\$_____ hour / month from OCC reimbursable funds
	\$_____ hour / month from local funds
	\$_____ quarter from local funds
Unscheduled Pay	(Must include pay rate/amount and pay date) \$_____ from local funds on _____ / _____ / _____ <div style="display: flex; justify-content: space-around; width: 100px;"> M D Y </div>
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 _____