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 *Enter starting rate of pay as "New Rate of Pay" in Change of Salary Section Full-time Permanent Part-time Part-time Temporary/Seasonal CHANGE OF SALARY (Enter Gross Rates, not Net) \$ hour / month from OCC reimbursable funds Current Rate \$ hour / month from local funds of Pay \$_____ quarter from local funds \$ hour / month from OCC reimbursable funds New \$_____ hour / month from local funds Rate of Pay \$_____ quarter from local funds (Must include gross pay rate/amount and pay date) Unscheduled Pay \$_____ from local funds on ____/__/___/ Explanation/Authorization for Change

OCC-6B (01/2024)

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