

# 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 *(Enter Gross Rates, not Net)*

|                                      |   |
|--------------------------------------|---|
| 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 gross pay rate/amount and pay date)<br>\$_____ from local funds on ____/____/____<br><div style="text-align:center; margin-left: 100px;"> <span style="margin: 0 10px;">M</span> <span style="margin: 0 10px;">D</span> <span style="margin: 0 10px;">Y</span> </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 \_\_\_\_\_