

# NOTICE OF PERSONNEL ACTION

One-Time Pay Increase

Termination

Employee Name	
Conservation District	
Board Approval Date	Effective Date of Transaction

**ONE-TIME PAY INCREASE (Enter Gross Rate, not Net)**

Unscheduled Pay	(Must include gross pay rate/amount and pay date) \$ _____ from local funds to be paid on _____ / _____ / _____ M D Y
Explanation/Authorization for Change	

**TERMINATION**

Notice Date	Written resignation notice received on _____ / _____ / _____ M D Y
Explanation	

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_