|  |
| --- |
| Employee Information**STATUS CHANGE FORM** |
| Employee ID: |       | Effective Date: |       | Process Level: |       |  Department: |       |
| Employee Name: |       |  |  |
| Position No. |       | Grade: |       | Schedule: |       | Employee Status: |       |
| Job Title: |       |
| Immediate Supervisor Code: |       | Immediate Supervisor Name: |       |
|  |
| Please Check Reason for Status Change Below |
| **USER LEVEL -** |       | **EXPENSE ACCOUNT -** |       | **ACTIVITY –**  |       |
| **SALARY ADJUSTMENTS:**  |
| [ ]  | Merit Increase | [ ]  | Equity Review Increase | [ ]  | Other: (explain) \_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| [ ]  | Salary Adjustment Not EPAS | [ ]  | Alternate Rate |  |
| [ ]  | Range Minimum Adjustment | [ ]  | End of Alternate Rate |  |
| **Current Salary:** |       | **New Salary:** |       |  |       | **%** | **Of Increase** |
|  **OTHER STATUS CHANGES:**  |
| [ ]  | Career Ladder | [ ]  | Transfer | [ ]  | Bumping Rights Exercised |
| [ ]  | Reclassification | [ ]  | Reorganization | [ ]  | Title Change Only |
| [ ]  | Suspension Without Pay       | [ ]  | Suspension - Leave Substitute | [ ]  | 60% Salary Continuation |
| [ ]  | Leave of Absence (State Reason) |       | [ ]  | Return from Leave of Absence |
| [ ]  | Disciplinary Demotion | [ ]  | Other: (explain) |       |
| **TERMINATION:** |
| [ ]  | Resigned  | [ ]  | Disciplinary Action | [ ]  | Unsatisfactory Probation |
| [ ]  | Retirement | [ ]  | Disability | [ ]  | Death |
| [ ]  | Reduction in Work Force | [ ]  | End of Summer Program | [ ]  | End of Temporary Assignment |
| For Non-Probationary Post Hire Employees, Pre-Termination Hearing Date:  |       |
|  |
| APPROVALS |
|  |  |
| Department Director | Date |
|  |  |
| *Labor & Employee Relations Manager/Designee* |  *Date* |
|  |  |
| Chief People Officer/Designee | Date |
|  |  |
| City Manager | Date |
|  |  |
| Mayor/Designee | Date |