

# CHANGE OF EMPLOYMENT/POSITION/BUDGET STATUS

Name of Employee: \_\_\_\_\_

This Change of Employment Status is:    ☐ Voluntary    ☐ In-Voluntary

Change of Employment Status Date Effective: \_\_\_\_\_

Current Position and Budget info: \_\_\_\_\_

## **TRANSFERRING FROM:**

Current Job Title: \_\_\_\_\_ ☐ Full-time    ☐ Part-time

Current Location: \_\_\_\_\_

Current Supervisor: \_\_\_\_\_

Current Rate of Pay: \_\_\_\_\_

## **TRANSFERRING TO:**

New Job Title: \_\_\_\_\_ ☐ Full-time    ☐ Part-time

Position previously held by: \_\_\_\_\_

New Location: \_\_\_\_\_

New Supervisor: \_\_\_\_\_

New Rate of Pay: \_\_\_\_\_

Source of Funding: \_\_\_\_\_

Budget Line: \_\_\_\_\_

Change Position and Budget to: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources entered: \_\_\_\_\_ Date: \_\_\_\_\_