# 7.GIF

PERSONNEL ACTION

|  |  |
| --- | --- |
| Employee Name:       | Social Security #:       |
| Program:        | Project:       |
| Type of Action:        | Effective Date:        |
| Employee’s Present Title:        | Wage Per Hour: $      | Type:        |
| Grade:        | Step:        |
| Employee’s New Title:        | Wage Per Hour: $      | Type:        |
| Explanation:      | Grade:        | Step:        |
| County of Jobsite:        |

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| --- | --- | --- | --- |
| Statistics: | Split Pay: |  [ ]  Yes | [ ]  No |
| Sex: [ ]  Male [ ]  Female  | Contract #:      |      % |
| FLSA: [ ]  Exempt [ ]  Non-Exempt | Contract #:      |      % |
| Race:       | Contract #:      |      % |

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| **Attachments Check List \**copy to employee*** |
| **Accounting/Stapled** | **Other** | **Medical/Stapled** |
| [ ]  | Personnel Action | [ ]  | Preliminary Job Offer  | [ ]  | Job Related Disabilities  |
| [ ]  | ***\*Letter of Assignment*** | [ ]  | Application  | [ ]  | Drug Free Workplace |
| [ ]  | I-9 | [ ]  | References | [ ]  | Release - Drug Testing |
| [ ]  | W-4 | [ ]  | Employment or Vol. Declaration | [ ]  | Physical/TB (if applicable) |
| [ ]  | Withholding | [ ]  | Fidelity Bond (if applicable) | [ ]  | Emergency Contact Information? |
| [ ]  | Applicable Insurances | [ ]  | NC New Hire Reporting Form | [ ]  | Other:       |
| [ ]  | Retirement | [ ]  | Program Specific Information | [ ]  | Other:       |
| [ ]  | Direct Deposit Form | [ ]  | ***\*Job Description*** | [ ]  | Other:       |
| [ ]  | Other:       | [ ]  | ***\*Job Position and Work Site Hazards***  | [ ]  | Other:       |
| [ ]  | Other:       | [ ]  | ***\*Standards of Conduct*** | [ ]  | Other:       |
| [ ]  | Other:       | [ ]  | ***\*Bloodborne Pathogens Forms*** | [ ]  | Other:       |
| [ ]  | Other:       | [ ]  | ***\*Career Development Plan*** | [ ]  | Other:       |
| [ ]  | Other:       | [ ]  | Welcome Aboard Employee Orientation | [ ]  | Other:       |
| [ ]  | Other:       | [ ]  | Post Employment Data Record | [ ]  | Other:       |

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| Types of Actions to be reported include:* Adverse (Verbal Warning, Written Warning, Final Written Warning, Suspension Subject to Termination)
* Change in Work Hours
* Commendation
* Leave of Absence or FMLA
* New Hire
* Outside Employment
* Pay Increase: Merit/Promotion/Longevity/Edu.
* Program Transfer
* Reduction in Force or Work Hours
* Recall: School Year Beginning
* Separation School Year Ending/Recall
* Termination (Voluntary or Involuntary)
 | Approvals: | Signature | Date |
| *Supervisor* |  |  |
| *Program Director* |  |  |
| *Executive Director* |  |  |
| *Executive Assistant Log In* |  |  |
| *Acct. Set-Up* |  |  |
| *HR Director* |  |  |

1/2012 dr