

Date: \_\_\_\_\_

### CHANGE OF STATUS

Please make the following change(s) as of :

Name: \_\_\_\_\_ Dept. \_\_\_\_\_

	<u>Present</u>		<u>Proposed</u>
Job Title	_____	Job Title	_____
Rate of Pay	_____	Rate of Pay	_____
Dept Line Item	_____	Dept Line Item	_____
Hrs. per week	_____	Hrs. per week	_____

Check as Applicable

#### Employed

- To fill vacancy
- Increase in force
- With benefits
- Part time no benefits

#### Transferred

- To fill vacancy
- Request of employee
- Reduction in force
- Technological change
- Other (explain below)

#### Temporarily Laid Off

- Reduction in force
- Department shut down
- Technological change
- Lack of work
- Breakdown
- Discipline
- Other (explain below)

#### Re-employed

- To fill vacancy
- Increase in force
- With benefits
- Part time no benefits

#### Resigned

- To accept other employment
- Dislikes work
- Transportation problems
- Health
- Personal reasons (explain below)
- To return to school
- Other (explain below)

#### Released

- Reduction in force
- Mutual Agreement
- Job eliminated
- Job completed
- Unsafe employee
- Technological change
- Other (explain below)

#### Discharged

- Work unsatisfactory
- Insubordinate
- Absenteeism
- Unsafe Employee
- Misconduct
- Refused to perform assigned work
- Other (explain below)
- Gross misconduct -  
NOT ELIGIBLE FOR COBRA

#### Miscellaneous

- Merit Increase
- Promotion
- Leave of absence
- Retirement
- Re-called from Temporary Layoff
- Demotion (explain below)
- Other (explain below)

Explanation:

\_\_\_\_\_  
\_\_\_\_\_

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_