



## Employee Change Form

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

Effective Date of Change: \_\_\_\_\_

Reason for Change: ☐ Transfer   ☐ Temporary Promotion   ☐ Promotion   ☐ Reclassification  
☐ Demotion   ☐ Other (Explain in Notes)

**\*Fill in only information that is changing.**

Current Information*	New Information*
Job Title:	Job Title:
Rate of Pay:	Rate of Pay:
Center Assigned:	Center Assigned:
Classroom:	Classroom:
Supervisor:	Supervisor:
Bargaining Unit:  <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</div>	Bargaining Unit:  <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</div>
Hours Per Week/Weeks Per Year:  Hours:                      Weeks:	Hours Per Week/Weeks Per Year:  Hours:                      Weeks:

Notes (include a brief explanation of the action being taken and why):

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

## Instructions for Filling Out an Employee Change Form

Employee Name: Fill in the employee's first and last name.

Effective Date of Change: Fill in the date the change is effective.

*If the change is for a bargaining unit position staying in a bargaining unit position, the effective date can be any date during a pay period.*

*If the change is for a bargaining unit position going to a non-bargaining unit position, the effective date **must** be the beginning of pay period.*

Reason for Change: Check either Transfer, Temporary Promotion or Reclassification

***Transfer*** – This is used when a manager/director is requesting the transfer, **not** when an employee is requesting the transfer. If an employee is requesting a transfer, they must fill out and submit to HR an Employee Transfer Request Form.

***Temporary Promotion*** – This is used when a manager/director is requesting an employee be temporarily promoted to a position.

***Promotion*** – This is used for a permanent promotional change.

***Reclassification*** – This is used when a director is reclassifying a position. This requires a new job description.

***Demotion*** – This is used when a manager/director is requesting a person be moved to a lesser position.

***Other*** – This is used when the change does not fit any other listed reasons. You must include an explanation of the change in the Notes at the bottom of the form.

Current and New Information – Fill in each area **only** if the information is changing. Current information can be found in Criterion.

Notes – Include a brief explanation of the action being taken and why.

Director's Signature – Include a director's signature or attach an approval email.

Once this form is fill out, please submit to HR Data Entry.