

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Human Resources Office (HRO) EMPLOYMENT ACTION NOTICE

HRO USE ONLY

Employee name _____ SID _____

Official position title _____

Working title _____ Class # _____

DIST SFCC
 SCC IEL Budget # _____ Position control # _____

Division _____ Department _____ Department # _____

Position phone # _____ Mail stop _____

Immediate supervisor _____ Supervisor's phone # _____ Supervisor's mail stop _____

EMPLOYMENT ACTION REQUESTED (check all that apply to this action)

Permanent increase in hours/week or months/year:
From _____ To _____ effective date _____
hours/week or months/year hours/week or months/year

Permanent change to cyclic calendar: From _____ To _____ Calendar code _____
number of months number of months

Temporary assignment to higher classification: Effective date _____ End date _____
Job class # _____ Temporary classification _____

Temporary extension of cyclic appointment schedule: Start date _____ End date _____

Reallocation: Effective date _____ Job class # _____ Salary range/stop _____
New official position title _____ Working title _____

Reduction in force/layoff: Effective date _____
Attach memo signed by appointing authority indicating cause of layoff (lack of funds, lack of work, good faith organizational change).

Separation: Reason _____ Last day in pay status _____
Attach resignation letter and send the completed exit interview form and checklist to the Human Resources Office.

Rejection of employment during probationary period or trial service. Last day in pay status _____
Attach termination letter from appointing authority.

Voluntary reversion rights during trial service (classified employees): Effective date _____
Preceding position title _____ Job class # _____ Position control # _____

Stipend assignment (attach justification) \$ _____ Begin date _____ End date _____

Budget number change: New # _____ Effective date _____

Change of immediate supervisor: Name _____ Effective date _____

Other _____ Effective date _____

APPROVALS

Immediate Supervisor _____ Date _____

Department Manager/Director (if applicable) _____ Date _____

Division Administrator _____ Date _____

College President/IEL CEO/Chancellor _____ Date _____

Budget Office _____ Date _____

HRO _____ Date _____

EMPLOYMENT ACTION NOTICE TERMS AND DEFINITIONS

Official position title:	Title from position description, part time hourly salary schedule or applicable collective bargaining agreement.
Working title:	Employee's day-to-day working title as listed on approved position description.
Position control number	Number assigned by the CCS Budget Office to a funded position.
Division:	Generally those work units under the direction of a vice president or district chief officer position (i.e., Liberal Arts, Student Services, Business).
Department:	A work unit assigned to the division. May be referred to as a department, office or program (i.e., Math, Admissions/Registration, Accounting).
Immediate supervisor:	The person who supervises the position, including evaluating performance and approval of leave.
Permanent increase in hours/week or month/year:	Permanent adjustment to the amount of hours a week or months in a year that the incumbent will work.
Temporary assignment to higher classification:	Non-permanent assignments of full scope duties of a higher classification. Represented classified employees are eligible for the higher classification rate of pay when the assignment exceeds 15 calendar days.
Cyclic appointment:	Work schedules consisting of less than 12 months per year due to operational necessity.
Temporary extension of cyclic appointment schedule:	Cyclic appointment is a work schedule consisting of less than 12 months per year due to operational necessity. These months are identified as the employee's cyclic appointment schedule (i.e., 10 months per year).
Reallocation:	The assignment of a position by the personnel officer to a different class.
Rejection of employment during probationary period or trial service:	Applies to faculty and classified staff only. Each employment type has a probationary period (know as tenure review for faculty). This status indicates that the employee has not "passed" probation and a decision has been made to terminate employment prior to the end of the probationary period or trial service.
Appointing authority:	The lawful authority under WAC 357-01-025 and these procedures to make appointments of eligible persons to CCS positions and the authority to demote, suspend, reduce in salary or dismiss an employee under his/her jurisdiction for just cause.
Voluntary reversion rights:	The voluntary return of a permanent classified employee from trial service to the most recent class in which permanent status was achieved at the institution.
Stipend assignment:	Stipend assignment applies to exempt employees and faculty per CCS Administrative procedure 2.20.01-A and/or Master Contract.
Budget number change:	A position is funded from specific revenue sources, or from a mix of sources. If that source is changing, indicate the current budget source number and the proposed budget source number.
Change of immediate supervisor:	The immediate supervisor is the person who supervises the position, including evaluating performance and approval of leave. If the employee is being assigned to a new supervisor, please indicate the new supervisor's name. <i>Note: this is unnecessary when the new supervisor is filling a vacancy created by the former supervisor's separation from employment.</i>