

PERSONNEL CHANGES

School sites and departments must notify the Personnel Department of any status change for employees. This includes all of the following:

Change	Procedure
Absences for more than 3 days for any reason other than approved vacation (even if they have a doctor's note).	Contact Personnel
Employees who do not show up for work at the beginning of a school year or semester.	Contact Personnel
Resignations	Submit Notification of Resignation Form
Changes in grade level or subject areas	Contact Personnel
Retirements	Submit Notification of Resignation Form
Extra duty days, extended work hours	Submit Change In Status Form
Changes in FTE	Submit Change In Status Form
Changes in work location	Submit Change In Status Form
Changes in title	Submit Change In Status Form
Changes in budget	Submit Change In Status Form
Changes in time of day worked (Classified Employees)	Contact Personnel and Submit Change In Status Form
Working out of Class	Contact Personnel

REPORT TO PERSONNEL ANY OTHER CHANGE THAT AFFECTS PAY OR EMPLOYMENT STATUS WITH THE DISTRICT.