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PERSONNEL ACTION REQUEST

PART 1 - CURRENT DATA

Name of Employee_ _____

Department_____

Title_____

Labor Grade/Step_____

_____ Full Time
_____ Part Time
_____ O Call/Temp/ Seasonal

FLSA Exempt
_____Yes
_____NO

Pay Status
_____Hourly
_____Salaried

Rate of Pay
_____Hours per week $_____per hour
$_____per week $_____per year

PART 2 - STATUS CHANGE REQUESTED

REASON FOR CHANGE

- ☐ New Hire
- ☐ Resignation/ Retirement
- ☐ Suspension With Pay
- ☐ Step Increase
- ☐ Termination
- ☐ Suspension Without Pay
- ☐ Promotion
- ☐ Completed Probation
- ☐ Leave Without Pay
- ☐ Transfer
- ☐ Bonus Pay
- ☐ Longevity Pay
- ☐ Other_____

NEW STATUS (COMPLETE ONLY ITEMS WHICH HAVE CHANGED FROM PART 1)

Position Title:_____ Labor Grade/Step _____

_____ Full Time
_____ Part Time
_____ O Call/Temp/ Seasonal

FLSA Exempt
_____Yes
_____NO

Pay Status
_____Hourly
_____Salaried

Rate of Pay
_____Hours per week $_____per hour
$_____per week $_____per year

EFFECTIVE DATE FOR CHANGE_____

PART 3 - DISPOSITION

APPROVED | A PPROVED AS AMENDED | NOT FAVORABLY CONSIDERED

Date Approved

Department Head Signature:

Manager Approval

PART 4 - ACKNOWLEDGEMENT - I certify that I have received a copy of this PAR completed through Part 3

Employee Signature

Date

The Town of Sunapee's work week begins on Thursday and ends on Wednesday. Payday is the following Tuesday. Paychecks will be distributed by the Departments and will be available at the employee's reporting site.

Amended March 29, 2007