



Municipality of Monroeville
Monroeville, PA 15146

Form 2000 – Employee Status Change

Employee #: _____ **Employee Name:** _____

Current Position: _____ **Proposed Position:** _____

Current Wage: _____ **Proposed Wage:** _____

Type of Status Change: _____

Effective Date of Status Change: _____

Status Change Justification (attach any additional documentation):

Note: Any personnel action impacting an employee's earning ability, hours of work, position title or availability to perform their regularly assigned duties constitutes a status change, e.g. layoff, resignation, suspension, demotion, salary reduction, grade increase, step increase, promotion, position transfer (temporary), reduced hours, permanent employee status, position transfer (permanent), etc.

Dept. Head Signature

Approve/Disapprove

Date

Director of HR Signature

Approve/Disapprove

Date

Municipal Manager Signature

Approve/Disapprove

Date