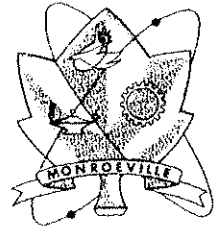


MUNICIPALITY OF MONROEVILLE

"Equal Opportunity Municipality"

Form 2000

Employee Status Change Request/Notification



Department Head _____
Department _____

Date _____

Name of Affected
Employee _____

Employee File # _____

Employee's Current
Position _____

Proposed Position _____

Hourly Rate _____

Hourly Rate _____

Type of Status change requested _____
(Specify - See Reverse side for partial listing)

Change Request Justification (Attach any additional appropriate documentation) _____

Effective Date of Change Requested _____

Department Head Signature

Approved/Disapproved _____
Date

Director of Personnel Signature

Approved/Disapproved _____
Date

Municipal Manager's Signature

Approved/Disapproved _____
Determination Date

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, extended sick leave, leave of absence, resignation, suspension, demotion, salary reduction, termination, grade increase, step increase, full-time employee, temporary full-time employee, part-time employee, promotion, position transfer (temporary), summer employee, internship, military leave, absent without leave, reduced hours, permanent employee status, position transfer (permanent), retirement, etc.

- 2000 Status Changes: Throughout the course of an individual's employment with the Municipality , each personnel transaction which impacts that employee's status under the rules and regulations of the Municipality shall be documented as follows.
- 2001 When requesting a status change of any kind, e.g. merit increase, demotion, lay-off, completion of probationary period, etc., Department Heads shall submit Personnel Form 2000, indicating the name of the employee and other pertinent information per form.
- 2002 The Department Head is to forward Form 2000 to the Municipal Manager who will then forward Form 2000 to the Personnel Director.
- 2003 At the Direction of the Manager, the Personnel Director may conduct a review of the request for purpose of determining impact on manpower utilization, collective bargaining agreements, congruency with prescribed Municipal policies and other perimeters.
- 2004 Upon making final determination, the Manager will inform the Personnel Director of the decision and appropriate implementation instructions and notification are to be given to all relevant parties. Approved status change notices will be immediately forwarded, by the Personnel Director, to the Payroll Department for processing and records.
- 2005 No status changes will be made until Form 2000 is properly completed and authorized.