**PERSONNEL ACTION FORMDatabaseID=[[DatabaseID]]|ContactID=[[ContactID]]|**

|  |  |  |
| --- | --- | --- |
| TO: **COUNTY TREASURER** | FROM: |  |
|  |  |  |
|  (Employee Name)  | Effective Date |  |
|  |  |  |
|  |  |  |  |
|  |  |   |
| * NEW HIRE - (Please specify classification below)
 | * CHANGE IN NAME/ADDRESS/PHONE/ETC.
 |
| * RE-HIRE
 | * RECLASSIFICATION OF JOB
 |
| * PROMOTION
 | * SEPARATION (Eligible for Re-hire?) Yes No
 |
| * DEMOTION
 | * RESIGNATION
 |
| * TRANSFER
 | * RETIREMENT
 |
| * STEP GRADE INCREASE
 | * LAY OFF
 |
| * COST-OF-LIVING ADJUSTMENT (COLA)
 | * DISMISSAL
 |
| * INITIATE/CHANGE CERTIFICATE PAY
 | * OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
|  |  |
| **PRESENT STATUS** | **NEW STATUS** (after this change) |
| **Category –** (F/T, P/T) -***Please Circle Classifications***(Regular, Temporary, Intern, Seasonal) |  | **Category -** (F/T, P/T) ***Please Circle Classifications***(Regular, Temporary, Intern, Seasonal) |  |
| Title: |  | Title: |  |
| Projected Number of Hours Each Week: |  |  |  | Projected Number of Hours Each Week: |  |  |  |
| Salary: |  |  |  | Salary: |  |  |  |
| Line Item: |  | Line Item: |  |
| Department: |  | Department: |  |
|  |  |  |
| REMARKS: APPROVED PAYSCALE RANGE: |  |
| \* | ***I verify that I have reviewed the foregoing information and have found such action to be in compliance with the County’s Policy & Procedure, Approved Payscale Range, and with this Department’s Budget.*** |
|   |  |  |
| Supervisor’s Signature | Date |
|  |  |  |
| \* | ***I verify that I have reviewed the foregoing information and find that sufficient departmental funds ARE ARE NOT remaining for this change for the current fiscal year, subject to verification of appropriately budgeted funds.***  |
|  |  |  |
| County Auditor | Date |
| \* | ***Appropriately budgeted funds******ARE******ARE NOT available for this change.*** |
|  |  |  |
| County Judge | Date |
|  |

*\* The above change was approved by Commissioners Court during regular budget hearings and requires no additional approval.*

 *The above change*  ***IS IS NOT approved by the Commissioners Court.***

**(Submit Original to Treasurer’s Office)**