

**ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
RECOMMENDED PERSONNEL ACTION FORM**

1. SITE/DEPARTMENT INFORMATION:

School/Department: _____ Date: _____

Employee Name _____ Employee ID # _____

Certified Classified Effective Date of Change _____
 Sub.-Certificated Sub.-Classified * Specify Dates on Substitute or Limited Term Assignment

2. POSITION INFORMATION

Official Job Title: _____ Site: _____ No. of Position(s): _____

Replacing: _____ or New Position

Transfer From _____ To _____
 (Use for changes in hours/location/position) Work Schedule From: _____ To: _____

Months/Year _____ Days/Year _____ Percent Employed _____ Hrs/Day _____ Hrs/Week _____

3. RECOMMEND THE FOLLOWING:

____ New Hire	____ Promotion	____ Retirement	____ Worker's Comp
____ Resignation	____ FTE Change	____ Early	____ Reduced Work Year
____ Transfer	____ Leave of Absence	____ Regular	____ Budget Change (See below)
____ Change in Status/ Reassignment	____ with pay	____ Disability	____ Additional Hours/Day*
____ without pay	____ *Substitute		
From: _____	____ Return from Leave	____ *Limited Term Assignment	
To: _____		*Dates to be worked: _____ to _____	

4. BUDGET NUMBER(S):

Funding		FTE
_____		_____
_____		_____
_____		_____

Is this position included in this year's budget? Yes _____ No _____

Requesting Administrator's Signature _____ Department/Site _____

SUBMITTING REQUEST DOES NOT GUARANTEE APPROVAL.

5. DISTRICT OFFICE ACTION/SIGNATURE(S):

Ed. Services Recommendation	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial	By _____	Date _____
Business Services Recommendation	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial	By _____	Date _____
Human Resources Recommendation	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial	By _____	Date _____
Superintendent Recommendation	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	By _____	Date _____

HUMAN RESOURCES USE ONLY:

Range _____ Step _____ Longevity _____ Salary _____
 Calendar _____ # Work Days _____ Stipend _____ Vacation _____
 FTE Change: From _____ To _____ Type of Contract _____ Position # _____

COMMENTS: _____