

**VILLAGE COMMUNITY SERVICES
PERSONNEL STATUS CHANGE**

CHANGE EFFECTIVE AS OF: _____

TYPE OF CHANGE (Check one & fill in applicable information below):

- | | |
|---|--|
| <input type="checkbox"/> Name/Address/Phone | <input type="checkbox"/> Personal Leave Accrual Rate |
| <input type="checkbox"/> Program | <input type="checkbox"/> Status (FT, PT, etc.) |
| <input type="checkbox"/> Rate of Pay | <input type="checkbox"/> Other (specify _____) |

Name: _____

Address: _____

Phone: _____

FROM:	TO:																
Program: _____	Program: _____																
Length of Service: _____	Length of Service: _____																
Rate of Pay: _____	Rate of Pay: _____																
Leave Accrual Rate: _____	Leave Accrual Rate: _____																
	<p>For Pay & Accrual Rate Increase:</p> <table border="0" style="width: 100%;"> <tr> <td>Orientation Completed?</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Probation Completed?</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Certifications Current?</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Satisfactory Evaluation?</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> <td style="text-align: center;">N/A</td> </tr> </table>	Orientation Completed?	Y	N	N/A	Probation Completed?	Y	N	N/A	Certifications Current?	Y	N	N/A	Satisfactory Evaluation?	Y	N	N/A
Orientation Completed?	Y	N	N/A														
Probation Completed?	Y	N	N/A														
Certifications Current?	Y	N	N/A														
Satisfactory Evaluation?	Y	N	N/A														
<p>Status:</p> <input type="checkbox"/> Relief (< 20 hrs. per week or On Call) <input type="checkbox"/> Part-time (At least 20 hrs. but < 32 hrs.) <input type="checkbox"/> Part-time (At least 32 hrs. but < 40 hrs.) <input type="checkbox"/> Full-time (40 hrs. per week) <input type="checkbox"/> Contract	<p>Status:</p> <input type="checkbox"/> Relief (< 20 hrs. per week or On Call) <input type="checkbox"/> Part-time (At least 20 hrs. but < 32 hrs.) <input type="checkbox"/> Part-time (At least 32 hrs. but < 40 hrs.) <input type="checkbox"/> Full-time (40 hrs. per week) <input type="checkbox"/> Contract																

MANAGER

DATE

ADMINISTRATOR

DATE

ACCOUNTING TECHNICIAN

DATE