

**SAN MIGUEL JOINT UNION SCHOOL DISTRICT
PERSONNEL ACTION FORM**

Employee Name: _____
(Please type or print)

NEW HIRE (A new hire can be either an existing employee hired into a new position, or a person newly hired by the District.)

Worksite: Lillian Larsen Cappy Culver MOT DO FS AACA

Classification: Certificated Classified Volunteer Other _____

Position Title: _____

Permanent Substitute Other: _____

Temporary (CERTIFICATED ONLY) From _____ Through _____

Limited-Term Assignment (CLASSIFIED ONLY) From _____ Through _____

Stipend Amount \$ _____ Payment Date(s) _____

Promotion Demotion

New Position Yes No (If no, replacement for:) _____
(Name of Previous Employee)

Full-time Part-time (% of Full-time: _____)

Months _____ # Hours/Day _____ Schedule: From _____ am/pm To _____ am/pm

TRANSFER (A transfer is movement from one position to another within the same classification title.)

From: _____ Position
At: _____ (Worksite)

To: _____ Position
At: _____ (Worksite)

INCREASE/DECREASE IN HOURS

Position: _____

At: _____ (Worksite)

Increase From: _____ hours/day To: _____ hours/day

Decrease From: _____ hours/day To: _____ hours/day

APPROVALS: REQUIRED BEFORE HIRING

Site Administrator: _____ Date Signed _____

Business Manager: _____ Date Signed _____

Superintendent: _____ Date Signed _____

Effective Date: _____ Board Approval Date: _____

Fingerprint Clearance Date: _____ Position Number: _____

Salary Placement: _____ Hrly/Annual \$ _____ Stipend Amount: \$ _____

Budget Code: _____ Funding Source: _____

Advertise: In-House Only EdJoin Paso Press E-mail Posting-Board Put on Consent: Yes No

Created: 1/19/2012-jb QSS Updated __* Pending Verification __ Payroll __

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