

NEVADA JOINT UNION HIGH SCHOOL DISTRICT EMPLOYEE CHANGE OF STATUS

EMPLOYEE NAME: _____ Position Control # _____ First Work Day: _____

CERTIFICATED CLASSIFIED CONFIDENTIAL/SUPERVISORY ADULT ED COACH
 EXTRA-DUTY TEMPORARY ADMINISTRATIVE SUBSTITUTE/SHORT TERM

Type of Change

- | | |
|--|--|
| <input type="checkbox"/> New Hire
<input type="checkbox"/> Position Change
<input type="checkbox"/> Additional Position/Assignment
specify: _____
<input type="checkbox"/> Layoff/Discharge, effective _____
<input type="checkbox"/> Other (specify): _____
_____ | <input type="checkbox"/> Change in Hours
<input type="checkbox"/> Location Transfer
<input type="checkbox"/> Temporary Assignment
specify: _____
<input type="checkbox"/> Resignation: effective date _____
<input type="checkbox"/> Leave of absence, from _____ to _____
_____ |
|--|--|

CHANGE	CHANGE FROM	CHANGE TO
Title/Position		
Site/Program		
Shift/Hours		

COMMENTS: _____

POSITION: New, Replacement for _____

APPROVED: Supervisor: _____ DATE: _____
 Principal: _____ DATE: _____
 Personnel Division: _____ DATE: _____
 Categorical Manager: _____ DATE: _____
 Business Division: _____ DATE: _____
 BOARD APPROVAL DATE: _____

Supervisor's Recommendations:

Salary Schedule _____ Certificated Temporary (Hourly/Full Payment) _____
 Range/Class _____ Step _____ Certificated Substitute _____
 Comments _____ Classified Short-Term position _____
 _____ Personnel Division (approval of placement): _____ (initial only)
 _____ Business Division (approval of placement): _____ (initial only)

This is a recommendation from the school site to the superintendent and board of trustees and is not final until it is approved by the Nevada Joint Union High School Board of Trustees.

FU	RESP	OBJECT	SUB	SITE	YR	GOAL	FUNCT	RESP	DIST	FTE

SUBMIT ORIGINAL TO THE DISTRICT OFFICE