



Employee Name: _____

Employee ID: _____

Change Reason:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Stand in Pay (107% or 1st Step in Range) | <input type="checkbox"/> Demotion - 003 | <input type="checkbox"/> Across the Board Increase- 009 | <input type="checkbox"/> Leave of Absence No Pay- 015 |
| <input type="checkbox"/> Promotion/Job Change -002 | <input type="checkbox"/> Org Change/Re-org -004 | <input type="checkbox"/> Leave of Absence with Pay -012 | <input type="checkbox"/> Probation Completed CUPE 136 -025 |
| <input type="checkbox"/> Maternity/Parental Leave | <input type="checkbox"/> Reclassification -005 | <input type="checkbox"/> Job Step Progression CUPE 1329 -013 | <input type="checkbox"/> Bumped -035 |
| | <input type="checkbox"/> Merit (Non Union) -006 | <input type="checkbox"/> Return from Leave- 014 | <input type="checkbox"/> Suspension, No Pay |
| | | | <input type="checkbox"/> Other _____ |

Effective Date: _____
(MM/DD/YY)

End Date (Stand in Pay only): _____
(MM/DD/YY)

| Organizational Information | | | |
|----------------------------|----------------------------------|---------------------------|-------------------|
| From | Position ID: _____ | Job Type/Step: _____ | Union Code: _____ |
| To | Supervisor: _____ | Home Business Unit: _____ | |
| | Position Id: _____ | Job Type/Step: _____ | |
| | Job Title: _____ | Union Code: _____ | |
| | Previous Incumbant's Name: _____ | | |

| Basic Compensation | | | |
|--------------------|-------------------------------|-------------------------|--|
| From | Pay Class: _____ | Annual Salary: \$ _____ | Performance Increase _____ (Non-union only) |
| | Pay Grade/Step: _____ / _____ | Hourly Rate: \$ _____ | |
| To | Pay Class: _____ | Annual Salary: \$ _____ | |
| | Pay Grade/Step: _____ / _____ | Hourly Rate: \$ _____ | |

| Approvals | | | |
|------------------|-------|-----------|-------|
| | Name | Signature | Date |
| Submitted By: | _____ | _____ | _____ |
| Department Head: | _____ | _____ | _____ |
| Human Resources: | _____ | _____ | _____ |