CO-5 (8/1/12)

ASHLAND SCHOOL DISTRICT
PERSONNEL ACTION FORM

Employee Name: Date:

Job Site: Principal/Supervisor:

USE THIS SECTION WHEN HIRING A NEW EMPLOYEE

Position: Replacing: Job Posting No.:

Hire Date: Start Date: FTE/Hours:

Work Schedule (start & end times & days of the week):

Budget Code:

Classification: ☐ Admin ☐ Classified ☐ Licensed ☐ Supervisor ☐ Confidential

Status: ☐ Probationary ☐ Temporary ☐ Permanent ☐ 1039

Principal/Supervisor Signature: _____

USE THIS SECTION FOR A CHANGE TO AN EXISTING EMPLOYEE

Effective Date:

Assignment	From:	To:
Budget Code	From:	To:
FTE/Hours	From:	To:
Job Site	From:	To:
Position	From:	To:
Salary	From:	To:
Status	From:	To:
Step	From:	To:
Other	From:	To:

☐ Termination ☐ Resignation ☐ Retirement Last Day Worked:

Explanation:

Principal/Supervisor Signature: _____Date: _____

DISTRICT OFFICE USE ONLY:

Job Offer Date: Date Welcome Letter Sent: Visions Control Code:

Step: **Salary**: Probation End Date:

Evaluation Date: Seniority Override Date: EEOC: Select from list

Lowest Grade Responsible: Highest Grade Responsible: Level of Education: Select from list

Years of Experience in OR: Years of Experience Outside OR: Last State of Residence:

Highly Qualified Status: ☐ Yes ☐ No HQ Status Attained By: ☐ District HOUSSE ☐ Test

District Administrator Signature: _____Date: _____

☐ HR Authorization: _____Date: _____

☐ Scanned to Visions ☐ E-mailed to Payroll & HR ☐ Visions Setup Date/By: _____