

WM. S. HART UNION HIGH SCHOOL DISTRICT
CLASSIFIED PERSONNEL STATUS NOTICE

1 Employment

2 Provisional
Employment

3 Change of
Status

4 Leave of
Absence

5 Termination

NAME: _____ DATE: _____

CLASSIFICATION: _____ SLOT #: _____

SCHOOL/DEPT: _____ HRS/DAY _____ MOS. /YEAR _____

1 & 2. EMPLOYMENT: Effective Date: _____

New Position: ___ YES ___ NO If NO replaces: _____

3. CHANGE OF STATUS: Effective date: _____

New Classification: _____ New Slot #: _____

New Location: _____ Hrs/Day _____ Mos. /Year _____

Reason for Change: _____ Replaces: _____

FOR DISTRICT USE:

RATE: \$ _____ hourly / monthly _____ Job Class #: _____
(range) (step) (shift/stipend)

ACCOUNT STRING: _____ EWA # _____

NEW RATE: \$ _____ hourly / monthly _____ Job Class #: _____
(range) (step) (shift/stipend)

ACCOUNT STRING: _____ EWA # _____

4. LEAVE OF ABSENCE: FROM: _____ TO: _____

Reason: _____

5. TERMINATION DATE: _____

Reason: Resignation Retirement Other _____

Employee signature (or attach letter of resignation): _____

Evaluation Due Dates:

7-week _____ Administrator/Supervisor _____ Date _____ DS

24-week _____ _____ Date _____ PCOMM

Permanency Date _____ Director of Classified Personnel _____ Date _____ ACES

Terms and conditions subject to approval by the Governing Board on _____

(Board Meeting Date)

COMMENTS: