

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: