



PALO VERDE UNIFIED SCHOOL DISTRICT PERSONNEL STATUS FORM

FOR PERSONNEL USE ONLY

Board Approval Date: _____

Recorded by: _____/_____

Salary Placement: Sched _____ Row _____ Col _____

FTE: _____ Rate of Pay \$ _____

Mo/ Hr/ Day

Start / Eff Date: _____

CHECK ALL APPLICABLE

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Certified | <input type="checkbox"/> Stipend |
| <input type="checkbox"/> Classified | <input type="checkbox"/> Funding Change |
| <input type="checkbox"/> Management | <input type="checkbox"/> Working Out of Class |
| <input type="checkbox"/> New Position | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Step/Column Adj |
| <input type="checkbox"/> Substitute | <input type="checkbox"/> Summer School |
| <input type="checkbox"/> Extra Duty | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Overtime | |

Date: _____

Employee Name: _____ PSF Initiator: _____

Position/Title: _____ Dept/Site: _____

Current/Former Employee: _____ Type/Title/Seq: _____

Resigned/Terminated _____ Transferred/Reassigned to: _____
(Attach letter) Date Dept/site

CHANGE OF STATUS:

Start Date _____ End Date _____ # of Days _____ NTE _____

Position: _____ Replacing Employee: _____

Indicate annual day count: _____ / Workdays () 9-months () 10-months () 11-months () 12-months () Other _____

Location Change: From _____ To _____ Date _____

Justification _____

BUDGET CODE(S):

Eff Date _____ () No Change (does not require budget approval)

	To	FUND	LOC	RES	YR	GOAL	FUNC	OBJ	%

	From	FUND	LOC	RES	YR	GOAL	FUNC	OBJ	%

8.0 hours = 100%
7.5 hours = 93.7%
7.0 hours = 87.5%
6.5 hours = 81.2%
6.0 hours = 75%
5.5 hours = 68.7%
5.0 hours = 62.5%
4.5 hours = 56.2%
4.0 hours = 50%
3.5 hours = 43.7%
3.0 hours = 37.5%
2.5 hours = 31.2%
2.0 hours = 25%
1.5 hours = 18.7%
1.0 hours = 12.5%

Budget approval: _____ Date: _____

Total Estimated Position Cost/Year: \$ _____

AUTHORIZATION / APPROVALS:

Dept/Site Administrator/Supervisor _____ Date _____

Director Special Services _____ Date _____

Director of Data _____ Date _____

Director of Human Resources _____ Date _____

COMMENTS/EXPLANATION:

Keyed By: _____

Date: _____