



City of Maumelle

EMPLOYEE STATUS CHANGE

(Other than Hiring/Termination)

| | |
|---------------------------|---------------------|
| Employee Name: | Employee ID Number: |
| Department Name & Number: | Date: |

REASON FOR CHANGE (select one):

| | | |
|---------------------------------|-----------|----------|
| Merit/Performance Evaluation | Transfer | Other |
| Uniform Personnel STEP Increase | Promotion | Demotion |

FROM:

| Position Title | Exempt | Step | ° | O | Hours per Pay Period | Hourly Rate |
|----------------|--------|------|---|---|----------------------|-------------|
| | | | | | | |

TO:

| Position Title | Exempt | Step | ° | O | Hours per Pay Period | Hourly Rate |
|----------------|--------|------|---|---|----------------------|-------------|
| | | | | | | |

Effective Date of Change:

| Remarks: | Funds | Dept. | Program | % |
|----------|-------|-------|---------|---|
| | | | | |

Approvals:

| | |
|------------------|-------|
| Supervisor: | Date: |
| Department Head: | Date: |
| Human Resources: | Date: |
| Mayor: | Date: |
| Payroll: | Date: |