

Rowan County Human Resources

130 West Innes Street, Salisbury, NC 28144

Phone (704) 216-8100 FAX (704) 216-8110

HR ACTION FORM

Name

- New Employee*
- Re-hire*
- Promotion*
- Transfer*
- Part-time to Full time*

Effective Date

- Demotion
- Career Development
- Certification Received
- Temporary/Interim Assignment
- Separation from Employment

CURRENT

Position

Position#

Grade Salary

HIRE / RECOMMENDED CHANGE

Position

Position#

Grade Salary Range Minimum
Recommended Salary

Individual Leaving

- Will this position require the employee to drive an average of at least once a week while on County business? Yes No
- Their private vehicle? Yes No A County vehicle? Yes No

Work schedule (# of Weekly & Daily hours) Weekly

Varies/Shifts

Sunday

Wednesday

Saturday

Monday

Thursday

Tuesday

Friday

Supervisor's Name & Employee #

GL/PL Account #

Comments/Justification

Action Request Submitted By: _____ Date: _____

I attest this request has been approved by the Department Director/Asministrator: (Initial) _____

Scan to Tina Solomon in HR

OFFICE USE ONLY

DT _____ PHYSICAL _____ BACKGROUND/SO _____ CREDIT _____ SELECTIVE SERV REG _____

DIPLOMA/DEGREE _____ CERTIFICATION(S) _____ MVR _____ AUTO INS _____ NHR _____

REV 01/19