

New Employee And Position Change

Name: _____ Employee No: _____

APPROVED BUDGET POSITION

CURRENT

PROPOSED

Dept. No: _____ Eff. Date: _____
 Job Title: _____
 Job Code: _____
 Position No: _____ Grade: _____
 Salary Mo. Ex: _____
 Hourly - Non Ex: _____
 Misc. Salary: _____ Longevity: _____
 Education: _____ Spec Duty: _____
 JDO/JPO: _____ Teacher: _____

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 Job Code: _____
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 Education: _____ Spec Duty: _____
 JDO/JPO: _____ Teacher: _____

Check Appropriate Item In Each Category:

Status: Full-Time Part-Time Permanent Temp Re-hire

Action: Promotion FMLA Merit Increase
 Demotion LOA Step Increase
 Transfer Military Discretionary
 Stipend Other - explain: _____

Race: White Black Hispanic
 American Indian Asian Hawaiian 2 or more races

Street: _____
 City: _____ Zip: _____
 Phone: _____

Sex: M F
 DOB: _____
 SSN: _____
 Marital Status: Single Married

Additional Comments:

I have from employment application and/or performance reports in the files of my office and such other additional inquiries as I deem necessary, determined that this applicant or employee is qualified to perform the functions of this position. I recommend and request the Court to direct payment of the requested amount of salary and/or allowance, effective on the date shown, to the incumbent or new employee in accordance with the provisions of LGC 151.903 upon presentation of certified salary authorization to the County Auditor, in order to carry out the functions of this office as required by law.

I hereby certify that the above requested action is in accordance with the nondiscriminatory practices of equal employment opportunity regardless of race, creed, religion, color, national origin, sex, age or handicaps as set forth in the Dallas County Affirmative Action Plan and Dallas County's Personnel Policies and Procedures.

 Date Department Phone No. Signature of Official

This office certifies the requested employee action is in compliance with all applicable Dallas County employment policies and recommends approval.

This office has reviewed personnel records submitted in accordance with LGC 151.903, where the individual is paid in whole or in part from funds of the County. The position is approved and appropriation is available.

 Date Signature of Director of Human Resources Date Signature of County Auditor

APPROVED

**COMMISSIONERS COURT
 DALLAS COUNTY, TEXAS**

DATE _____