

Mendocino County Office of Education

Job Assignment: ( ) New Hire ( ) Change ( ) Annual ( ) Short-Term

Social Security # _____	Position Control # _____	Fiscal Year _____
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<b>Effective Dates</b>				
Name	_____	_____	_____	_____
Last	First	Middle	From	To

<b>Leave Requests</b> <input type="checkbox"/> Maternity <input type="checkbox"/> Child Rearing <input type="checkbox"/> Without Pay <input type="checkbox"/> FMLA <input type="checkbox"/> Other: _____	<b>Pay Rate Changes</b> <input type="checkbox"/> Step Increment <input type="checkbox"/> Anniversary <input type="checkbox"/> Other: _____ <input type="checkbox"/> Longevity <input type="checkbox"/> Reclassification <input type="checkbox"/> Negotiation	<b>Other</b> <input type="checkbox"/> Name Change <input type="checkbox"/> Change of Hours <input type="checkbox"/> Change of Months <input type="checkbox"/> Change of Days <input type="checkbox"/> Coding Change <input type="checkbox"/> Job Title <input type="checkbox"/> Status Change
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<b>Change from:</b>	<b>Appointment or Change to:</b>
Job Title _____	Job Title _____
Program _____ Location _____	Program _____ Location _____

<b>SALARY:</b> _____ <b>Longevity</b> _____	<b>SALARY:</b> _____ <b>Longevity</b> _____
Range _____ Step _____ MA _____	Range _____ Step _____ MA _____
Hrs per Day _____ Days per Year _____	Hrs per Day _____ Days per Year _____
Rate: PerHr _____ PerMth _____ PerDay _____	Rate: PerHr _____ PerMth _____ PerDay _____

<b>Position Status:</b> CLASSIFIED _____ CERTIFICATED _____ MANAGEMENT _____ <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Probationary <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Confidential <input type="checkbox"/> Grant (EC 45117) <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Probationary <input type="checkbox"/> Yr 1 <input type="checkbox"/> Yr 2 <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Tenure <input type="checkbox"/> ROP <input type="checkbox"/> Temp. (EC 44909 — Grant) <input type="checkbox"/> Temp. (EC 44910 — ROP) <input type="checkbox"/> Temp. (EC 44919 — 3-Month) <input type="checkbox"/> Temp. (EC 44920 — Leaves) <div style="border: 1px solid black; padding: 2px; display: inline-block;">10 11 12 month (circle one)</div>	<b>Position Status:</b> CLASSIFIED _____ CERTIFICATED _____ MANAGEMENT _____ <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Probationary <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Confidential <input type="checkbox"/> Grant (EC 45117) <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Probationary <input type="checkbox"/> Yr 1 <input type="checkbox"/> Yr 2 <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Tenure <input type="checkbox"/> ROP <input type="checkbox"/> Temp. (EC 44909 — Grant) <input type="checkbox"/> Temp. (EC 44910 — ROP) <input type="checkbox"/> Temp. (EC 44919 — 3-Month) <input type="checkbox"/> Temp. (EC 44920 — Leaves) <div style="border: 1px solid black; padding: 2px; display: inline-block;">10 11 12 month (circle one)</div>
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<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: small;">Fund</th> <th style="font-size: small;">Resource</th> <th style="font-size: small;">PY</th> <th style="font-size: small;">Object</th> <th style="font-size: small;">School</th> <th style="font-size: small;">Goal</th> <th style="font-size: small;">Function</th> <th style="font-size: small;">Dist Def</th> <th style="font-size: small;">%</th> </tr> <tr> <th style="font-size: x-small;">FD</th> <th style="font-size: x-small;">RS</th> <th style="font-size: x-small;">PY</th> <th style="font-size: x-small;">OBJ</th> <th style="font-size: x-small;">SCH</th> <th style="font-size: x-small;">GL</th> <th style="font-size: x-small;">FC</th> <th style="font-size: x-small;">DD</th> <th style="font-size: x-small;">%</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Fund	Resource	PY	Object	School	Goal	Function	Dist Def	%	FD	RS	PY	OBJ	SCH	GL	FC	DD	%																																																																									<b>Resignation/Termination</b> <input type="checkbox"/> Wages/Opportunity Elsewhere <input type="checkbox"/> Health/Pregnancy/Family <input type="checkbox"/> Unsuccessful Probation <input type="checkbox"/> Retirement <input type="checkbox"/> Discharged <input type="checkbox"/> Other: _____ <b>Health Benefits:</b> ( ) Yes ( ) No ( ) FT ( ) PT <b>Payroll:</b> ( ) Regular ( ) Supplemental
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<b>Business Office Only</b> Total Hours Per Day _____ Total Work Days _____ Holidays _____ Vacation Days _____ Floater Days _____ Total Days _____ Contract Amount _____ Monthly Payment _____ for _____ Months Daily/Hourly Rate _____	Remarks: Reason for Request/Recommendation (Use attachment if necessary) _____ _____ _____ New/Reclassified Employee _____ Date _____ Supervisor/Evaluator _____ Date _____ Division Head _____ Date _____ Assistant Superintendent/Human Resources _____ Date _____
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