

COLVILLE SCHOOL DISTRICT NO. 115

ASSIGNMENT CHANGE

Reason for Change Notice:

Change Location Change Assignment Change Salary Change Program(s)

Employee Name _____ Current Date _____

Effective Date _____

Present Assignment _____ to New Assignment _____

Present Location _____ to New Location _____

Present Program Name/Number _____ to New Program Name/Number _____

Present Days per Year _____ to New Days per Year _____

Present Hours per Day _____ to New Hours per Day _____ = FTE _____

Begin time End Time _____ to New Begin Time End Time _____

Present Salary Grade/Step _____ to New Salary Grade/Step _____

New Salary Placement Justification _____

Replaces whom _____

Present Supervisor _____ to New Supervisor _____

ATTACH: Application/Letter of Interest; 2. Interview Questions; 3. Scoring Form

(Signature required of ALL Administrators responsible for Programs involved)

Signature of Administrator/Supervisor

Signature of Administrator/Supervisor

Date _____

Date _____

The Superintendent/Personnel Manager has the final decision on the employee's placement on the salary schedule and may adjust for training and/or experience.

Approved by Superintendent/Personnel Manager

Date