



Change For
Current Employee

Personnel Action Request Form

Employee name (F,MI,L) _____
Job title _____
Place of work _____

Change of:

Hourly Pay rate

New pay rate: \$ _____

Job Title

New job title: _____

Other:

Status

Regular part-time

Regular full-time

Occasional

Temporary

End date _____
(Required)

Avg. hours per week: _____

To avoid processing delays, please make sure that all applicable sections are completed before signing.

Supervisor's Signature _____ Date: _____

Print Name: _____ Title: _____

Additional Information:

Please return this completed form along with the items listed on page 2.

Instructions

Items you are responsible to obtain and return to us:

PAY RATE INCREASE

1. **Church Board Minutes**

These are the board minutes stating the voted action for the approval of the pay rate increase for a current employee. The action must include new pay rate.

2. **Employee Performance Review Evaluation** (CCC website)

Please have the employee fill out a self-evaluation questionnaire (CCC website). Once you have it, complete the employee's performance review evaluation. Please discuss the review with the employee sign it, and have him/her sign it too.

JOB TITLE CHANGE

1. **Job Description**

The job description must be signed by both the employee and the supervisor and must be provided for both non-exempt and exempt employees. Guidelines and templates for creating job descriptions are available upon request.

Benefits

Benefit	Regular part-time <30 hours	Regular part-time ≥ 30 hours	Regular full-time	Temporary	Occasional
Vacation (VAC)	YES	YES	YES	NO	NO
Sick leave (STS)	YES	YES	YES	YES	YES
Retirement Basic	NO	NO	YES	NO	NO
Retirement Match	YES	YES	YES	NO	NO
Holiday pay ¹	NO	NO	YES	NO	NO
Basic life Insurance	NO	NO	YES	NO	NO
Healthcare	NO	YES	YES	NO	NO
Long-term Disability	NO	NO	YES	NO	NO
Workers' Compensation	YES	YES	YES	YES	YES
Jury Duty	YES	YES	YES	NO	NO
Payout upon termination	VAC, STS	VAC, STS	VAC, STS	NO	NO

¹CCC has designated the following **holidays** for its employees (these apply to all employees, no matter what church, school or ministry they serve): **New Year's Day, Martin Luther King's Birthday, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas.**