



# SWAMPSCOTT PUBLIC SCHOOLS PERSONNEL CHANGE FORM

(Excludes Schedule A, Stipends and Mentors)



Employee: \_\_\_\_\_ Location: \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Transfer	New Position	Schedule Change	LOA
Retired	Salary Change	Additional Position	Other
Resigned	Budget Funding	Terminated/Lay-off	

### Complete As Applicable

New Location: \_\_\_\_\_ New Position: \_\_\_\_\_

Pay Rate: \$ \_\_\_\_\_ New Schedule: \_\_\_\_\_

Budget Source: \_\_\_\_\_ Budget ORG/OBJ: \_\_\_\_\_

### Other Information (As Needed)

\* Reason for Hire/Transfer \_\_\_\_\_

\* Employee Being Replaced \_\_\_\_\_

\* FMLA Paperwork Submitted \_\_\_\_\_

\* LOA - Sick Days Remaining \_\_\_\_\_

### Department Approval

*(Director/Principal emails to Business Administrator; Central Office approval follows)*

Director/Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Exec: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll: \_\_\_\_\_ Date: \_\_\_\_\_

### After Approval:

- Form is filed in employee's personnel file.
- Appointment letter sent to employee (for all changes except budget funding).
- Leave of absence letter sent to Town-Hall - Treasurer and Benefits.