



**B. TO BE COMPLETED BY COMPENSATION (FOR RECLASSIFICATIONS) OR EMPLOYEE & LABOR RELATIONS (FOR STIPENDS, EQUITIES, TRANSFERS, DEMOTIONS, OR OTHER ACTIONS)**

**Personnel Action Code:**  38 - Reclass Upward  39 - Reclass Lateral  37 - Reclass Downward  
 42 - Equity Increase  12 - Transfer  11 - Demotion  26 - Stipend

**Type Of Action:**  Permanent  Temporary

**Effective Date(s) of Action: (Begin/End Dates)**

**Personnel Program:**  SMG  PSS  
 MSP  Represented

**Employee Relations Code:**

**Employee Unit Code:**

**Current Rate:**  **Month/Hour**

**Actual \$ Increase:**

**New Salary Rate:**  **Month/Hour**

**Stipend: (Flat Dollar Amount)**

**Requires Union Notice?:**  Yes  No

**Classification Title:**

**Title Code:**   Exempt  Non-Exempt

**Grade/Step:**

**% Increase:**

**Comments:**

**Compensation or Employee & Labor Relations Analyst Signature:**  **Date:**

**C. TO BE COMPLETED BY OPERATIONS TEAM**

**Vacation Accrual Code:** A B C D | G H J K | N  
    |     |

**Changes Implemented By:**  **Date:**

RETN: 5 years after separation; except in cases of disability, retirement or disciplinary actions, in which cases, retain until age 70.