**STAFF APPOINTMENT FoRm**

[INSERT ORGANIZATION LOGO HERE]

|  |
| --- |
| **PERSONAL INFORMATION** |
| Employee ID | First Name | Middle Name | Last Name |
|  |  |  |  |
| Current Home Address | City | Prov. | Postal Code |
|  |  |  |  |
| Permanent Home Address (if different from current home address) | City | Prov. | Postal Code |
|  |  |  |  |
| Phone Number | Email Address | Date of Birth (YYYY/MM/DD) |
|  |  |  |
| **DETAILS OF EMPLOYMENT** |
| Action (see next page for options) |
|  |
| Job Title | Regular/Term/Casual | Full/Part Time | Part Time (%) |
|  |  |  |  |
| **FUNDING** |
| Start Date (YYYY/MM/DD) | End Date (YYYY/MM/DD) | Budget | Account | % | Amount [ ]  Monthly [ ]  Hourly [ ]  Annually |
|  |  |  |  |  |  |
| **BENEFITS** |
| [ ]  Employee will receive Group Health & Welfare Benefits [ ]  Employee will not receive Group Health & Welfare Benefits, and has signed Benefits Opt-Out Waiver |
| **NOTES** |
| Refer enquiries to (name and phone number): |
| **SIGNATURES** |
| Manger Authorization | Name (print) | Date | Other | Name (print | Date |
| Executive Director Authorization | Name (print) | Date | HR Authorization  | Name (print) | Date |

*When filling out the Staff Appointment Form, please select one of the following Action Items AND Additional Notes.*

|  |  |  |
| --- | --- | --- |
| **ACTION** | **ADDITIONAL NOTES** | **Use this Action Item when…** |
| **Data Change** | Correction | You need to correct information submitted on a staff appointment form. |
| Job Title or Pay Rate Change | The job title or the pay rate for the position has changed and needs to be updated in the HR/Payroll system. |
| Term to On-going | The position is changing from term to on-going. |
| **Earnings and Distribution Change** |  | You need to change the budget source for the position, or the percentages between various budget sources. |
| **Hire** | New Hire | You are hiring a new person. |
| Additional/Concurrent Job | A current employee is taking on an additional position (i.e. two (2) part-time positions). |
| Re-Hire | You are re-hiring an employee who has left the organization. |
| **Pay Rate Change** | Additional Responsibilities | A current employee is getting a temporary wage increase as a result of their position expanding to include additional responsibilities. |
| Acting Pay | A current employee has taken on an acting role and is getting a temporary wage increase. |
| Salary Progression | A current employee is receiving a progression in salary. |
| FTE Change | A current employee FTE is changing and the HR/Payroll system needs to be updated. |
| Gradual Return to Work | A current employee is completing a gradual return to work. |