Pasadena Area City College District Office of Human Resources

REQUEST FOR CHANGE OF ASSIGNMENT

Employee			Department		
Academic Tenured Contract Temporary Management			Classified ☐ Monthly ☐ Acting ☐ Substitute		
Current Assi	ignment				
[Tit	le	Range	Percent	Months
Naw Assign	mant			1	
New Assignment Title		le	Range	Percent	Months
REASON F	OR CHANGE:	EFFECTIVE DATE	OF CHANG	GE: FROM	TO:
□ Resignation □ S □ Retirement □ U □ Termination □ S □ End of Assignment □ O □ Deceased		☐ Leave of Absence ☐ Sabbatical ☐ Unpaid ☐ Suspension ☐ Other:		☐ Change of: ☐ Classification ☐ Title change ☐ Assignment (monthly only) ☐ Salary ☐ Percentage (monthly only) ☐ Voluntary (requires signature of employe) ☐ Involuntary ☐ Labor distribution (see below) ☐ Hours/Shift Differential (specify under "Remarks" below)	
LABOR		t Assignment	DIGITS KE	New Assignm	nent
	% %			% %	
REMARKS:				%	
AUTHORIZATION: Cost Center			nager	Date	2
	Asst. Sup./ Vice Pres			Date	
Vice President,			Human Resou	Trees Date	e
Office Use Only					
Position Co Distribution	control No Entered: on by Human Resources after approvals have been obtained: Fiscal Services/Payroll				