

**PERSONNEL ACTION FORM**  
**NON-PERMANENT HOURLY**

SID #	Dept	Mail Stop	Date Prepared
Name <i>(last name first)</i>		Supervisor	Extension
Address <i>(number/street)</i> <i>(city)</i> <i>(state)</i> <i>(ZIP)</i>			Telephone
<b>EMPLOYMENT BASIS</b> <input type="checkbox"/> Up to 69 hours per month on an ongoing <input type="checkbox"/> 70 or more hours per month on an ongoing (Requires prior HR approval) <input type="checkbox"/> Short-term project less than 1 month <input type="checkbox"/> Short-term project* 20+ hours per week not to exceed 4 months <b>(*Attach Project Description)</b>		<b>WORK SCHEDULE</b> Daily Schedule _____ Total Hours per Week _____ <input type="checkbox"/> On Call  Is this position retirement eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No (Requires prior HR approval)	

<b>ACTION</b>		
<input type="checkbox"/> New Appointment	<input type="checkbox"/> Budget Code – addition (to existing codes)	<input type="checkbox"/> Termination
<input type="checkbox"/> Reappointment	<input type="checkbox"/> Budget Code – change (replace current code)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Change of Classification	<input type="checkbox"/> Salary Rate Change	
<input type="checkbox"/> Employee Type Change	<input type="checkbox"/> Work Schedule Change	

<b>EFFECTIVE DATES</b>		Date of Hire	Termination Date	<b>BUDGET CODE</b>	
From	To			(Include all possible budget codes for this year)	
<b>General Job Specifications</b>					
please check appropriate boxes related to position					
<b>Job Title/Classification</b>	Level	Responsibility	Knowledge	Judgment	Hourly Rate
<input type="checkbox"/> Non-Permanent Hourly 1	Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/> Non-Permanent Hourly 2	Mid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/> Non-Permanent Hourly 3	High	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/> Non-Permanent Hourly 4	Highly Specialized Position, VP Signature Required prior to sending to Human Resources for processing.			\$	
			Appr – Prog – Org – Obj – Sub		
			-----AD-00		
			-----AD-00		
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**NOTICE TO EMPLOYEE:** In accordance with WAC 357-04-045 as a non-permanent hourly employee you are exempt from the civil service rules. You may not exceed 1,050 hours in any 12 consecutive month period from your original date of hire. (Employees who work more than one position or program will have all the hours combined for the total hour worked.)

REMARKS
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\_\_\_\_\_  
Supervisor/Budget Authority (**print name**)

\_\_\_\_\_  
Senior Director of Human Resources  
Certifying Payroll Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Budget Authority (**signature**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Required Signatory

\_\_\_\_\_  
Date