

### Employee Status Request (ESR)

Employee Information			
Employee Name (First and Last)	Employee ID#	Department	Effective Date
Laura Roth		Municipal Court	02/09/2023
Job Posting Number (if applicable)	CJIS (New Hires) <input type="checkbox"/> Yes <input type="checkbox"/> No	Last Date Worked (P+C)	
Employment Action			
<input checked="" type="checkbox"/> New Hire/Rehire <input type="checkbox"/> Promotion <input type="checkbox"/> Competitive <input type="checkbox"/> Management Directed Transfer <input type="checkbox"/> Demotion <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Stipend/Incentive <input type="checkbox"/> Lateral Move <input type="checkbox"/> Step Change Increase	<input type="checkbox"/> Equity Adjustment <input type="checkbox"/> Position Change <input type="checkbox"/> New <input type="checkbox"/> Reclass <input type="checkbox"/> Dept Change <input type="checkbox"/> Temporary Assignment <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Separation <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Retirement Eligible for Rehire: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Employment Status <input type="checkbox"/> Full-Time to Part-Time <input type="checkbox"/> Part-Time to Full-Time <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Began <input type="checkbox"/> End <input type="checkbox"/> Employee Info Change	
Job Information			
Field	Current	New	
Position Number			
Department/Account #		Municipal Court	
Job Title		Associate Judge PT	
Pay Grade			
Salary (Hourly/Annually)		65.00	
Stipend/Incentive (Bi-Weekly)			
Hours Per Week	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	
Employment Type	<input type="checkbox"/> Regular <input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Seasonal	
FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
Employee Info Change			
Supervisor Change			
Approvals			
Supervisor Signature		Date	
Dept Director Signature <b>Terri Toledo</b> <small>Digitally signed by Terri Toledo Date: 2023.02.24 15:33:26 -06'00'</small>		Date <b>2/24/2023</b>	
Budget Signature		Date	
P+C Signature <b>Robbi Craig</b> <small>Digitally signed by Robbi Craig Date: 2023.01.31 10:00:23 -06'00'</small>		Date <b>1-31-2023</b>	
City Manager's Office Signature <b>James Hartshorn</b> <small>Digitally signed by James Hartshorn Date: 2023.02.28 11:10:43 -06'00'</small>		Date	
Employee Signature		Date	
Comments/Justification:			