**PERSONNEL ACTION RECOMMENDATION**

Employee/Recommended Candidate:       Date:

Section I. POSITION INFORMATION

|  |  |
| --- | --- |
| Working Title:       | Classification/Grade:      |
| Division:       |
| Bureau:       | Org Unit#      Position#:      |
| Supervisor :      | Location:       |

 Section II. ACTION REQUESTED

[ ]  New Hire [ ]  Reclassification/Reorganization [ ]  Reassignment / Transfer

[ ]  Promotion [ ]  Salary Adjustment/ In-Range [ ]  Re-instatement from LWOP

[ ]  Acting Promotion [ ]  Position Budget Changes [ ]  Change in Hours Worked

[ ]  Probationary to Permanent Status [ ]  Involuntary Separation [ ]  LWOP / Other

[ ]  Trainee Progression/Promotion

[ ]  Voluntary Separation

 -Will employee be transferring to another state agency/univ./comm. college/school system? [ ] Yes [ ] No

 -If so, what agency will employee transfer to?

Section III. ATTACHMENTS/INFORMATION NEEDED; Please mark (X) all that apply

[ ]  New Hire

[ ]  Complete & Attach form101AB

(see link to Form 101AB below signature lines)

[ ]  Complete & Attach Applicant Release form

[ ]  Complete Section IV, V & VI

[ ]  Will employee telework?

(If yes, complete telework agreement)

[ ]  Promotion

[ ]  Complete & Attach form101AB

(see link to Form 101AB below)

 [ ]  Complete Sections IV, V & VI

[ ]  Will employee telework?

(If yes, complete telework agreement)

[ ]  Acting Promotion

 [ ]  Complete Sections IV, V & VI

[ ]  Probationary to Permanent Status

 [ ]  Complete & Attach Performance Appraisal

[ ]  Complete Sections IV, V & VI

[ ]  Trainee Progression/Promotion

 [ ]  Complete & Attach Performance Appraisal

[ ]  Complete Sections IV, V & VI

[ ]  Change in Hours Worked

[ ]  Complete Sections IV, V & VI

[ ]  Reclassification/Reorganization

 [ ]  Complete & Attach Job Description

 [ ]  Attach ADA Checklist

[ ]  Current Organizational Chart

[ ]  Complete Sections IV, V & VI

[ ]  Salary Adjustment/ In-Range

[ ]  Voluntary Separation

[ ]  Complete & Attach Resignation Letter

[ ]  Final Time Entry Completed

 [ ]  Complete Sections IV, V & VI

[ ]  Involuntary Separation

[ ]  Complete & Attach Dismissal Letter

[ ]  Complete Sections IV, V & VI

[ ]  Final Time Entry Completed

[ ]  Attach Any Supporting Documentation

[ ]  LWOP / Other

 [ ]  Attach Employee Letter

 [ ]  Attach Documentation of Terms

 [ ]  Effective Date: From       to

 [ ]  Complete Sections IV, V & VI

[ ]  Reassignment / Transfer

 [ ]  Attach Supervisor Letter

[ ]  Complete & Attach form101AB **(transfers Only)**

 (see link to Form 101AB below)

 [ ]  Attach Any Supporting Documentation

 [ ]  Complete Sections IV, V & VI

[ ]  Will employee telework?

(If yes, complete telework agreement)

[ ]  Re-instatement from LWOP

 [ ]  Attach Any Supporting Documentation

 [ ]  Complete Sections IV, V & VI

[ ]  Position Budget Changes

[ ]  Attach Any Supporting Documentation

[ ]  Complete Sections IV, V & VI

[ ] Complete Sections IV, V & VI

Section IV. REQUIRED FOR ALL ACTIONS

Justification for Action:

Section V. COMPLETE THIS SECTION AS APPLICABLE TO THE REQUESTED ACTION

Proposed Job Title:

Proposed Division/Bureau:

Proposed Location:

Proposed Effective Date:

Grade:

Proposed Salary: $      % Increase:      %Decrease:

Is Salary reserve needed?:[ ]  Yes [ ]  No Amount: $

Salary Reserve Budget Code:

Additional Funding Available: $

**Section VI. PLEASE COMPLETE THIS SECTION AS APPLICABLE TO THE REQUESTED ACTION**

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Immediate Supervisor’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bureau Chief/Division Director’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy Commissioner’s / Direct Report Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Position Analyst’s Signature Date

Form 101AB is available on the DOL intranet here: <http://10.21.81.220/ncdol-intranet/sites/default/files/ncdol-forms/human-resources/form101ab-hiringaddendums.doc>