



Request for Employment Actions

All employment actions should be reviewed by Colleges and/or Budget Centers broadly and thoroughly. Bumping employees triggers a Reduction in Force (RIF) which must have a RIF plan approved by the State. All employees should be treated fairly and consistently. Justification for each action will be required.

Date Submitted: _____ **Contact Name:** _____

College/Division: _____

Dept: _____

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Please attach additional sheets as needed.

Plan of Action:

Justification:

Department Head Signature: _____ **Date:** _____

Director/Dean Signature: _____ **Date:** _____

Vice-President Signature: _____ **Date:** _____

Affected Employees:

Name: _____ EmplID: _____ Hire Date: _____

Check all that apply:

Probationary Status: <input type="checkbox"/>	Temporary: <input type="checkbox"/>	Time Limited: <input type="checkbox"/>
Trial Status: <input type="checkbox"/>	Intermittent: <input type="checkbox"/>	Undergrad Student: <input type="checkbox"/>
Grant: <input type="checkbox"/>	Grad Student: <input type="checkbox"/>	

Classification: Classified: Unclassified: Faculty:

Is this a disciplinary reason? Y N

Justification for Action: (Please attach additional justification sheet as needed)

HR Approval: _____ **Date:** _____

Name: _____ EmplID: _____ Hire Date: _____

Check all that apply:

Probationary Status: <input type="checkbox"/>	Temporary: <input type="checkbox"/>	Time Limited: <input type="checkbox"/>
Trial Status: <input type="checkbox"/>	Intermittent: <input type="checkbox"/>	Undergrad Student: <input type="checkbox"/>
Grant: <input type="checkbox"/>	Grad Student: <input type="checkbox"/>	

Classification: Classified: Unclassified: Faculty:

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Justification for Action: (Please attach additional justification sheet as needed)

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