

REQUEST TO CHANGE A POSITION

Diocese of Sacramento — Human Resources Services

Current Job Title: _____

(*Note: Current job description must be attached to this form)

Current Rate of Pay _____

Current Appointment Type:

Full-time Employee – Specify if 35 or 40 hours per week: _____

Part-time Employee – Specify number of hours per week: _____

Occasional Part-time Employee – Specify number of hours per week: _____

Temporary Employee – Specify expected period of employment: _____

Independent Contractor: _____

New Job Title: _____

(*Note: Revised job description must be attached to this form)

Proposed New Rate of Pay (if applicable) _____

New Appointment Type:

Full-time Employee – Specify if 35 or 40 hours per week: _____

Part-time Employee – Specify number of hours per week: _____

Occasional Part-time Employee – Specify number of hours per week: _____

Temporary Employee – Specify expected period of employment: _____

Independent Contractor: _____

Desired effective date: _____

Hiring Supervisor

Date

Authorizations

Human Resource Director

Date

Finance Department

Date

Vice Chancellor

Date

Approval: Yes No

NOTES:

*The Hiring Supervisor is responsible for completion of this form. The request will then be sent to Human Resources Director for the approval process **PRIOR** to creating any changes to the existing position.*