

Rowan County Human Resources

130 West Innes Street, Salisbury, NC 28144

Phone (704) 216-8100 FAX (704) 216-8110

HR ACTION FORM

Name

- ☐ New Employee*
☐ Re-hire*
☐ Promotion*
☐ Transfer*
☐ Part-time to Full time*

Effective Date

- ☐ Demotion
☐ Career Development
☐ Certification Received
☐ Temporary/Interim Assignment
☐ Separation from Employment

CURRENT

Position

Position#

Grade Salary

HIRE / RECOMMENDED CHANGE

Position

Position#

Grade Salary Range Minimum
Recommended Salary

Individual Leaving

- Will this position require the employee to drive an average of at least once a week while on County business? Yes ☐ No ☐
- Their private vehicle? Yes ☐ No ☐ A County vehicle? Yes ☐ No ☐

Work schedule (# of Weekly & Daily hours) Weekly

Varies/Shifts

Sunday

Wednesday

Saturday

Monday

Thursday

Tuesday

Friday

Supervisor's Name & Employee #

GL/PL Account #

Comments/Justification

Action Request Submitted By: _____ Date: _____

I attest this request has been approved by the Department Director/Administrator: (Initial)

Scan to Tammi Powell in HR

OFFICE USE ONLY

DT ____ PHYSICAL ____ BACKGROUND/SO ____ CREDIT ____ SELECTIVE SERV REG ____
DIPLOMA/DEGREE ____ CERTIFICATION(S) ____ MVR ____ AUTO INS ____ NHR ____

REV 01/19