

## 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

## **HIRE / RECOMMENDED CHANGE**

### Position#

### Position#

## 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)

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**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