



# PERSONNEL ACTION REQUEST (PAR)

Complete all applicable sections and attach appropriate information.  
*Submit original form to Human Resources.*

1. EMPLOYEE INFORMATION					
Employee's Full Name (Last, First Middle)		Last Four of SSN		Date Submitted	
2. CURRENT POSITION					
Department /Agency	Position	Supervisor	Salary	Hours/PP	Hours/Day
3. NEW POSITION					
Department /Agency	Position	Supervisor	Salary	Hours/PP	Hours/Day
4. NEW HIRE / REINSTATEMENT (Check all that apply)					
Start Date	Salary	Hourly Pay		Hours/PP	
<input type="checkbox"/> Probationary <input type="checkbox"/> Permanent <input type="checkbox"/> Appointed		<input type="checkbox"/> Full-Time; Benefit Eligible <input type="checkbox"/> Part-Time; Benefit -Leave Eligible <input type="checkbox"/> Part-Time; Not Benefit Eligible		<input type="checkbox"/> Supplemental (Temporary) <input type="checkbox"/> Seasonal (Temporary) <input type="checkbox"/> Other (explain in Just. Section)	
5. SALARY CHANGES FOR SAME POSITION					
Start Date	Salary	Hourly Pay		Hours/PP	
<input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Cert./Licensure/Degree		<input type="checkbox"/> COLA/Market Adjustment <input type="checkbox"/> Demotion		<input type="checkbox"/> Cancel Salary Adjustment <input type="checkbox"/> Retroactive Pay	
6. CHANGE OF STATUS					
Start Date	Estimated End Date	Comment			
<input type="checkbox"/> Probationary to Permanent <input type="checkbox"/> Change in Hours		<input type="checkbox"/> FLSA Change <input type="checkbox"/> Other Change		<input type="checkbox"/> Suspension - With Pay <input type="checkbox"/> Suspension - Without Pay	
7. POSITION CHANGE / TRANSFER					
Start Date	Estimated End Date	Old Position #	New Position #		
<input type="checkbox"/> Promotion <input type="checkbox"/> Acting Promotion/Stipend <input type="checkbox"/> Demotion <input type="checkbox"/> End Acting Pay/Promotion/Stipend		<input type="checkbox"/> Transfer within Dept/Agency <input type="checkbox"/> Transfer between Dept/Agency		<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
		From: _____		To: _____	

**8. LEAVE OF ABSENCE**

Start Date	Last Day Worked	Expected Return Date
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<input type="checkbox"/> Medical	<input type="checkbox"/> Personal	<input type="checkbox"/> Worker's Compensation	<input type="checkbox"/> Other
<input type="checkbox"/> Military	<input type="checkbox"/> Reinstatement from LOA	<input type="checkbox"/> Short-Term Disability	

**9. SEPARATIONS** *(Notify HR immediately to avoid overpayment)*

Start Date	Last Day Worked	Reason
		<input type="checkbox"/> Performance of Duties <input type="checkbox"/> Personal Conduct

<input type="checkbox"/> Resigned	<input type="checkbox"/> Retirement	<input type="checkbox"/> Terminate Probationary Appointment	<input type="checkbox"/> Death
<input type="checkbox"/> Dismissed	<input type="checkbox"/> Reduction in Force	<input type="checkbox"/> End Temporary Appointment	Date: _____

**10. JUSTIFICATION/EXPLANATION**

**11. REVIEW / APPROVAL**

Department /Agency Head	Date	County Administrator	Date
HR Manager	Date	Payroll	Date

<b>HR/PAYROLL NOTES:</b>  	<b>EMPLOYEE ID NUMBER:</b>  
	<b>POSITION NUMBER:</b>  

# Personnel Action Request (PAR) Instructions

## 1. EMPLOYEE INFORMATION

- Provide the employee information and date submitted.

## 2. CURRENT POSITION (leave blank if New Hire)

- Enter information for the position the employee currently occupies.

## 3. NEW POSITION

- Enter information for the new position the employee will be transferring to (e.g., promotion, lateral, reassignment) or if New Hire.

## 4. NEW HIRE / REINSTATEMENT (Activate an employee)

- New Hire - the initial employment of an individual to a position.
- Reinstatement - the reemployment of a former employee before a 31 calendar day break in service.

## 5. SALARY CHANGES (Increase or decrease in employee's salary)

- Salary Adjustment – an increase in an employee's salary within the current position (requires BOS approval).
- Certification/Licensure/Degree Adjustment – Due to completion of Certification, Licensure, or Degree; Attach approval form.
- COLA/Market Adjustment – BOS approval required for COLA or Market Increases (generally at Budget time).
- Demotion - a change in pay that results from performance deficiency or a disciplinary action.
- Cancel Salary Adjustment – cancel increase given.
- Retroactive Pay – any pay increase action prior to completion of form, must be within the same fiscal year.

## 6. CHANGE OF STATUS (Change in employee's type of appointment)

- Appointment Change - such as permanent, probation, time-limited, time-limited probationary, trainee, etc.
- Change in Hours – this action is used to change the number of hours per week of a part-time position that does not change the appointment type.
- FLSA - this action is used when the classification/role of the employee changes from Non-Exempt to Exempt or Exempt to Non-Exempt according to the Fair Labor Standards Act. The position number does not change.
- Suspension with Pay – to investigate allegations of performance or conduct deficiencies that would constitute just cause for disciplinary action; to provide time within which to schedule and conduct a pre-disciplinary conference; or to avoid disruption of the work place and/or to protect the safety of persons or property.
- Suspension without Pay – the removal of an employee from work for disciplinary reasons without paying the employee. Please check whether the reason is due to conduct, performance, or gross inefficiency.

## **7. POSITION CHANGE / TRANSFER** (Movement from one position to a different position number)

- Promotion - movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher rate or movement from one position to another within the same banded class with a higher rate of pay.
- Demotion - a change in position and/or pay which results from a performance deficiency or as a disciplinary action.
- Acting Promotion - a temporary movement to a position assigned a higher salary band. Generally receives a stipend for Acting position. A flat amount per pay period and does not go toward VRS.
- Cancel Acting Promotion - employee's salary and position reverts to salary and position prior to Acting Promotion, cancellation of the stipend.
- Transfer within the department/agency - the movement of an employee from one position to another within same Department/Agency without a break in service.
- Transfer Between Department/Agencies - the movement of an employee from one position to another within Fluvanna County Government, but in a different department or agency. For example, from Sheriff's Office E911 to Planning Department.

## **8. LEAVE OF ABSENCE (LOA)** (Used when an employee is out of work on paid or unpaid leave)

- Medical - Employee is on medical-related leave for self or immediate family member (e.g., Family Medical Leave).
- Military - Employee has been placed on Military Leave
- Personal - Employee is out for personal reasons (not medically related).
- Reinstate from LOA - Employee is reinstated to work after being on LOA.
- Other - No other reason is applicable.
- Workers Compensation - Employee placed on Worker's Compensation after satisfying 7-day waiting period.
- Short Term Disability - Employee has been out and eligible for Disability benefits on the 7th day. Generally Hybrid VRS employees only.

## **9. SEPARATIONS**

- Separation from County service occurs when an employee leaves the payroll for the following reasons: resignation, retirement, reduction-in-force, dismissal, appointment ended, or death.

## **10. JUSTIFICATION/EXPLANATION**

- Explain the reason for the request.

## **11. REVIEW / APPROVAL**

- Obtain required signatures before submission to HR, and attach appropriate documentation to expedite the request.

## Personnel Action Request (PAR) Checklist

Submit the following items to HR for each personnel action:

### **New Hire, Promotion, Lateral Transfer from Another State Agency:**

- Personnel Action Request (PAR) form
- Signed, original employment application
- Certification/Licensure/Degrees copies and/or forms, if applicable
- Salary Decision, approval email from County Administrator if above entry level for the position
- Employment Offer Letter
- All applications list of names

### **Suspension: Investigatory Leave With Pay:**

- Personnel Action Request (PAR) form
- Copy of suspension letter to employee and/or documentation for suspension

### **Lateral Transfer within County Departments/Agencies (from one position # to a different position #):**

- Personnel Action Request (PAR) form
- Position: Salary Decision, approval email from County Administrator if above current salary

### **Leave of Absence (LOA):**

- Personnel Action Request (PAR) form
- Written request and approval for Extended Leave (with or without pay)
- Request for FMLA, Educational, Personal, etc.

### **Reinstatement from Leave of Absence:**

- Personnel Action Request (PAR) form
- Return to Work Medical Certification/Note, if applicable

### **Separation:**

- Personnel Action Request (PAR) form
- Letter of resignation, dismissal, retirement, etc. from employee and/or other documentation