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

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<thead>
<tr>
<th>Human Resource Director</th>
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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.

January, 2020