

NORTHAMPTON PUBLIC SCHOOLS

HRD-2 Form

Employee Name: _____ School: _____
Employee No. _____

To be completed by Administrator:

Proposed Date Of Change _____ Position: _____

Action: Appt/New Hire Appt/Add'l Position Reinstatement
 Promotion Name/Address Change
 Shift Change Transfer/Loc Change
 Other: _____

Separation: Resignation Layoff Termination Retirement
 Expired Appointment Other: _____

Leave of Absence:
 Suspension: with pay? Yes No Attach copy of suspension letter
 FMLA: Are FMLA forms attached? Yes No Explain: _____

For Appointments: Permanent (lasting >6 months) Temporary (lasting <6 months)
 Intermittent Hours Regular Hours: _____ per week

Please check if any of these apply:

Teacher-Spec Ed Stipend ESP Spec Ed \$.25/Reason #____ Custodians-Night Shift
Differential

Notes/Additional Information: _____

Approved By: _____ Date: _____

To be completed by Business Office:

New Info: _____ Org: _____ Obj: _____

Approved By: _____ Date: _____

To be completed by Superintendent:

Unit: _____ Grade: _____ Step: _____ Amount: _____

Approved By: _____ Date: _____

For HR Use:

Approved Start Date: _____

Start Effective Date Approved By: _____ Date: _____

CC: Originator _____ Superintendent's Office: _____ Employee: _____
(In lieu of Approval Letter)