

River Valley Child Development Services  
Personnel Status Change Form  
**Changes**  
(Base Rate, Classification, Job Title, Transfers)

Today's Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Employee's Program: \_\_\_\_\_

Employee's Worksite Address: \_\_\_\_\_

**Employee's Status on Effective Date**

**RVCDS Classification**

- ☐ Provisional Employee   ☐ 90 day   ☐ 6 months  
☐ Regular Employee  
☐ Part-Time Employee (Percentage of Time: \_\_\_\_\_)  
☐ Temporary Employee (Time Frame: \_\_\_\_\_)  
☐ Substitute Employee

**FLSA Classification**

- ☐ Exempt  
☐ Non-Exempt

**Benefits Eligible**

- ☐ Yes  
☐ No

**Base Rate Change/RVCDS Classification/Job Title Change/Transfer within Current Program**

Program: \_\_\_\_\_ Account Number: \_\_\_\_\_ Last Date Current Status: \_\_\_\_\_

Job Title: \_\_\_\_\_ Present Rate/Annual: \_\_\_\_\_ Biweekly: \_\_\_\_\_ Hourly: \_\_\_\_\_

New Job Title: \_\_\_\_\_ New Rate/Annual: \_\_\_\_\_ Biweekly: \_\_\_\_\_ Hourly: \_\_\_\_\_

Education Qualifications: \_\_\_\_\_ Effective Date for New Status: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Transfer to New Program**

Present Program: \_\_\_\_\_ Account Number: \_\_\_\_\_ Last Date Current Status: \_\_\_\_\_

Job Title: \_\_\_\_\_ Present Rate/Annual: \_\_\_\_\_ Biweekly: \_\_\_\_\_ Hourly: \_\_\_\_\_

New Program: \_\_\_\_\_ Account Number: \_\_\_\_\_ Effective Date for New Status: \_\_\_\_\_

Job Title: \_\_\_\_\_ New Rate/Annual: \_\_\_\_\_ Biweekly: \_\_\_\_\_ Hourly: \_\_\_\_\_

Education Qualifications: \_\_\_\_\_ Years' Experience: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Approvals**

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date 1: \_\_\_\_\_ Date 2: \_\_\_\_\_ Initials: \_\_\_\_\_

Director- Business & Finance: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use ONLY (Payroll Department completes)**

First pay date with effective change: \_\_\_\_\_