

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 3.25** **PAGE 1 OF 1**  
**SUBJECT: STATUS CHANGE AUTHORIZATION**  
**DEPARTMENTS AFFECTED: ALL** **APPROVED BY:**  
**ISSUE DATE: 1-9-96 REVISED: 7-13-98, 3-28-00** **EFFECTIVE DATE: 1-27-96**

**PURPOSE:** To insure compliance to Marklund policies relevant to hiring and employment practices.

**PROCEDURE:** A Status Change Authorization must be forwarded to the Human Resources Department when there is any change to an employee's status and to advise Human Resources of any new hires. If any other paperwork is necessary to make the change effective, that too must be forwarded.

Listed below are some examples of reasons for status changes. This list is not all inclusive. For any specific questions, contact Human Resources.

- 1) New Hire
- 2) Termination/Resignation
- 3) Change in rate of pay
- 4) Change in insurance status
- 5) LOA/To begin one and upon return
- 6) Developmental Action
- 7) Change in address, phone number, etc.
- 8) Change in tax deductions
- 9) Change in F.T.E
- 10) Loan of Marklund Property (refer to General Policy No. 2.3)

The supervisor and employee must fill out all sections relevant to the change. If the information is unclear, the status will be returned to the supervisor. This may delay processing.

Signatures Required:

- 1) **Employee:** Required at all times. There may be exceptions to this, i.e., left without notice, emergency LOA. Supervisor must note this on the status.
- 2) **Manager/Supervisor:** Required for any changes to the employee's status.
- 3) **Human Resources:** Manager, Human Resources will sign off on all benefit changes and changes that do not affect employee status. Director of Human Resources will sign off on all other statuses.
- 4) **Vice President/Executive:** Required for any change that exceeds our policies stated guidelines; i.e., hires above midpoint, salary adjustments, raises in excess of maximum allowed.