

Instructions:

The table below lists the Supporting Documentation needed for Classification & Compensation Services' (CCS) transactions.

Supporting Documentation						
Document Needed Transaction	Signed Position Description	Memo with Additional Duties & Justification	Written Notice to Employee ²	Written Request from Employee	ELR Email ³	Position Management Request Form
Conversion to Permanent ¹	X					X
Critical Skills Bonuses	X	X				
Extend Temporary Appointment ¹	X					
Extension of Reassignment ¹	X					
In-Range Progressions	X					
Permanent Reassignment (ELR Only) ⁴	X		X		X	X
Reclassifications	X					
Reinstatement from Temporary Reassignment	X					
Salary Increase	X	X				
Stipends	X	X				
Temporary Reassignment ⁴	X		X			X
Time Base Change	X			X		

¹The request will need to include a statement about incumbent's overall performance. ²This notice needs to be provided to the employee within the appropriate CBA guidelines. These guidelines can be found in each CBA, or on the document Notification Time Frames on Class & Comp Services' Resources webpage. ³Employee and Labor Relations (ELR) may need to provide the department with a written notification approving the permanent reassignment. ⁴A conversation needs to take place with ELR and/or CCS to ensure appropriateness before an employee is contacted and/or placed in a reassignment. An attached resume for the proposed incumbent is helpful to ensure appropriateness.