

# **Personnel Recommendation Form**

**Class Change** – when an employee is transferred from one position to another position at the same worksite; *i.e.*: *The bookkeeper at Riverdale Elementary becomes a paraprofessional at Riverdale Elementary.*

**Transfer** – when an employee is transferred from one position to the same or different position at a different worksite; *i.e.*: *A custodian at Lovejoy Middle is assigned to serve as the custodian at Arnold Elementary or a custodian is assigned to serve as a food service assistant at Arnold Elementary.*

## **Directions**

1. The Hiring Authority completes the Personnel Recommendation Form for the action (be sure to include the name of the individual who is being replaced)
2. The Principal/Department Head submits the form to Human Resources, who will review and approve or disapprove the recommendation.
3. Notice of approval or disapproval will be sent to all parties (the official letter will also be scanned and emailed).
4. If the recommendation is approved, the payroll contact at the location will enter the employee's PAF, using the effective date on the approval on the correspondence.

## **Points to Remember**

- **No employee shall begin to work or move into another position until Human Resources has approved the recommendation. Payroll will NOT process PAFs until written approval has been given by Human Resources.**
- Be sure to fully complete **all** applicable sections of the form for which you are responsible. Classification Codes for job title can be found in the Compensation Handbook (which is available on the District's website).



CLAYTON COUNTY PUBLIC SCHOOL SYSTEM  
DIVISION OF HUMAN RESOURCES  
**PERSONNEL RECOMMENDATION FORM**

**SECTION (A)**

Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
Effective Date \_\_\_\_\_ Date Submitted \_\_\_\_\_

**SECTION (B)**

**Classification Status:**

**FLSA Status**

\_\_\_\_ Certified \_\_\_\_ Classified \_\_\_\_ Administrative \_\_\_\_ Exempt \_\_\_\_ Non-Exempt

**SECTION (C)**

Please email this form to the appropriate HR Analyst and await approval **before** entering the employees PAF or starting the employee in the new position.

\_\_\_\_ Transfer \_\_\_\_ Reassignment \_\_\_\_ Class Change \_\_\_\_ Other \_\_\_\_\_

**SECTION (D) Current Information**

Position Title \_\_\_\_\_ Class Code \_\_\_\_\_ PCN \_\_\_\_\_  
Subject Area \_\_\_\_\_ Work Location \_\_\_\_\_

**SECTION (E) New Information**

Position Title \_\_\_\_\_ Class Code \_\_\_\_\_ Subject Area \_\_\_\_\_  
Work Location \_\_\_\_\_ PCN \_\_\_\_\_ Certification \_\_\_\_\_  
Name of Person Replacing/ID \_\_\_\_\_

**SECTION (F) Approvals**

School/Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_  
HR Analyst/Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_  
Position Control Signature \_\_\_\_\_ Date \_\_\_\_\_  
HR Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_