

SMSC#_

District School Board of Pasco County PERSONNEL ACTION FORM

MIS # 303 Rev. 07/1/2021

ACTION NEW HIRE REHIRE PROMOTION TRANSFER FUND CHANGE HRS/DAYS CHANGE REAPPOINTMENT OTHER (Addit Job/Duty, Supplement, ec.) Please specify Complete Section A REAPPOINTMENT RESIGNATION RETIREMENT TERMINATION Complete Section B SECTION A SECTION A	☐ Instructional ☐ School	ol Related Personnel	☐ Non-Instructional/No	n-Bargaining	Administrative	☐ Professional/Tech		
ACTION REW HIRE REHIRE PROMOTION TRANSFER FLUND CHANGE HRS/DAYS CHANGE REAPPOINTMENT OTHER (Addit') Job/Duty, Supplement, etc.) Please specify	Last	Fi	rst	MI	Employee ID (o	r Applicant #)		
NEW HIRE	Form Completed by (name/	'ext.)			D	eate		
REAPPOINTMENT OTHER (Addr'I Job/Duty, Supplement, etc.) Please specify: NON-REAPPOINTMENT RESIGNATION RETIREMENT TERMINATION Complete Section B			ACTION					
SECTION A FROM (Leave blank for New Hire/Rehire) TO (or NEW HIRE info) Effective Date Location Name Location Number Job Class Code Position Control #(s) Title (Job Class Description) Work Days (196,216,245,etc) Hours Per Day/FTE Contract Type (INST only) Replacing (if applicable) SECTION B Location Last Day Worked Reason for Resignation Title Title Submit the following documents, as applicable: Resignation/Retirement form and Accrued Sick Leave Payout Designation form SECTION C Additional Information (include specific instructions regarding OTHER actions): HUMAN RESOURCES USE ONLY HUMAN RESOURCES USE ONLY Replace Entered in HRIS Board Approval Date Posting Date Rasco of Experience Other Years of Experience					_	ANGE Complete Sect		
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Exit Interview 751 752 771 Previous Term Date/Location								