



Personnel Action Form

This form is to be completed for all new hires, change of position for current employees, and re-hire of inactive or terminated employees. All new employees must complete a background check. Results must be returned prior to the start of employment.

1. Complete the top section of this form and submit electronically to talbers@brookcntr.k12.mn.us, twetterlind@brookcntr.k12.mn.us, and sbratsch@brookcntr.k12.mn.us
2. Upon receipt and approval from Finance, HR will contact the candidate to make the job offer.

Employee Name _____

Start Date _____ End Date (if applicable) _____

Position _____ Location _____
(please be specific, for example: 9-12 Math Teacher or Bus Driver)

Department _____ Supervisor _____

Reason for Action: New Hire Re-Hire Additional Assignment Position Change

FTE _____ # of Duty Days _____ Duty Hours Per Day _____

Schedule/Shift Start & End Times _____

Please note: Any shifts beyond 7 hours are required to include a 30 minute unpaid lunch break, unless otherwise designated in their contract.

Type of Position: Full Time Part Time Substitute Casual

Account #(s) _____

Supervisor Signature

Date

HR Personnel Only

Step _____ Lane _____ Salary or Hourly Rate _____ Work Group/Bargaining Unit _____

HR Representative Signature

Date