Employee Status Change Request Form

Status Change

Date Submitted *
10/20/2021

Submitted by *
Gretchen Scott

What type of employee is this change for? * (?)
Regular Full Time or Regular Part Time Employee

Department *
City Administration

Employee's Current Status

Employee Name *
Travis Rothweiler

Employee Number *
20400

Employee First Name
Travis

Employee Last Name
Rothweiler

Current Department
City Administration

Current Sub-department
None

Current Job Title
City Manager

Current Labor GL Distribution
101-13-10-410-11

Current Dept Head
Travis Rothweiler

Current Supervisor
Travis Rothweiler

Date of Hire
9/8/2008

Current Exempt Status
Exempt

Selected Changes to Employee's Status

Which information would you like to update? *

- [ ] Employment Status (Introductory, Full Time, Part Time, Seasonal, Retirement, Termination, Military Deployment)
- [ ] Personnel Status (Transfer, Promotion, Demotion, Admin Leave, Reinstatement)
- [ ] Department
- [ ] Job Title
- [x] A Change in Hourly Rate / Salary (Demotion, Promotion, Pay Increase)
- [ ] A Change in Other Compensation (Assignment, Certification, Clothing, Extra Duty, Specialty, Out of Class)
- [ ] Shift Assignment (Fire)
- [ ] Patrol Assignment (Police)
- [ ] Work Schedule (9/80, 4/10, 5/8, etc.)
- [ ] New Supervisor (for this employee)
- [ ] New / Update Supervisory Access this Employee has to other Employees (Includes Mass Shift Changes)
- [ ] City Phone Number(s)
- [ ] Access to Finance Software, City Credit Card, Fuel PIN

Select Job Title

If requesting a change in pay, select the employee's current job title.

Otherwise, select employee's new job title.

New Job Title *

City Manager

New Job Employment Status

Regular Full Time

New Job Exempt Status

Exempt

New Job Labor Distribution

101-13-10-410-11

Grade or Salary Level

Current Grade or Salary Level (?)

New Grade or Salary Level (?)

No grade

Change to Hourly Rate / Salary

Reason for Request to Change Hourly Rate / Salary *

Mark all that apply

- [ ] Demotion
- [ ] Promotion
- [x] Pay Increase
- [ ] Other

If you are not sure of the current or new grade or salary level, please leave blank and Human Resources will complete this section.

Requested Pay Change Amount

Requested Pay Change Amount

$7,436 bi-weekly

Effective Date

Effective Date of Payroll Change *

10/10/2021

Changes may only be effective at the beginning of a pay period

Select the first date of the time card for which the change is effective.

Submitter Comments

Submitter Comments

Travis is due a retro amount of $321 from the first pay period of the fiscal year.

In addition, Travis has been awarded a 5% deferred compensation adjustment. Details to follow.

Submitted By