Directions for Completion of Personnel Action Request Forms (SP-1's)

If more than one personnel action is being requested simultaneously, follow the directions for each applicable action and submit a single SP-1.

Attach to all SP-1's a brief Justification narrative explaining the reasons for the requested personnel action. Failure to do so may delay the processing of the SP-1.

For all personnel action requests, make sure that the department name, department head signature, and date fields are completed on the top of the SP-1 form prior to submission.

Submit all SP-1 forms directly to the Department of Personnel and Human Resources (Personnel) so all personnel action requests can be logged in and tracked.

Please note that no personnel action request is approved until all approval signatures are collected on the SP-1 form. Personnel will notify the applicable department of final approvals.

If you have any questions regarding the completion of an SP-1, please contact Personnel.

New Position
- Check the "New Position" box.
- Enter the name of the existing employee or new hire in the "Employee Name" field.
- Enter the requested start date for the new position in the "Requested Effective Date" field.
- State the applicable title in the "Proposed Title" field.
- Enter the requested salary in the "Proposed Salary" field.
- Enter the requested start date for the proposed salary in the "Requested Effective Date" field.
- Enter the requested weekly work hours associated with the new position in the "Proposed Hours Per Week" field. Enter the phrase "as needed" if the position is part-time, as-needed.
- Check off whether the position requires or does not require driving for County business.
- Check off whether the position requires a typing examination.
- Check off whether the position is an appointment from a civil service list.
- Check the box for the appropriate appointment type for the new position. If you have any questions about the new position's appointment type, contact Personnel.
- Check the box for the appropriate union affiliation. If you have any questions about the new position's union affiliation, contact Personnel.

Refill of Vacancy
- Check the "Refill Vacancy" box.
- Enter the name of the existing employee or new hire refilling the vacancy in the "Employee Name" field.
- Enter the requested start date for the refill position in the "Requested Effective Date" field.
- Enter the title name of the position being vacated and refilled in the "Current Title" field.
- State a title name in the "Proposed Title" field only if the position's title is being changed.
- Enter the requested salary for the refill position in the "Proposed Salary" field. Enter the phrase "as needed" if the position is part-time, as-needed.
- Enter the requested weekly work hours associated with the refill position in the "Proposed Hours Per Week" field.
- Enter the name of the employee vacating the position in the "Name of Employee Being Succeeded" field.

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- Enter the vacating employee's separation date in the "Date of Termination" field.
- Check off whether the position requires or does not require driving for County business.
- Check off whether the position requires a typing examination.
- Check off whether the position is an appointment from a civil service list.
- Check the box for the appropriate appointment type for the new position. If you have any questions about the new position's appointment type, contact Personnel.
- Check the box for the appropriate union affiliation. If you have any questions about the new position's union affiliation, contact Personnel.

Salary Change

- Check the "Salary Change" box.
- Enter the name of the existing employee in the "Employee Name" field.
- Enter the title related to the salary change request in the "Current Title" field.
- Enter the title's current salary in the "Current Salary" field.
- Enter the title's requested new salary in the "Proposed Salary" field.
- Enter the requested start date for the new salary request in the "Requested Effective Date" field.

Title Change

- Check the "Title Change" box.
- Enter the name of the employee whose title is requested to be changed in the "Employee Name" field.
- Enter the requested start date for the title change request in the "Requested Effective Date" field.
- Enter the name of the present title in the "Current Title" field.
- Enter the name of the requested title in the "Proposed Title" field.

Departmental Transfer (To Be Completed By the Department Receiving the Employee)

- Check the "Departmental Transfer" box.
- Enter the name of the transferring employee in the "Employee Name" field.
- Enter the requested start date in the "Requested Effective Date" field.
- Enter the name of the department the employee is joining in the "Transfer to Dept" field.
- Enter the name of the department the employee is leaving in the "Transfer from Dept" field.

Change in Work Hours

- Check the "Change in Hours Per Week" box.
- Enter the name of the employee whose hours are requested to change in the "Employee Name" field.
- Enter the requested start date of the work hours change in the "Requested Effective Date" field.
- Enter the present number of hours worked per week in the "Current Hours Per Week" field.
- Enter the requested number of hours worked per week in the "Proposed Hours Per Week" field. Enter the phrase "as needed" if the position is part-time, as-needed.