

# Job Change Quick Reference

- Start**
- When – Effective Date
  - Why – Select reason
  - Who – Manager after change
  - Which – Team/Sup Org after change
  - Where – Location after change
  - When – check, if change effective next pay period
- Move (only displays with sup org changes)**
- Opening
    - Opening left on team? (headcount)
    - Overlap
- Job**
- Position - Change PM#  
**note:** check if current position will be closed and if the current position available for overlap
  - Job Profile – auto populates based on PM#
  - Business Title – can edit title here
- Location**
- Location Details
    - Location –address
    - Work Space –specific work space at location
    - Scheduled weekly hours – number of hours scheduled to work
    - Work shift – shift differential pay
- Details**
- Administrative
    - Employee type – Regular, Temporary, etc
    - Time type-Full time or Part time
- Attachments**
- Upload supporting documentation
- Organizations**
- Company – Do NOT change
  - Cost center
  - Costing
  - Other
- Compensation**
- Edit hourly or salary compensation
  - Add or remove an allowance plan, as applicable
- Summary (Review)**

Category	Example	Reason	Steps	Initiator
Data Changes	Conduct investigation for pending disciplinary action	Administrative Leave	Data Changes > Administrative Leave	Manager/HR Partner
	Add/Remove shift differential pay	Change Job Details	Data changes > Change Job Details > Shift Change	Manager/WDDS
	Change employee hours from FT to PT	Change Job Details	Data changes > Change Job Details > Employee Type	Manager/WDDS
	Change work location	Change Location	Data Changes > Change Location	Manager/WDDS
	Change in classification level	Downgrade	Data Changes > Downgrade	Manager/HR Partner
	Change employee position number	Position Number Change	Data Changes > Position Number Change	Manager/WDDS
	Change job profile for position	Reclassification	Data Changes > Reclassification	Manager/Comp
	Change in classification level	Upgrade	Data Changes > Upgrade	Manager/HR Partner

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  - Cost center
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  - Other (see Org Assgnmnt job aid)
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Category	Example	Reason	Steps	Initiator
Demotion	Disciplinary or performance action	Involuntary	Demotion > Involuntary	Manager or HR Partner
	For CVS - previous position and passed initial probation	Retreat	Demotion > Retreat	Manager/HR Partner
	Employee requests demotion	Voluntary	Demotion > Voluntary	Manager/HR Partner
Lateral Move	TRANSFER means the change of an employee from a position in one department to an equivalent position (same grade) in another department, but that does not result in either promotion or demotion.	Lateral Move	Lateral Move > Lateral Move > Move > Job	Manager/WDDS
	Employee moved to an open PM # due to end of special assignment	Special Assignment (Police Only)	Lateral Move > Special Assignment (Police Only)	Police HR Only
	Employee moved from PM# to previous PM# to an open PM # due to special assignment	Stop Special Assignment (Police Only)	Lateral Move > Stop Special Assignment (Police Only)	Police HR Only
Phase Down (Police/Fire Only)		<b>DO NOT USE –</b> Refer to Phase Down job aid		

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Category	Example	Reason	Steps	Initiator
Promotion	Increase employee rate of pay to bring to hiring minimum rate	Bring to Hiring Minimum Rate	Promotion > Bring to Hiring Minimum Rate	Manager/WDDS
	Increase employee rate of pay to bring them to the minimum of the new pay grade	Bring to a Minimum	Promotion > Bring to a Minimum	Manager/WDDS
	Increase in pay rate based on career series	Career Progression	Promotion > Career Progression	Manager/WDDS
	Increase exceeding 8% based on employee experience exceeds minimum requirements in career series for the position	Career Progression Exceptional Promotion	Promotion > Career Progression Exceptional Promotion	Manager/WDDS
	Increase exceeding 8% based on employee experience exceeds minimum requirements for position	Exceptional Promotion	Promotion > Exceptional Promotion	Manager/WDDS
	CVS rule based non-competitive increase exceeding 8% based on employee experience exceeds minimum requirements for position	Non-Competitive Exceptional Promotion	Promotion > Non-Competitive Exceptional Promotion	Manager/WDDS
	CVS rule based non-competitive increase in pay rate	Non-Competitive Promotion	Promotion > Non-Competitive Promotion	Manager/WDDS
	Increase in pay rate	Promotion	Promotion > Promotion	Manager/WDDS

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Category	Example	Reason	Steps	Initiator
Transfer	Reassign position and employee within same department	Reassignment	Transfer > Reassignment	Manager/WDDS
	Change reporting relationship and sup org within same dept	Transfer	Transfer > Transfer	Manager/WDDS
	Fire Only	Transfer to FRO/FPO (Fire Only)	Transfer > Transfer to FRO/FPO (Fire Only)	Fire HR Only