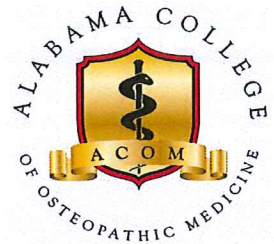


Alabama College of Osteopathic Medicine

Title: EMPLOYEE STATUS CHANGES



Effective Date: 7/01/2014

Revision Date:

Review Date: 2/15

Policy & Procedure

POLICY

It is the policy of the Alabama College of Osteopathic Medicine (ACOM) that employee status changes shall be documented on the Human Resources Action Request form.

PURPOSE

The purpose of this policy is to provide information to supervisory personnel in facilitating necessary and adequate staffing adjustments.

PROCEDURE


In order to make necessary staffing adjustments, all supervisory personnel must be knowledgeable of any employee transaction. The Human Resources Action Request form provides information which includes the following:

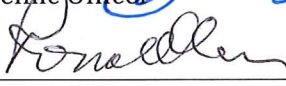
- Date prepared
- Effective Date of Transaction
- Employee Name
- Employee Number
- Employee's Address and Phone Number
- FTE status
- Department Number
- Position/Title
- Assigned Unit
- Assigned Shift
- Employment Activity (Title Change, FTE Change, etc.)
- Personal (Address/Phone/Name Change, Change in Marital Status, etc.)
- Leave of Absence (FMLA, LOA, Military, etc.)
- Payroll Change (Pay Rate Change, Market Adjustment, Certification, etc.)
- Separation of Employment (Abandoned Job, Job Dissatisfaction, Written Resignation, etc.)

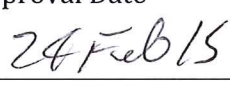
The Director of the Unit, Vice President Patient Care Services/Chief Nursing Officer, or his/her designee initiates this form when making any necessary changes in the aforementioned status of an employee. The Director of the Unit, Vice President Patient Care Services/Chief Nursing Officer, or his/her designee must approve all promotions and all new appointments to Patient Care Services staff.

APPROVAL


Approval – Chief Academic Officer


Approval Date


Approval – Chief Executive Officer


Approval Date

Approval – Board of Directors

Approval Date