



Proven.

**Confidential - Hand Carry or Seal This Document**  
**CHANGE OF STATUS FORM**

This form records all changes in personnel status. The form should be returned to the personnel office for processing by the Friday preceding the effective payroll run date.

Name \_\_\_\_\_ Blinn ID# \_\_\_\_\_

Check One:  Full-time  Part-time  Student Worker

Effective Date \_\_\_\_\_

Termination/Resignation Last day of Employment \_\_\_\_\_

Current Status

**Proposed Changes**  
(Only those applicable)

Job Title \_\_\_\_\_

Dept./Div \_\_\_\_\_

Campus \_\_\_\_\_

**Budget Code** \_\_\_\_\_

Pay Rate \_\_\_\_\_

Pay Level/Step \_\_\_\_\_

Length of Contract \_\_\_\_\_

Other \_\_\_\_\_

Reason for Change \_\_\_\_\_

Approval: \_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Vice President Date

\_\_\_\_\_  
Human Resources Director Date

\_\_\_\_\_  
VP Business Services Date

\_\_\_\_\_  
President Date

Approved by Compensation Coordinator: Date \_\_\_\_\_

Approved Document Received by Personnel Office: Date \_\_\_\_\_

## **SALARY CALCULATION/ 9-MONTH FACULTY**

The information supplied and verified by the academic affairs office will be utilized to calculate salaries for full-time, 9-month faculty. Two years part-time experience equals one year experience in the calculations, and one year adjunct status at Blinn College equals one year experience in these calculations. The academic affairs office approves all experience.

### **NINE MONTH CONTRACT:**

**Indicate highest level attained:**

**Bachelor's Degree** \_\_\_\_

**Master's Degree** \_\_\_\_

**Master's Degree + 12 hours** \_\_\_\_

**Master's Degree + 24 hours** \_\_\_\_

**Master's Degree + 36 hours** \_\_\_\_

**Doctor's Degree** \_\_\_\_

### **TEACHING EXPERIENCE:**

**Number of years teaching PT at Blinn** \_\_\_\_\_

**Number of years teaching Adjunct at Blinn College** \_\_\_\_\_

**Number of years teaching PT at other institutions** \_\_\_\_\_

**Number of years teaching FT at other institutions** \_\_\_\_\_

### **CALCULATION:**

Salaries for faculty members and other professional employees employed on contracts longer than 9 months in length will be set by the Board and will receive increases only as approved by the Board. Once approved, this information will be used to generate a contract, if applicable