

# EMPLOYEE STATUS CHANGE PROCESS

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Grand Forks County requires an Employee Status Change form be submitted for all changes involving hires, position changes, compensation changes, and terminations. In extreme extenuating circumstances department managers may work with the Director of Human Resources to follow an alternate process.

## Deadlines

- Forms are required to be submitted to Human Resources/Payroll **7 business days** prior to the Commission meeting.
  - Any forms missing the deadline will be held until the next Commission meeting
  - Position and compensation changes require approval from the Commission prior to the change taking effect and the employee working in the new role or at the new rate.
    - **New Hires**
      - Any new hire or position changes that would result in starting compensation other than the entry level Grade/Step requires Human Resources review meeting *prior* to extending an offer.
      - Human Resources/Payroll will be notified immediately following the acceptance of an offer.
      - New hires whenever possible start on the first day of a pay period. The hiring manager and Human Resources/Payroll working together may determine an alternate start date in extreme cases
    - **Pay changes and Position changes- must have Commission approval prior to the employee working in the new role or at the new rate.**
      - Effective dates for pay changes will be the first day of a pay period. The hiring manager and Human Resources/Payroll working together may determine an alternate effective date in extreme cases
      - Effective dates for position changes will be the first day of a pay period. The Department Head and Human Resources/Payroll working together may determine an alternate effective date in extreme cases
    - **Resignations**
      - Human Resources/Payroll notified as soon as an employee gives there resignation
      - If the employee provides a resignation letter or notification, forward it to Human Resources with the Employee Status Change Form.

## Review

- Human Resources will review all Employee Status Change Forms
  - Double check that each form is complete and accurate
  - Review new hires, position and compensation changes for possible negative impact
    - If there are no issues identified the Director of Human Resources will approve the form.

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- All promotions and offers to be extended at a rate higher than entry level requires the Hiring Manager and Human Resources to participate in a review meeting prior to extending the offer.
  - The meeting will include a review of experience, education, possible wage compression, and any other details specific to the department need and candidate qualifications.
  - If all question or concerns are resolved with the Department Head the Director of Human Resources will approve the form
  - If the Department Head and Human Resources are unable to reach a resolution the Director of Human Resources will document the issue, research, different views, and submit to the Commission to determine approval or denial.
    - Human Resources will request to be on the agenda and submit reviewed Employee Status Change Forms with the Human Resources Offer Review form to the Director of Finance and Tax 5 business days prior to the Commission meeting.
    - Both Human Resources and the Department Head or their representative should be available at the Commission meeting to address any questions from the Commissioners.

## Commission

- The Director of Finance and Tax will forward the Employee Status Change Forms and appropriate Human Resources Offer Review forms to the Commission.
- Commission will determine if they approve, deny, or push back the Status Change Form to Human Resources and the Department Head for further action