

**CLASSIFICATION/SALARY CHANGE**

The position of \_\_\_\_\_ held by \_\_\_\_\_

has been reclassified to \_\_\_\_\_

effective \_\_\_\_\_ (date). Step increase to \_\_\_\_\_

effective \_\_\_\_\_ (date). Salary increase to \_\_\_\_\_

effective \_\_\_\_\_ (date).

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Coordinator

**CLASSIFICATION/SALARY CHANGE  
AS A RESULT OF AN INTERNAL TRANSFER**

Effective \_\_\_\_\_ (date) the position of \_\_\_\_\_  
that is currently being held by \_\_\_\_\_ will end.

Effective \_\_\_\_\_ (date) an internal transfer by \_\_\_\_\_  
to the \_\_\_\_\_ position will begin.

This position will begin on \_\_\_\_\_ (step on pay scale) at a salary of  
\_\_\_\_\_ effective \_\_\_\_\_ (date).

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Coordinator