



## TOWN OF AMHERST PERSONNEL ACTION REQUEST FORM

Department: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Requested New Position Title: \_\_\_\_\_

Full-time

Part-time

Temporary

New Hire

Replacement

Promotion

Lateral Move

Requested Salary/Grade/Step: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Current Title and current Salary/Grade/Step (Promotions Only):

Reason for Request / Rationale for Promotion:

Collective Bargaining Unit / Exempt:

Current Job Duties (Promotions Only):

New/Additional Duties (Promotions Only):

Who is Being Replaced and Reason (Retirement, Resignation, etc.):

Financial Impact:

Budgeted (Y/N)? \_\_\_\_\_

If not budgeted, indicate how request will be funded:

Location code to be used for requested new position: \_\_\_\_\_

Impact on Department's Operations

Is this candidate related to any Town of Amherst employee within or outside of the department making this request (Y/N)? \_\_\_\_\_

If yes, detail the name, relationship, and position of family members. If in the same department as a relative already employed by the Town of Amherst, outline the supervisory structure of the department and what will ensure that the candidate will not be in the direct line of supervision as their family member as per the Town of Amherst Anti-Nepotism Policy.

Other Relevant Issues

I hereby approve the requested personnel action.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date