

# **Change in Employment Status**

## **Summary**

The university's human resources policy on changes in employment status.

## **Purpose**

To provide guidance on reporting changes in employment status.

## **Policy**

All employment changes must be approved by the Human Resources Department prior to implementation. Job Title, Description, Pay-rate, Employment Status (Full-time, Part-Time, Temporary, Regular), Terminations, Demotions and Promotions must be reported to and approved by the Human Resources Director or Assistant Director/AA-EEO prior to implementation.

## **Related USG Policy**

USG Human Resources Administrative Practice Manual

## **Last Update**

6/30/18

## **Responsible Authority**

CSU Human Resources