

Grant County Personnel Policy

402 – Personnel Action Request (PAR) Process					
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402.1 Grant County Personnel Action Request (PAR) forms are to be completed for any individual's employment change(s), such as: a new hire, re-hired employee, for an address and/or name change, a position/salary change, need for special leave, or for separation from employment with the County.

402.2 All PARs are routed to the Human Resources department, and the Director, or designee, has signing authority for all Routine PARs. Non-Routine PARs require the Board of County Commissioners as the final signing authority.

402.3 Routine and Non-Routine PARs are defined as follows:

Routine PARs

- New Hire or Rehire (at Step 01-03)
- Separation
- Step Increase (Annual, Single-Step Increase)
- End of Probation Step (If documented as part of the recruitment processes)
- Additional Pay or Stipend (If documented in policy, contract, or policy directive)
- COLA (If approved in advance for the employee group)
- Promotion (routine increase)
- Demotion
- Department Transfer
- Personal Data Change
- Extended Leave-of-Absence (non-personal; i.e. FMLA)
- Status Change (FTE, Workweek, FLSA, Pay Type, Employee Group)

Non-Routine PARs

- New Hire or Rehire (above Step 03)
- Reclassification (Movement to new wage band)
- Wage Adjustment
- Extended Leave-of-Absence (personal)
- Promotion (above routine increase)

402.4 County offices and departments must allow sufficient time for processing PARs, while keeping in mind the designated payroll cut-off dates each month. PAR-related questions should be directed to Human Resources.