

# Personnel Change Order (PCO)

**Directions:** PCO's are due to HR by **Tuesday at 4:00 pm** for BOCC signature the following Monday. For exceptions contact the Chairman of the BOCC directly. **If the action requires an amendment to the department's budget, additional general fund dollars, a reclassification or a new position, a workshop with the BOCC is required before processing.**

Effective Date of Action(s):	Department:
Employee Name:	Title as of Effective Date:

## Personnel Action Requested

Other <small>(The creation or reclassification of positions requires communication with HR prior to processing of the PCO.)</small>	Authorized By:  Signature:
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**Step Increases: record the date of the evaluation:**  
(Department heads reporting to the Commissioners must attach a completed evaluation form. Evaluation documents from all other departments must be retained in the department in accordance with WA State retention requirements.)

Explain in detail the requested action:

## Employee/Position Status Changes

Does this action end someone's employment with Whitman County? If yes, <b>no further information</b> is required. If no, check next to "No."	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the employee/position be regular, temporary or volunteer?	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Volunteer
What are the projected regular hours <b>per week</b> the employee/position will work?	Hours/week
Will the employee regularly work over 20 hours <b>per week</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe/Sometimes
Will the employee/position work more than 12 days/calendar <b>quarter</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the department need additional budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you met with the BOCC about needing additional budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If grant/contract funded, will the action require additional dollars from the General Fund? <small>(BOCC mtg. required):</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
HR has my permission to the G/L's below:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full G/L Account(s):	

Wage change for a <b>temporary</b> employee:	<b>Existing</b> Temporary Wage: Amount:	<b>New</b> Temporary Wage: Amount:
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