



HIRE / SEPARATION

Employee ID:

Empl Record:

Effective Date:
m m / d d / y y y y

Social Insurance Number:

Gender:

Name: _____
(First, Middle, Last)

Date of Birth:
m m / d d / y y y y

Address:
Address Line One: _____
Address Line Two: _____
City/Province: _____ Postal Code: _____

Telephone Number: () _____ District (Company Code) School (Location Code)

HIRE / REHIRE				
Actions:	Reasons:			
Hire (HIR)	TE: Hire (TOH)	TE: Hire Repl PL (TRP)	TE: Hire Repl UL (TRU)	TE: Hire (TOH) Vacant Position
	TE: Hir Retiree Repl PL (RRP)	TE: Hire Retiree Repl UL (RRU)	TE: Hire Retiree (RET)	TE: Hire Retiree (RET) Vacant Position
Rehire (REH)	TE: Rehire (REH)	TE: Rehire Repl PL (TRP)	TE: Rehire Repl UL (TRU)	TE: Rehire (REH) Vacant Position
	TE: Rehire Retiree ReplPL(RRP)	TE: Rehire Retiree Repl UL (RRU)	Rehire Retiree (RET)	TE: Rehire Retiree (RET) Vacant Position

If replacing an employee on Leave, indicate the Employee ID, Empl Rcd and Name of the employee:

Employee ID: _____ Empl Rcd: _____ Name: _____
(First, Middle, Last)

Expected End Date:

m m / d d / y y y y

SEPARATION			
Actions:	Reasons:		
Retirement (RET)	Retirement (RET)		
Termination (TER)	Death (DEA)	Date of Death: _____ <small>m m / d d / y y y y</small>	End of Employment (END) TE: Teacher Resignation (TRE)

Job Code / Description									
Teacher Job Group	Hrs/Wk	Teacher Job Group	Hrs/Wk	Teacher Job Group	Hrs/Wk	Exec Job Group	Hrs/Wk	Exec Job Group	Hrs/Wk
23-Program Specialist		33-Inclusive Ed Dev		38- Reading Specialist		21-Director		89-Asst Dir HR (PSP)	
24-Guidance Counsellor		34-Student Support		55-Visually Impaired		22-Asst Director HR(TPP)		90-Asst Dir Ops (TPP)	
25-Specialist		35-Teaching Principal		57-English Second Lang		80-Instruct Ed Off (IEO)		96-Bridging Exec (PSP)	
26-Principal		50-Pervasive Aboriginal		59-Distance Education		82-Senior Ed Off (SEO)		98-Bridging Exec (TPP)	
27-Vice Principal		52-Educational Psych		60-French Federal		83-Asst Dir Finance		Teacher Learning Assistant	
28-Department Head		53-Speech Pathologist		61-Audio Verbal Therapist		84-Asst Dir Programs		37- Teacher Learning Asst.	
29-Special Education		54-Hear Impaired		99-Miscellaneous		87-Asst Dir Ops (PSP)		Student Asst Job Group	
30-Classroom Teacher		31-Mathematics				88-Asst Dir of Programs		97-Student Assistants	

Labrador Allowance? _____ **If Yes** _____ **Isolation Allowance?** _____

Comments:

District Authorizing Signature: _____

Date : _____

Workforce Use Only			
Salary Admin Plan: _____	Grade: _____	Step: _____	

Workforce Changes Completed By: _____ **Date :** _____

Teachers Payroll Office Use Only			
Deduction - Union Code			
U00007 - Nape	U00018 - NLTA Labrador West	U00017 - NLTA Provincial	F00008 - NL School Board Association

Other Earnings	
	Annual Amt
A36 - Wage Diff	

Isolation Allowance	
A37 - Group 1 BW	
A38 - Group 2 BW	

Labrador Allowance			
A28/A52 - Group 1 Single BW	A30/A54 - Group 2 Single BW	A32/A56 - Group 3 Single BW	
A29/A53 - Group 1 Family BW	A31/A55 - Group 2 Family BW	A33/A57 - Group 3 Family BW	

Admin Bonuses					
	Annual Amt		Annual Amt		Annual Amt
B12 Secondment Bonus		B16 Specialist Bonus			B20 Education Psychologist Bonus
B13 Misc Bonus		B17 Principal Bonus			B21 Sole Charge Principal Bonus
B14 Program Coordinator Bonus		B18 Vice Principal Bonus			
B15 Guidance Counselor Bonus		B19 Dept Head Bonus			

Payroll Changes Completed By: _____ **Date :** _____