

# DALLAS SCHOOL DISTRICT NO. 2

## PERSONNEL ACTION REQUEST (PAR) FORM

Updates Prior PAR?  
Yes      No

Employee Name (As it appears on Social Security card)			Employee SSN (New Hire Only)	Effective Date
Sex Female Male	Birthdate	Address (Street/City/State/Zip)		Home Phone
Cell Phone	Primary School Assignment	Supervisor Approval (initial and date)		Employee ID Number

### CHECK APPROPRIATE ACTION(S) (Explain in the Remarks section below if necessary.)

#### APPOINTMENT

New Hire      Temp      Perm  
Recall  
Has Worked for Other Oregon School District  
Has Worked for PERS Employer  
CL Probationary Evaluation Schedule:  
30 day      90 day      180 day

#### MOVEMENT

Temporary to Regular  
Probationary to Regular  
Movement on Salary Schedule

#### TRANSFER

Different School  
Different Position

#### EMPLOYEE STATUS CHANGE

Address or Home Phone Change  
Name Change  
Previous Name  
Employee FTE Change  
Account Code Change  
Special Salary Adjustment (**attach des.**)  
Calendar Change

#### APPROVED LONG TERM LEAVE

Begin Approved Leave  
Type      Date  
Return from Approved Leave  
Date

#### SEPARATION

Deceased  
Dismissal (**attach letter**)  
Expiration of Temporary Position  
Layoff (**attach letter**)  
Resignation (not retirement) (**attach letter**)  
Reason  
Retirement (**attach letter**)  
Contract Not Renewed  
Reason

#### OTHER ACTION

Explain in Remarks Below

### CLASSIFICATION/PAY INFORMATION

	Calendar/ Days	Type: (Lic, Class, Admin, Conf)	Job Title	Range/ Step	Salary/ Rate	Hours Per Day or FTE	Location	Account #
(A) Current Data (complete all)					\$			
(A) Current Data (complete all)					\$			
(B) Change To					\$			
(B) Change To					\$			

### OSEA

In accordance with Article3, Oregon School Employees Association (O.S.E.A.) Dues, I authorize the following payroll deduction:

I authorize the deduction of dues in accordance with the current dues structure.

- C-1 I authorize that a representation fee, equal to Association dues, be deducted from my salary and paid to the Association; or  
C-2 Based on a bona fide religious tenet as defined by ORS 243.666, I authorize that an equivalent to the Association dues be paid to a non-religious charity that the District and the association have mutually agreed upon.

**HR DIRECTOR SIGNATURE**

**Date**

**EMPLOYEE SIGNATURE**

**Date**

### DIST OFFICE USE ONLY

PERSONNEL	PAYROLL	TECH	FINANCE
<p>Aesop      Handbook</p> <p>Copies to:      HB 2062</p> <p>Associations      ID Badge</p> <p>Payroll      Insurance Elig.</p> <p>Technology      19 &amp; W4</p> <p>Contract      Job Description</p> <p>eFinance      Safe Schools</p> <p>Evaluation Sch.      SL Prior District</p> <p>Fingerprinting</p>	<p>W-4      Dues</p> <p>Insurance      DOJ</p> <p>PERS      eFinance</p> <p>Welcome Email      Deductions</p> <p>E-Voucher      Staff List</p> <p>Stipend      Salary Book</p> <p>Insurance      Equalize</p> <p>Copy to Tami</p> <p>Leave Payoff/Clear</p>	<p>Master List      Emp Lists</p> <p>Photo      Badge Printed</p> <p>Exchange      Notify HR</p> <p>Marshall Memo</p> <p>EMAIL GROUPS:</p> <p>DW      LMS      Class      Hd Sec      Tech</p> <p>DO      LYL      Lic      Regist</p> <p>DHS      OH      Adm      Eng</p> <p>MC      WW      Prin      Maint</p>	<p>Leave Award</p> <p>Acct Code OK</p> <p>eFinance Security</p> <p>Budget Info</p>