

## **CHANGE OF SUPERVISOR PROCESS**

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### **PROCESS TO UPDATE EMPLOYEE RECORDS DUE TO CHANGE OF SUPERVISOR**

1. Department representative meets with the employee to advise employee of change in their supervisor. The Department may communicate the change in supervisor through a letter or memo to the employee after the discussion takes place.
2. Department completes a Notification of Personnel Change Form indicating that there has been a change in supervisor in Section II. The form is signed by the Department Head and Area Cabinet Officer. The form is forwarded to Human Resources with a written justification and organizational chart.
3. If the employee has been given a letter or memo to communicate the change, a copy should be forwarded to Human Resources for placement in the employee's personnel file.
4. When the Notification of Personnel Change Form is received in Human Resources, the employee's records will be updated in EIS and the form will be placed in the employee's personnel file.

- \* Employee Status Change Request Form
- \* Sample letter to Employee

The Office of Human Resources

**Notification of Personnel Change**

Current Date

Employee Name:  State Title:

Department:  Supervisor:

Effective Date:

**Change Requested:**

Work location

From:

To:

Local College Title

From:

To:

Campus Phone Number

From:

To:

Supervisor

From:

To:

Other:

(Specify)

Reason for Personnel Change:

**AUTHORIZED SIGNATURES**

Department Head \_\_\_\_\_

Date \_\_\_\_\_

Area Cabinet Officer \_\_\_\_\_

Date \_\_\_\_\_

**CHANGE OF SUPERVISOR LETTER TEMPLATE**

DATE

TO: EMPLOYEE NAME  
DEPARTMENT

RE: Change of Supervisor

Dear Mr/Ms LAST NAME:

I am pleased to inform you that, effective DATE, your supervisor has changed. As a STATE TITLE in the Office of DEPARTMENT, you will reporting to NEW SUPERVISOR.

If you have any questions or concerns, please do not hesitate to call the Office of DEPARTMENT at ext. XXXX.

Sincerely yours,

XXXXXX XXXXXXXX  
Vice President  
DEPARTMENT

C. Office of Human Resources