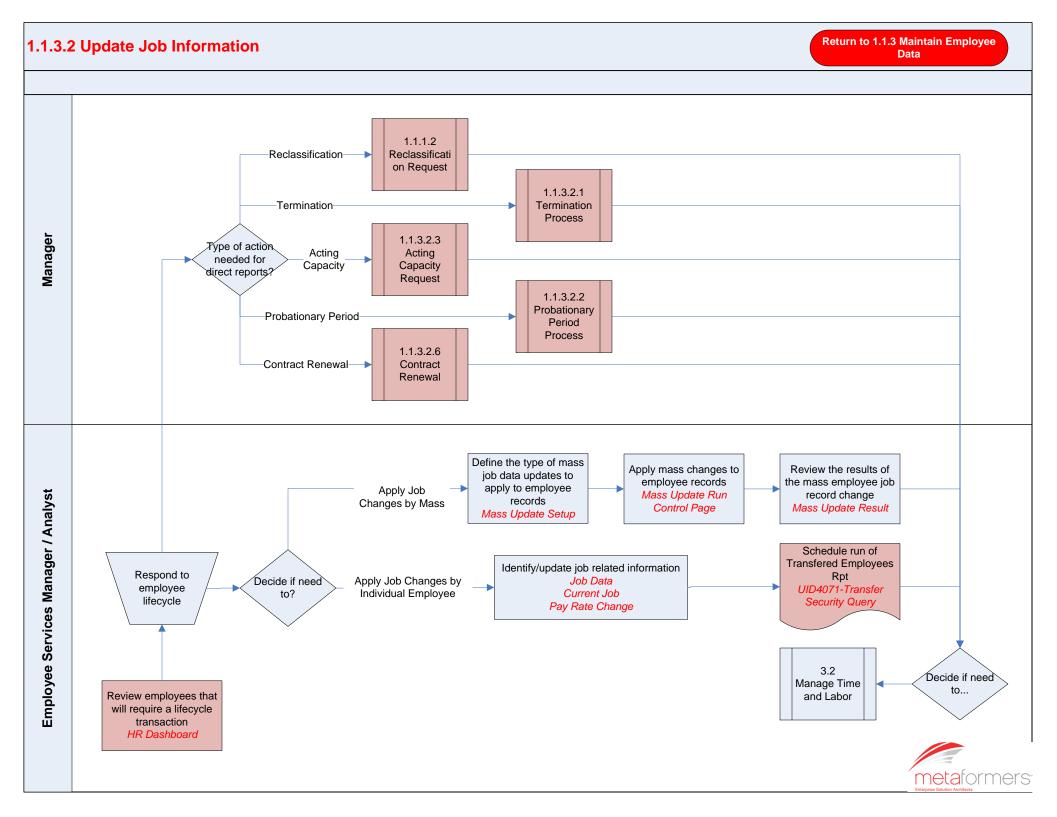
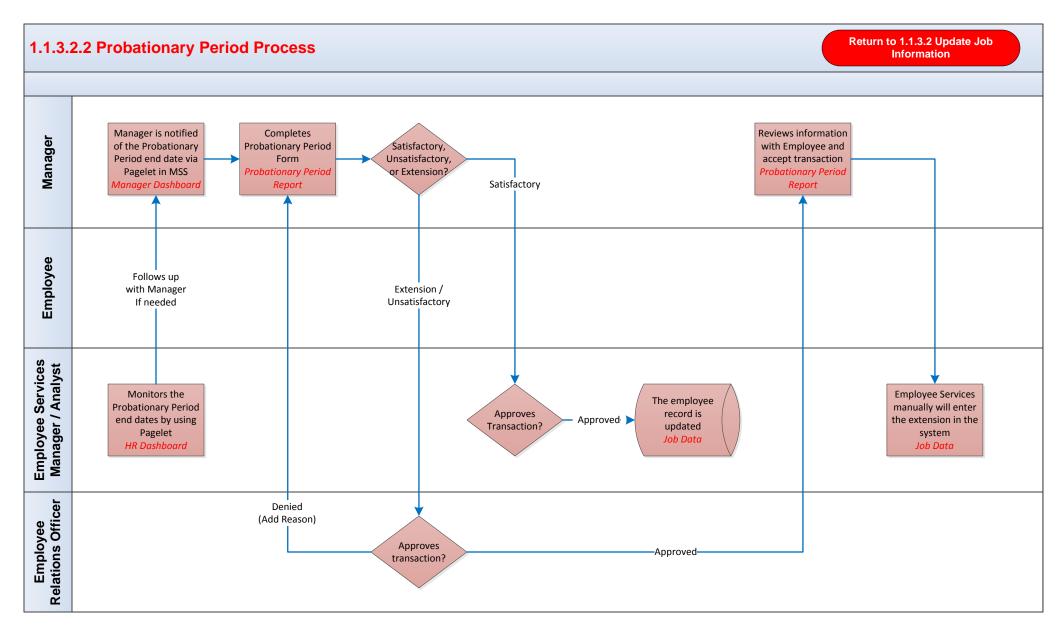
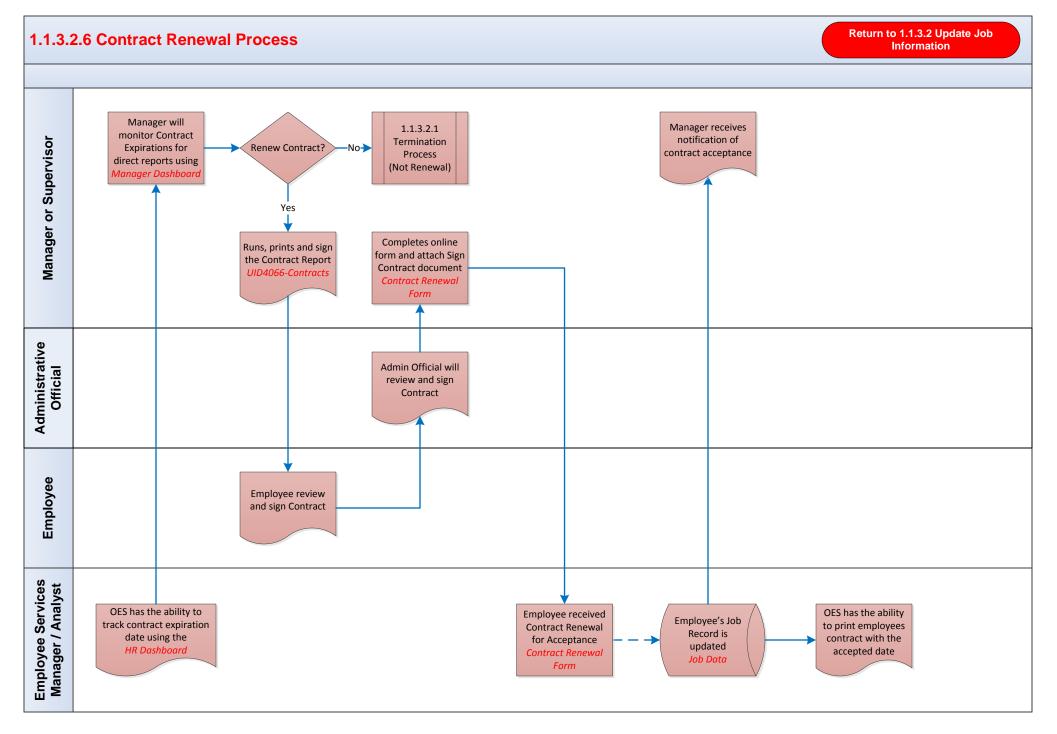


1.1.1.2 Position Change Request **Return to 1.1.1 Plan Deployment Completes Online** Manager or Supervisor Memo for Form and Attaches Reclassification required Approval documentation **Position Change** Request Form Denied (Add Reason) Administrative Official **Completes Online** Validate that Memo for Form and Attaches required documents Reclassification required are attached to Request documentation Complete? Approval request Position Change Position Change Request Form Request Form Approved Denied (Add Reason) Review request and The system Temporary Manually update the Class and Salary add Sal Plan/Grade Updates the Contractual position information Employee and Job Code to Request employee based on the staffed in request Complete? record with request position? Position Change position change **Position Data** Request Form Job Data No Approved End Class and Salary Manager Regular Denied Validate Request -Approved---Position? (Add Reason) Regular **Budget Admin** Update the position funding source Denied Validate Request -Approved-AOC Position (Add Reason) **Funding Source**

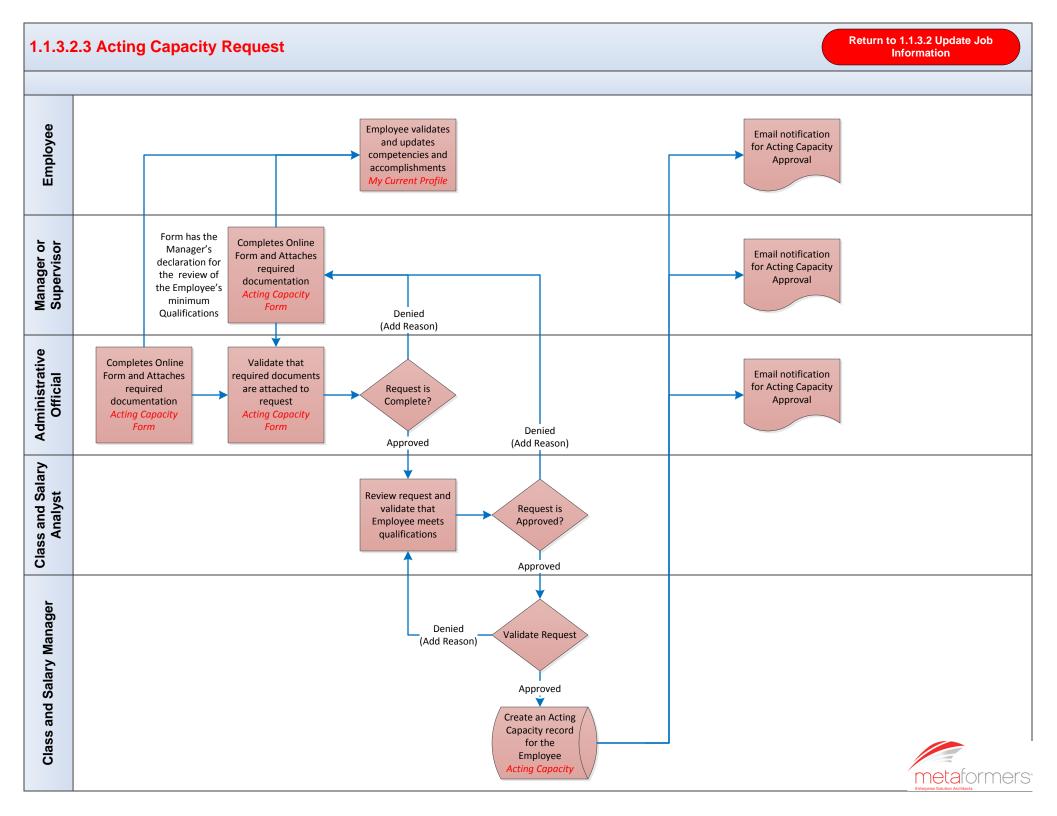












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1.1.3.6.3 Disciplinary Action Process Manager or Supervisor **Completes Online Email notification Disciplinary Action** with final resolution Form **Disciplinary Action Form** Denied (Add Reason) Administrative Official **Completes Online** Validate Disciplinary **Email notification Disciplinary Action** Action Form Request with final resolution Form **Disciplinary Action** Approved? **Disciplinary Action** Form Form Denied Approved (Add Reason) Relations Officer Disciplinary **Employee Update Disciplinary Review Disciplinary** Action info. Is Action with steps Action request Request recorded Decide if need and final resolution -Approved> Approved? **Disciplinary Action** to? Record **Record Disciplinary** Form Disciplinary Actions Employee Services Manager / Analyst **Email notification** 1.1.3.2 with final resolution Update Job Information Class and Salary Manager / Analyst Update the **Email notification** Employee with final resolution Compensation Pay Rate Change



