

**Personnel Action (PAF-2) Date Change - CHEAT SHEET**

**Sheriff**

Personnel Action	Definition	6-Month Probationary Date (REVIEW ONLY NO MERIT)	12 Month Next Review Date	Evaluation Attached to the PAF-2?	Notes	Probationary Date? (Review ONLY NO Merit)	12 Month Next Review Date?
Benefited Employee to Temporary	A current Regular or Limited Term status employee is changing position to a Temporary position, may or may not be the same job title.	No	<i>Date is removed</i>	No		No	<i>Date is removed</i>
Costing Change	Changes where the employee's salary is charged to. (This is not linked to the ORG in the position string).	No	No	No		No	No
Demotion Disciplinary	A disciplinary demotion MUST go through your Human Resources Generalist, please contact your HR Generalist for more information.	No	No	No	Retain the employees' current Evaluation Date.	12 Months from Demotion Date	
Demotion Voluntary	A voluntary demotion is when an employee APPLIES for a job that has a LOWER pay range and is selected for the new job.	No	No	No	The employees date may or may not change. If their pay has changed, we recommend changing their evaluation date to 12 months out. If the their pay does not change , we recommend retaining the employees current evaluation date.	12 Months from Demotion Date	Yes
Earnings Change Temporary	Salary change for TEMPORARY employee.	No	No	No		No	No
End Employment	Employee is no longer employed with the County or District Attorney.	No	No	No		No	No
Evaluation Only	Employee is not eligible for a merit increase, and a performance evaluation is submitted (salary is at the maximum of the range or performance evaluation is below standard).	No	Yes	Yes		No	Yes
Evaluation Only Extend Probation	Department decides to extend the probationary period of an employee.	Extend the Probation Date according to the attached memo.	Yes	Yes	6 Months from the initial end of Probation. 3 Months for Social Caseworkers.	Extend the Probation Date according to the attached memo.	Yes
Evaluation Only End of Probation	Employee has passed their Probation period.	No	Yes	Yes	6 Months from the initial end of Probation. 3 Months for Social Caseworkers.	No	Yes

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Flex Staff	Jobs that are SPECIFICALLY identified as Flexibly staffed positions can be 'flex staffed' from one level to another WITHOUT Human Resources review. Example: Department Specialist I to a Department Specialist II. Contact HR if you are unsure if a Job is Flexibly staffed.	No	Yes	No	Employees merit date is change to 12 months from the effective date.	No	Yes
Hours Change	Employees scheduled hours have changed.	No	No	No		No	No
Merit & Evaluation Regular/Limited Term	Employee received a Standard or better performance evaluation and is eligible to receive a merit (salary).	No	Yes	Yes		No	Yes
New Hire Regular or Limited Term	Newly hired employee that has NOT previously been employed by the County or District Attorney's Office.	Yes 6 Months from Date of Hire 9 Months for Social Caseworkers	Yes 6 Months from initial End of Probation 3 Months for Social Caseworkers	No	Employee receives a probationary review six months after hire, then is eligible for their first merit six months after the probationary review, i.e. first merit is 12 months after initial hire.	12 Months from Hire Date	Yes
Position Change NO Salary Change	Change in the employee's position, either ORG or Job Title. Changes in job title are for Transfers, same grade to same grade, there may be a pay change associated with a Transfer.	No	No	NO		No	No
Promotion	A current employee SUBMITS AN APPLICATION for an open position with a HIGHER RANGE, and is selected as the most qualified candidate. Example: Employee is currently a Payroll Technician II, there is a JOB POSTING for a Payroll Supervisor. The employee submits and application, interviews, and is selected.	Yes 6 Months from Date of Promotion 9 Months for Social Caseworkers	Yes 6 Months from initial End of Probation 3 Months for Social Caseworkers	Yes Unless they have been evaluated within 90 days.	Employee receives a probationary review six months after hire, then is eligible for their first merit six months after the probationary review, i.e. first merit is 12 months after initial hire.	12 Months from Date of Promotion	Yes

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Reclassification DOWN	The Compensation Specialist has reviewed and approved a change in classification of the current FTE from their grade to a LOWER grade. An official request is sent to HR to change a job. Example: Compensation Specialist is 'Reclassified' to a Human Resources Generalist.	No	No	No	Employees current merit date stays the same.	No	Yes
Reclassification UP	The Compensation Specialist has reviewed and approved a change in classification of the current FTE from their grade to a HIGHER grade. An official request is sent to HR to change a job. Example: Payroll Tech is 'Reclassified' to a Payroll Specialist.	No	Yes	No	Employees merit date is change to 12 months from the effective date.	No	Yes
Rehire Regular or Limited Term	Newly hired employee that HAS been previously employed (including as a temporary/seasonal employee) by the County or District Attorney's Office.	Yes 6 Months from Date of Rehire 9 Months for Social Caseworkers	Yes 6 Months from initial End of Probation 3 Months for Social Caseworkers	No	Employee receives a probationary review six months after hire, then is eligible for their first merit six months after the probationary review, i.e. first merit is 12 months after initial hire.	12 Months from Rehire Date	Yes
Second Assignment Regular or Limited Term	Employee is working in TWO DIFFERENT jobs.	Yes 6 Months from 2nd Assignment Start Date 9 Months if 2nd Assignment is for Social Caseworkers	Yes 6 Months from initial End of Probation 3 Months for Social Caseworkers	No	Employee receives a probationary review six months after hire, then is eligible for their first merit six months after the probationary review, i.e. first merit is 12 months after initial hire.	N/A	N/A
Temporary to Benefited Employee	A current Temporary or Seasonal status employee is changing position to a Regular or Limited Term position, may or may not be the same job title.	Yes 6 Months from Temp to Benefited Date 9 Months for Social Caseworkers	Yes 6 Months from initial End of Probation 3 Months for Social Caseworkers	No	Employee receives a probationary review six months after hire, then is eligible for their first merit six months after the probationary review, i.e. first merit is 12 months after initial hire.	12 Months from Temp to Benefited Date	Yes

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Transfer Voluntary	When an employee APPLIES for a job that has the same pay range and is selected for the new job.	Yes  6 Months from Transfer Date  9 Months for Social Caseworkers	Yes  6 Months from initial End of Probation  3 Months for Social Caseworkers	No	Employee receives a probationary review six months after hire, then is eligible for their first merit six months after the probationary review, i.e. first merit is 12 months after initial hire.	12 Months from Transfer Date	Yes
Send completed PAF's with supporting documents to: <a href="mailto:hr_paf@co.larimer.co.us">hr_paf@co.larimer.co.us</a> or <a href="mailto:hr_paf@larimer.org">hr_paf@larimer.org</a> Naming Convention: EE ID#_EE Last Name_PAF Action Type_PAF Action Effective Date						Some actions do not apply to the Sheriff's Step Pay Plan	