

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary and Middle School
Barre Town Middle and Elementary School
Spaulding High School and Central Vermont Career Center

Transfer/Change/Termination Process

Attach/Include with the Transfer/Change/Termination Notification Form
(submit complete packet electronically)

If Transfer/Change in Hours/Wages (Section 1)

- Fill out everything above Section 1 and select your Action
- Fill in Section 1 (Both Current and New Information)
- Complete your Name and Date

Submitting

- The fillable form below once completed can be saved as a PDF. Please name it in a manner so we know what it is and who it's for (e.g. Transfer - Doe, J.; Change - Doe, J.)
- Email completed form to the HR email - HR@buusd.org by attaching your saved PDF document to the email.. **Do not send paper copies through the pony.**

PLEASE NOTE: If only filling out Section 1 Include Page 2 when submitting as Central Office Verification Boxes are Needed.

If Termination/Resignation (Section 2)

- Fill out everything above Section 1 and select your Action
- Fill in Section 2
- Complete your Name and Date

Submitting

- The fillable form below once completed can be saved as a PDF. Please name it in a manner so we know what it is and who it's for (e.g. Termination - Doe, J.; Resignation - Doe, J.)
- Email completed form to the HR email - HR@buusd.org by attaching your saved PDF documents to the email.. **Do not send paper copies through the pony.**
- The email should include the fillable form and a copy of the resignation email/Letter

PLEASE NOTE: Emailed resignation notifications can be saved as a PDF by selecting print and choosing Adobe PDF in the printer selection. Select print and it will request you to name it and save it, choose your desktop.

BARRE UNIFIED UNION SCHOOL DISTRICT

(Please send both sides of this back-to-back form)

TRANSFER/CHANGE/TERMINATION NOTIFICATION FORM Complete and Submit to Central Office (please submit via email scan to hr@buusd.org)	Date Received by Central Office: <input type="text"/>
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Action (X all that apply):

Transfer Changes in Hours/Schedule Changes in Wages Termination
 Other

Name: Location:
Effective Date of Change: (Transfer-use the first day of the pay period if possible.)

Section 1: TRANSFER / CHANGE IN HOURS OR WAGES (Fill in both Current and New)

CURRENT:	
Current Position: <input type="text"/> <small>(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)</small>	Classification: <input type="text"/> <small>(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)</small>
Hours Per Day: <input type="text"/> Scheduled Hours: <input type="text"/> a.m. to <input type="text"/> p.m. FTE: <input type="text"/>	
Current Rate of Pay: <input type="text"/> Hourly-Non Exempt <input type="checkbox"/> or Salary- Exempt <input type="checkbox"/>	
Account Code: <input type="text"/>	
NEW:	
New Position: <input type="text"/> <small>(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)</small>	Classification: <input type="text"/> <small>(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)</small>
Hours Per Day: <input type="text"/> Scheduled Hours: <input type="text"/> a.m. to <input type="text"/> p.m. FTE: <input type="text"/>	
New Rate of Pay: <input type="text"/> Hourly-Non Exempt <input type="checkbox"/> or Salary-Exempt <input type="checkbox"/>	
Account Code: <input type="text"/>	
Administrator Approval: <input type="text"/>	
Date: <input type="text"/>	

Superintendent Approval on Reverse Side



Section 2: TERMINATION/RESIGNATION

Termination Type (X One): Voluntary Involuntary

(Involuntary termination requires pre-approval from the superintendent)

Reason: Last Day Worked:

Current Position: Classification:
(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.) (e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

Administrator Approval:

Date:

Please Attached Resignation Letter or Notice for involuntary terminations.

Email completed packet to the HR email - HR@buusd.org. Do not send a paper copies through the pony.

For Central Office Use Only:

Exit Interview Requested: Date By Whom?

Exit Interview Approval Signature Date

Superintendent Approval for Change in Employment Status or Termination:

Superintendent and/or HR Director Signature Date