

HAMBURG TOWNSHIP EMPLOYEE STATUS FORM

EMPLOYEE NAME: Marie McIntyre EFFECTIVE DATE: 4/13/26

POSITION: Clerk/Elections Assistant DEPARTMENT: Clerk

EMPLOYEE STATUS:

NEW HIRE CHANGE IN RATE CHANGE IN STATUS TERMINATION

CHANGE IN RATE OR STATUS DESCRIPTION:

REASON FOR TERMINATION:

RESIGNED LACK OF WORK DISMISSED TEMPORARY RETIRED UNAVAILABLE DECEASED

Terminated employee has returned all Township property to their Department Head: YES NO INITIALS: _____

EMPLOYEE TYPE:

FULL-TIME PART-TIME TEMPORARY

COMPENSATION:

PAY TYPE: HOURLY SALARY PER DIEM

STARTING RATE: 26.19 GRADE: 4 STEP: 4

PREVIOUS RATE: _____ GRADE: _____ STEP: _____

NEW RATE: _____ GRADE: _____ STEP: _____

PHONE STIPEND: n/a Requires Township Board approval

COMMENTS: (Please attach supporting documents)

40 hours of vacation time

TO BE COMPLETED BY THE TECHNOLOGY DEPARTMENT:

New hire has been granted computer and BS&A access: YES NO INITIALS: _____ Date: _____

Terminated employee has been removed from computer and BS&A access: YES NO INITIALS: _____ Date: _____

DEPARTMENT HEAD: _____ DATE: _____

HUMAN RESOURCES: _____ DATE: _____