



WOGAN MANAGEMENT

GREATER.

Employee Change of Status Form

Employee Name: _____
Address: _____

Phone Number: _____
Effective Date: _____

Instructions: Check the appropriate box and fill in the information below. Employee signs only if they initiate action or a payroll deduction is required. Supervisor signs in all cases.

- | | | |
|--|---|--|
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Review | <input type="checkbox"/> Promotion |
| <input type="checkbox"/> Benefit Change | <input type="checkbox"/> Adjustment | <input type="checkbox"/> Classification |
| <input type="checkbox"/> Address Change | <input type="checkbox"/> Payroll Deduction | <input type="checkbox"/> Leave of Absence |

EMPLOYMENT CHANGES:

New Title: _____

New Manager: _____

New Classification:

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time |
|------------------------------------|------------------------------------|

New Wage Rate: _____

Percentage Change: _____

New Status:

- | | |
|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Exempt | <input type="checkbox"/> Non Exempt |
|---------------------------------|-------------------------------------|

Instructions: _____

BENEFIT CHANGES:

Benefits Affected: N/A

- | | |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Life |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Simple IRA |

Manager's Signature: _____

Date: _____

Human Resource's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

Promotion Introductory Period: All newly promoted employees, regardless of employee status are required to complete a minimum ninety (90) introductory period from the date of promotion. This is a get acquainted period to help you decide if you are satisfied with your job and to help your supervisor evaluate your performance and compatibility with the job duties and skills required. During the introductory period, the employee may be terminated with or without corrective disciplinary action procedures. It is important to remember that an employee is not guaranteed employment for the entire Introductory Period. Equally important, completion of the Introductory Period does not guarantee your employment with the Company for any period thereafter.

We recognize that you retain the option, as does Wogan Group, of ending your employment with Wogan Group at any time, with or without notice and with or without cause. As such, your employment with Wogan Group is at will, and neither this letter nor any other oral or written representations may be considered a contract.