



the Business of
Opportunity
Building.

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Stephen C. Huntley,
Executive Director

**Community Action Agency
Serving Chicopee and Holyoke
and Surrounding Communities**

Energy Assistance

Nutrition

Early Education & Care

Youth Services

College Access

Adult Education

Senior Services

Housing

Money Management

Transportation

Preschool Enrichment Team

EMPLOYEE STATUS CHANGE

TO: HUMAN RESOURCES
FROM:
SUBJECT: EMPLOYEE STATUS CHANGE
DATE: _____

Name: _____ **Employee #:** _____
Department: _____

New Address (if applicable) _____
Number & Street: _____
City, State, Zip: _____
Phone: _____

Other Changes:

Salary:	From: _____	To: _____
Position & Position Code:	From: _____	To: _____
Status:	From: _____	To: _____
(FT, PT, Temp, Perm)		
Number of Hours:	From: _____	To: _____
Other:	From: _____	To: _____

Reason for Change:

Supervisor Signature: _____

Program Manage Signature: _____