|  |  |  |
| --- | --- | --- |
| ***SHARED SERVICES CENTRE USE ONLY - Initials / Date*** | **ADJUSTMENT FORM** | Derbyshire County Council logo in purple. |
| ***NI No.*** |  |
| ***SAP*** |  |
| ***Letter*** |  |
| ***Org*** |  | ***LG %*** |  |
|  |
| **If an employee is moving from a relief post to either an established or fixed term post the appropriate new appointment form needs to be completed** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee name** |  | **Employee no** |  |
| **School** |  | **School DfE no** |  |
| **Current job title** |  |

|  |
| --- |
| **Adjustment Details** |
| **Effective date** |  | **Does this initiate a change in job**  | **Yes / No** | **If yes, please complete the new job title & benchmark details (Single Status only)** |
|  |
| **New job title** |  |
| **Job family** |  | **Benchmark ref** |  | **JE points** |  |
|  |
|  | **Previous details** | **New details** |
| **Increase or decrease in hours**Non single status only - Please provide names & hours for pupil/s where Special Needs Teaching Assistants hours are changing.  |  |  |
| **Change to salary**Please indicate pay point & FTE salary  |  |  |
| **Change to weeks** |  |  |
| **Extension of existing fixed term contract**Please indicate dates and state reason below |  |  |
| **Change to personal details**  |  |  |
| **Other - specify** |  |  |
|  |
| **Full details of and/or reason for change –** Please also provide any instructions specific to your school |
| ***Please note – the cessation of any temporary contracts or variations will require the submission of the appropriate Leaver or Adjustment Form.*** |
| **Headteacher signature** |  | **Date** |  |
| **Please upload onto Perspective Lite or Sharepoint, alternatively return to:** **Traded Team, HR Services, County Hall, Derbyshire, Matlock, DE4 3AG**If you have any queries about completing this form, please email traded@derbyshire.gov.uk |