

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.50:</b>	<b>Change in Employee Status</b>
<b>REVISED:</b>	02/24/00; 01/28/09; 03/13; 3/28/16; Reviewed 06/18
<b>Governing Body Approval:</b>	03/28/13; 4/28/16; 07/02/18( <i>electronic vote</i> )

**PURPOSE:** To notify DMHAS Human Resource Services Bureau – Centralized Payroll Unit of change in employees’ work location, work hours and/or work schedule.

**SCOPE:** All CVH staff

**PROCEDURE:**

1. The immediate supervisor notifies, via email the Facility Human Resource Department representative of changes in employee status (i.e., work locations/assignment, change in schedule and/or work hours).
2. The Facility Human Resource Department will complete a Human Resource Information Management System (HRIMS) Processing Form and forward the form to the HRIMS Department for processing in the CORE-CT system. The HRIMS Department will notify the Centralized Payroll Unit of all changes.
3. Any schedule change needs to receive prior written approval from the Facility Human Resource Director and the DMHAS Director of Labor Relations.