**440 Resolution Request Form**

To request changes affecting classifications and/or positions within the Salary Ordinance No. 440, please complete this form in its entirety (you must complete a separate line for each classification you are requesting). Submit this form with the completed and signed Form 11 to the Human Resources Department. A 440 Resolution will be prepared and submitted with the completed Form 11 for approval to the Human Resources Director. Once approved, the Form 11 and Resolution will be forwarded accordingly.

When preparing your Form 11 for submittal, the **SUBJECT** and **RECOMMENDED** **MOTION** section ***must*** ***include*** the following language referencing the 440 Resolution that will be attached: ***“Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-\_\_\_\_\_ submitted herewith.”***

After the Resolution is prepared, Human Resources will assign and enter the Resolution Number on the Form 11.

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| **Type of Action** | **Job Code** | **+/-** | **No. of Positions** | **Dept ID No.** | **Dept. Name** | **Classification Title** | *DO NOT USE WITH 4(a)(ii) ACTIONS*  |
| ***From*****Salary Plan/Grade** | ***To*****Salary Plan/Grade** |
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| **Requested By:**       | **Contact Number:**       |

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| **Action Codes** | **Action** |
| **3(a)(iv)** | **Adds and/or deletes a classification within the Class & Salary Listing** |
| **3(c)(ii)** | **Adds and/or deletes a classification within Appendix I (straight-time over-time), Appendix II (At-Will) and/or Appendix III (Dept Head/Car Allowance)** |
| **4(a)(ii)** | **Adds and/or deletes positions within a Department** |
| **8(c)** | **Changes salary for existing classifications** |
| **1(o)** | **Reclassifies existing positions** |