



**ELKO COUNTY
HUMAN RESOURCES**
571 Idaho Street
Elko, NV 89801
775.738.4375

**CHANGE OF POSITION
DEPARTMENT TRANSFER OR
CHANGE OF HOURS AND/OR SALARY REQUEST**

Employee Name: _____

From: _____ To: _____
(Department Name) (Department Name)

(Department #) (Department #)

From: _____ To: _____
(Old Position Title) (New Position Title)

Job/Position #: From: _____ To: _____

Grade/Step From: _____ To: _____

Change in Pay Rate: From: _____ To: _____

Change in Hours: From: _____ To: _____

Effective Date of Change: _____

Next Review Date: _____

Department Head's Signature: _____

Date: _____

Human Resources Use: