

**OCEAN PARTNERS HOSPITALITY, LLLP  
CHANGE OF STATUS**

Employee Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Current Pay Rate \$ \_\_\_\_\_

**Type of Change (Check all that apply):**

\_\_\_\_\_ Change in pay:  
New rate: \$ \_\_\_\_\_ Effective date: \_\_\_\_\_  
Reason for change: \_\_\_\_\_

\_\_\_\_\_ Change in exemption status: *(circle new status)*  
Non-exempt/hourly                      Exempt/salaried

\_\_\_\_\_ Change in position:  
New position: \_\_\_\_\_  
New rate: \$ \_\_\_\_\_ Effective date: \_\_\_\_\_

\_\_\_\_\_ Change in job description (attach new job description)

\_\_\_\_\_ Change to: Part-time/Seasonal      Full-time *(circle new status)*

\_\_\_\_\_ New hire:  
Pay rate: \$ \_\_\_\_\_ Start date: \_\_\_\_\_

\_\_\_\_\_ Termination of employment                      Effective date: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager Signature

\_\_\_\_\_  
Date