

# Change of Status Form

**This form must be completed prior to craft rate change:**

**THE BELOW INFORMATION MUST BE COMPLETE OR THIS FORM WILL BE RETURNED.**

Name: (please print) \_\_\_\_\_

Employee ID#: \_\_\_\_\_

UNION: \_\_\_\_\_

JOB TYPE: \_\_\_\_\_

Existing Job Step: \_\_\_\_\_

NEW JOB STEP: \_\_\_\_\_

Existing Rate: \_\_\_\_\_

NEW RATE: \_\_\_\_\_

Permanent Change? \_\_\_\_\_

Effective Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Superintendent, General Foreman, or Foreman)

**This form is a Mandatory Requirement when a craft rate change occurs.**