

DfYHf]U`GYfj]Wg'DYfgcbbY`7\ Ub[Y`fDGD7L': cfa`

9a d`cmYY`BUa Y.` _____	Dcg]h]cb`Bi a VYf. _____
County/Department: _____	7]fW]h` _____

BYk`<]fYg`

Position Title: _____	8UhY`oZ9a d`cmā Ybh
Funding Source: Pretrial	DfcZYgg]cbU`LYj Y`.`
Previous Employment in IL Court Services	
: fca`.	Ht. _____
5bbi U`GU`Ufm	7ci bhm#8Ydh: _____ ; fUXY.` _____
	GH`d. _____

7\ Ub[Y`cZGHUhi g`

7\ Ub[Y`cZDcg]h]cb`

Previous Position` Original Hire Date: _____ Dcg]h]cb`H]hY.` _____ Dcg]h]cb`Bi a VYf.` _____ ; fUXY.` _____ GH`d.` _____ GU`Ufm` _____	New Position` Effective Date: _____ Position Title: _____ Position Number: _____ Grade: _____ Step: _____ Salary: _____
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Salary Adjustment

Contractual Agreement	%	Effective date: _____
Satisfactory Performance	%	New Annual: _____
Exceptional Performance	%	Salary Current: _____
Other (Identify): _____		Grade Current: _____
		Step New Grade: _____
		New Step: _____

Miscellaneous Changes

Termination/Resignation Date _____	
Vacation payout (upon termination) _____	
Unpaid Leave of Absence _____	
Name Change _____	From: _____ To: _____
Other: _____	Old: _____ New Name: _____

I certify that the information on this form is true and correct and that this personnel action is consistent with the requirements of the Pretrial Services Act, 725 ILCS 185.

CMO/Director _____	Date _____
Chief Judge _____	Date _____

PRETRIAL SERVICES PERSONNEL CHANGE (PSPC) FORM INSTRUCTIONS

This form is to provide OSPS with information for New Hires and Change of Status (i.e. transfers, promotions, salary adjustments, etc.). The form must be signed and dated by the department director, unless the change being reported affects the director, in which case the form must be signed by the Chief Judge or their designee.

NEW HIRES

If the new employee has previous experience in Illinois pretrial/court services, please identify the location and duration of their prior service in the space provided.

CHANGE OF STATUS

Change of Position, select one of the appropriate options provided. An example of “promotion within current level” would be a promotion from Pretrial Officer to Senior Pretrial Officer.

Previous and new position titles must be consistent with the coinciding position numbers/titles on the Approved Personnel List. Please provide the hire date on the appropriate line.

Salary Adjustment, this section must match a subsequent pay increase approved in the annual plan process, whether in your compensation plan, contract or other approved documentation. Please list current grades/steps or new grades/steps for each employee.

Miscellaneous Changes, “Termination/Resignation date” is the employee's last day on the job (not necessarily the employee's last day on payroll). Upon termination of employment payment for unused vacation leave shall be reimbursable up to a maximum of 30 days. Sick leave, personal days, and comp time are not reimbursable.

In any voucher period, when an employee's monthly salary is greater or less than their normal salary amount, please check “Other” and provide a detailed explanation on the bottom or back of the form. “Leave of absence” refers to unpaid leaves only.

Non-reimbursable items include overtime pay, on-call/extra duty pay, and shift differential.

The information on the PSPC form must match what is entered on the voucher for the appropriate month. If not, you may be contacted to revise or submit a corrected form.

For departments of 30 or more employees that will receive the exact same pay increase, you may submit an attachment to the PSPC form known as the PSPC Spreadsheet in addition to a summary PSPC form. On the original PSPC please indicate the County/Department and Circuit at the top of the form and indicate the type of pay increase for all employees in the Salary Adjustment section, along with appropriate signatures. Next complete a list of all employees who receive the increase including position number, name, grade/step, amount of increase and new salary on the PSPC Spreadsheet form using as many copies as necessary. The PSPC Spreadsheet will not be accepted for monthly step increases for a handful of employees, position changes, terminations, etc.

If questions arise concerning any information in the process of preparing the PSPC Form, PSPC Spreadsheet, or the reimbursement voucher, please contact the OSPS Compliance Officer your county/department is assigned.

All forms shall be uploaded to this [link](#) by the 15th of the month.