

Agency: \_\_\_\_\_ Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Person Completing Report: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

**REALLOCATION: CLASSIFIED POSITIONS**

<u>Date of Reallocation</u>	<u>From JFD, Code</u>	<u>To JFD, Code</u>	<u>Current Fiscal Year Incremental Cost</u>	<u>Next Fiscal Year Incremental Cost</u>	<u>Reason for Action</u>
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**Total Incremental Costs: \$ \_\_\_\_\_ \$ \_\_\_\_\_**

**Instructions:**

- 1) List all reallocations whether to a higher JFD level, lower JFD level or another JFD assigned to the same pay band.
- 2) In reporting incremental costs, provide the difference in the cost or savings resulting from action, as compared to the allocated funding of the position in the agency's budget work program.
- 3) Current Fiscal Year Incremental Cost: Provide the prorated incremental cost (excluding benefits) for the current fiscal year from the date of the personnel action to the end of the current fiscal year.
- 4) Next Fiscal Year Incremental Cost: Provide the incremental cost (excluding benefits) for the entire next fiscal year.
- 5) Reason For Action: Provide a brief statement describing why the action was taken.