

## **Civil Service Commission Meeting Agenda**

## Wednesday, November 3, 2021 4:30 PM

- 1) Call to Order
- 2) Roll Call of Members
- 3) Minutes From April 14, 2021 Meeting
  - A) April 14, 2021 Minutes
- 4) Unfinished Business

## 5) New Business - Changes

- A) Deana Gilmore, Police Department, Promotion from Step 2 to Step 3, from \$28.42/hour to \$32.72/hour, effective 3/6/2021
- B) Isaiah Austin, Water Department,, from Seasonal to Water Department Trainee Step 3, from \$15.00 /hour to \$17.23/hour, effective 5/24/2021
- C) Craig Yantko, Recreation Department, Service Worker, Promotion from Step 2 to Step 3, from \$15.76/hour to \$17.54/hour, effective 5/29/2021
- D) Adam Myers, Recreation Department, Grounds Maintenance Worker, Promotion from Step 2 to Step 3, from \$16.11/hour to \$19.06/hour, effective 6/10/2021
- E) Joshua Davis, Police Department, Police Officer, Promotion from Step 1 to Step 2, from \$27.86/hour to \$30.75/hour, effective 6/29/2021
- F) William Baisden, Service Department, EQ 1, Promotion from Step 5 to Step 6, from \$24.28/hour to \$27.07/hour, effective 6/29/2021
- G) Andrew Hursey, Service Department, EQ 1, Promotion from Step 5 to Step 6, from \$24.28/hour to \$27.07/hour, effective 7/16/2021
- H) Isaiah Austin, Water Department, from Water Department Trainee back to Seasonal, from \$17.23/hour to \$15.00/hour, effective 8/31/2021
- David Hrdlicka, Building Department, Code Enforcement and Fire Inspector, Promotion from Step 2 to Step 3, from \$29.98/hour to \$31.31/hour, effective 10/23/2021

#### 6) New Business - Appointments

A) Victoria Yang, Auditor Department Assistant Finance Director, Step 6, \$38.30/hour,

effective 7/7/2021

- B) Natalie Vawter, Mayor's Department, Executive Assistant to Mayor, Step 4, \$29.19/hour, effective 7/8/2021
- C) Angela O'Kelly, Auditor Department, Assistant Finance Director full time temporary, Step 6, \$38.30/hour, effective 10/4/2021

#### 7) New Business - Separations

- A) Deborah Maynard, Mayor's Department, Executive Assistant to Mayor, Removed effective 5/19/2021
- B) Jessica Withem, Auditor's Department, Assistant Finance Director, Resigned effective 6/4/2021
- C) Victoria Yang, Auditor's Department, Assistant Finance Director, Resigned effective 10/1/2021
- D) Ronald Anderson, Sewer Department, EQ II, Resigned effective 10/29/2021

#### 8) Adjourn



Amended Meeting Minutes Wednesday, April 14, 2021 5:00 pm

These minutes are intended to be interactive minutes, referencing video and audio recordings hosted at www.bexley.org. To view and listen to the context behind the decisions taken at this meeting, please visit

To view and listen to the context behind the decisions taken at this meeting, please visit www.bexley.org/meetings.

- ROLL CALL: Mr. Offenberg, Mr. Nathans, Ms. Appling Voting Members Present: John Offenberg, Lee Nathans Absent: Kim Appling Excused: Non-Voting Present: Bill Harvey, Ben Kessler
- 2) MINUTES:
  - A) Amended minutes from October 14, 2020 meeting

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

B) Minutes from January 13, 2021 meeting

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

## 3) NEW BUSINESS:

## A) Changes

1. Kyle Konicki, Service Dept, Transfer from Grounds Maintenance Worker Step 5 to EQ1 Step 6, from \$24.99/hour to \$27.07/hour, effective 1/11/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

2. Mellison Davis, Police Dept, Police Officer, Promotion from Step 3 to Step 4, from \$33.30/hour to \$36.60/hour, effective 1/26/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

3. Adam Ericson, Police Dept, Police Officer, Promotion from Step 4 to Step 5, from \$36.60/hour to \$46/hr, effective 1/27/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

4. Natalie Contosta-Mullin, Recreation Dept, Deputy Rec Director, Promotion from Step 1 to Step 2, from \$31.07/hour to \$33.22/hour, effective 2/20/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

5. Jessica Withem, Finance Dept, Asst Finance Director, Promotion from Step 2 to Step 3, from \$32.29/hour to \$33.79/hour, effective 2/22/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

6. Jordan Cavallaro, Service Dept, Executive Assistant, Promotion from Step 2 to Step 3, from \$23.88/hour to \$27.42/hour, effective 2/28/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

7. Katie Sarvas, Recreation Dept, Rec Supervisor Tier 1, Promotion from Step 2 to Step 3, from \$27.61/hour to \$29.34/hour, effective 3/2/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

 Ryan Crabtree, Service Dept, Auto Mechanic 1, Promotion from Step 5 to Step 6, from \$26.89/hour to \$28.94/hour, effective 3/12/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

9. Kyle Sprague, Service Dept, Transfer from Water Service Worker Step 6 to Right of Way Coordinator Step 3, from \$28.56/hour to \$34.05/hour, effective 4/5/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

#### **B)** Appointments

 Spencer Martin, Service Dept, Tree Maitenance Worker, Step 3, \$19.32/hour, effective 2/22/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

 Emily Perfect, Recreation Dept, Front Desk Operations, Step 1, \$17.25/hour, effective 3/29/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

 Sean Markos, Recreation Dept, Service Worker, Step 1, \$15.21/hour, effective 3/31/2021

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2-0 – passed.** FOR: Lee Nathans, John Offenberg AGAINST: None.

# Adjourn

Lee Nathans made a motion to Approve – Motion seconded by John Offenberg. **Vote 2 – 0 – passed** FOR: Lee Nathans, John Offenberg AGAINST: None.

|   |            | -                       | TY OF BEXLEY                  |   |                      |                   | <ul> <li>□ NEW EMPLOYEE</li> <li>☑ CHANGE</li> <li>EFFECTIVE DATE: 3/6/2021</li> </ul> |                                 |  |  |
|---|------------|-------------------------|-------------------------------|---|----------------------|-------------------|--|---------------------------------|--|--|
|   |            | PERSO                   | NNEL ACTION FOR               | M                                       |                      |                   |  | TE. 2/6/2021                    |  |  |
| <u>NAME:</u> Deana Gilmo<br>ADDRESS     | re         |                         |                               |   |                      |                   | EFFECTIVE DA   | <u>IIE:</u> 3/6/2021            |  |  |
| FROM:                                   |            |                         |                               |   | TO:                  |                   |  |                                 |  |  |
| PAYROLL NUMBER                          | <u>SEX</u> | DOB                     | PRIOR SERVICE                 |   | PRIOR SICK           | LEAVE             | <b>EDUCATION</b>   |                                 |  |  |
|   |            |                         |                               |   |                      |                   | YEARS:<br>MAJOR:   | DEGREE:                         |  |  |
| DEPARTMENT, UNIT                        | FRON       | Л:                      |                               |   |                      |                   | MAJOR.   |                                 |  |  |
| OR OFFICE                               | TO:        |                         |                               |   |                      |                   |  |                                 |  |  |
| CLASS FROM:                             |            |                         |                               | CLASS I                                 | NUMBER               | FROM:             |  |                                 |  |  |
| TITLE TO:<br>FROM:                      |            |                         |                               |   | FROM:                | TO:<br>2          | FROM   | M: 28.42                        |  |  |
| RANGE TO:                               |            |                         |                               | <u>STEP</u>                             | TO:                  | 3                 | RATE TO:   | 32.72                           |  |  |
| APPOINTMENT                             | Г          |                         | CHANGE                        | SEPA                                    | ARATION              | INT               | ERRUPTION  | REINSTATEMENT                   |  |  |
| □ 1 – EMERGENCY<br>Ends:                |            | □ 1 – PF                | ROMOTIONAL                    | 🗆 1 – RET                               | TIRED                | □ 1 – M           | ILITARY LEAVE  | □ 1 – FROM SEPARATION           |  |  |
| 2 – FULL TIME (Perma<br>or Provisional) | anent      | 🗆 2 – DE                | EMOTION                       | □ 2 – DIS<br>RET                        | ABILITY<br>TREMENT   | 🗆 2 – PE          | RSONAL LEAVE   | □ 2 – FROM<br>INTERRUPTION      |  |  |
| □ 3 – FULL TIME (Temp                   | orary)     | 🗆 3 – LA                | TERAL CLASS.                  | □ 3 – DE0                               |                      | 🗆 3 - SU          | SPENSION   | □ 3 – BY CIVIL SERVICE<br>ORDER |  |  |
| 🗖 4 – PART TIME (Perm                   | anent)     |                         | ANSFER WITHIN<br>PT.          | 🗆 4 – REM                               | NOVED                | 🗆 4 – DI          | SABILITY   | □ 4 – BY COURT ORDER            |  |  |
| 🗖 5 – PART TIME (Temp                   | oorary)    |                         | ANSFER BETWEEN<br>PTS.        | □ 5 – PR(                               | DBATIONARY           | 🗆 5 – SE          | ASONAL END   | 5 – RESCIND<br>SEPARATION       |  |  |
| □ 6 – PART TIME (Seaso<br>TO            |            |                         | VIL SERVICE<br>ATUS           | 🗆 6 – LAI                               | D OFF                | □ 6 – M           | ATERNITY   |                                 |  |  |
| □ 7 – APPOINTMENT D/<br>CORRECTED       | □ 7 – N/   | AME                     | □ 7 – UN                      | CLASSIFIED                              | 🗆 7 – EC             | DUCATIONAL        |  |                                 |  |  |
| 🗆 8 – INTERIM                           | -          | PPOINTMENT<br>IANGE TO: | □ 8 – OT<br>(see              | HER<br>e remarks)                       | □ 8 – SIO<br>END DAT | CK LEAVE<br>FE:   |  |                                 |  |  |
| □ 9 – OTHER<br>                         |            | □ 9 – RA                | ATE                           | □ 9 – CAI<br>APF                        | NCEL<br>POINTMENT    | 9 – VA<br>END DAT | ACATION LEAVE  |                                 |  |  |
|   |            | □ 10 – F                | REASSIGNMENT                  |   |                      |                   |  |                                 |  |  |
|   |            | □ 11 – F                | OSITION NUMBER                |   |                      |                   |  |                                 |  |  |
|   |            |                         |                               |   |                      |                   |  |                                 |  |  |
|   |            |                         | see remarks)<br>MP WORK LEAVE |   |                      |                   |  |                                 |  |  |
|   |            | -                       | JUSTMENT                      |   |                      |                   |  |                                 |  |  |
|   |            | □ 14 - 0                | CORRECTION OF:                |   |                      |                   |  |                                 |  |  |
| DATE LAST PROMOTE                       | ED:        |                         | DATE CONTINUO                 | US SERVIC                               | <u>:E:</u>           |                   |  | CERTIFICATION #:                |  |  |
| BUDGETED HOURS                          |            |                         | REMARKS:                      |   |                      |                   |  | 1                               |  |  |
| APPROVAL (                              | OF APP     |                         | UTHORITY                      |   |                      | <u>CIVIL SE</u>   |  | SION                            |  |  |
|   |            |                         |                               |   | PROVED CERT          | IFICATION         |  |                                 |  |  |
| SIGNATURE:<br>RELI                      | EASING     | AUTHORI                 | DATE:<br>TY:                  | APPROVED CERTIFICATION      DISAPPROVED |                      |                   |  |                                 |  |  |
| SIGNATURE:                              |            |                         | DATE:                         | SIGNATURE:                              |                      |                   | DATE:  |                                 |  |  |
|   | o Civil    | Service Co              | mmission; Copies to           | Employee                                |                      |                   |  | partment Head                   |  |  |

| ORIGINAL TO CIVIL SERVICE  | RELEASING AUTHORITY         | APPROVAL OF APPOINTING AUTH                                       |         | CERTIFICATION NO BU | PRIOR SERVICE PRIOR SICK LEAVE |   |                      | 9 - OTHER   | 8 – INTERIM          |          |                                    | 6 – PART TIME (Seasonal) | 5 - PART TIME (Temporary)         | 4 – PART TIME (Permanent) | 3 – FULL TIME (Temporary) | 2 - FULL TIME (Permanent or | 1 - EMERGENCY<br>Ends:                               | APPOINTMENT  | To: To: | Fromiwater both. Trainer From: | Month: Date: Vear: From $A' = A'$   |     | ADDRESS         | To:      | From: JSAIDL AUSTIL            | PERSONNEL ACTION FORM     |     |
|--|-----------------------------|---|---------|---------------------|--------------------------------|---|----------------------|---|----------------------|----------|------------------------------------|--------------------------|-----------------------------------|---------------------------|---------------------------|-----------------------------|--|--------------|---------|--------------------------------|-------------------------------------|-----|-----------------|----------|--------------------------------|---------------------------|-----|
| ORIGINAL TO CIVIL SERVICE COMMISSION; COPIES TO: Employee personnel file; Auditor/Treasurer; Department Head | DATE                        | DATE  | NowHire | BUDGETED HOURS      | < LEAVE DATE LAST PROMOTED     |   | - 14 - CORRECTION OF | <ul> <li>12 – OTHER (see remarks)</li> <li>13 – TEMPORARY WORK</li> </ul> |                      | 9 - RATE | ĩ                                  | B - APPOINTMENT          | σ                                 | ) (J                      | n f                       | ω<br>I                      | 2 - DEMOTIONAL                                       | CHANGE       |         | n:                             | PAYROLL NUMBER SOCI<br>From:<br>To: |     |                 | 1        |                                | DEPARTME<br>From:         |     |
| mployee personnel file   | EXEC. SEC                   | CIVIL SE  |         |                     | PROMOTED                       |   |                      | (K <sup>i</sup> s)  | لر                   |          | APPOINT                            | rem:                     |                                   |                           | 5 - REMOVED               | 4 -                         | <ul><li>2 - RETIRED</li><li>3 - DISABILITY</li></ul> | SEPARATION   |         | RANGE                          | SOCIAL SECURITY NO.                 | To: | רודי ג<br>From: | Month    | ×                              | DEPARTMENT UNIT OR OFFICE |     |
| ; Auditor/Treasurer; De  | EXEC. SEC. CIV. SERV. COMM. | CIVIL SERVICE COMMISSION<br>APPROVED CERTIFICATION<br>DISAPPROVED |         |                     | DATE CONTINU                   | 5-  | ,<br>,               | 2-  |                      |          |                                    | OTHER (see<br>remarks)   |                                   |                           |                           | 1                           |  |              |         | い<br>STEP<br>よ                 | WOF<br>From:<br>To:                 | To; | SŢ,<br>From:    | Day Year | DATE OF BIRTH                  | CE<br>To:                 |     |
| spartment Head   | DATE                        |   |         |                     | DATE CONTINUOUS SERVICE        | <ul> <li>3 - BY CIVIL SERVICE</li> <li>4 - BY COURT ORDER</li> <li>5 - RESCIND</li> <li>SEPARATION</li> </ul> | INTERRUPTION         | 2 - FROM  | <b>REINSTATEMENT</b> |          | 9 – VACATION LEAVE<br>ending date: | ending date:             | 7 - EDUCATIONAL<br>8 - SICK LEAVE | 6 - MATERNITY             | 4 - DISABILITY            | LEAVE<br>3 - SUSPENSION     | 1 - MILITARY LEAVE<br>2 - PERSONAL                   | INTERRUPTION |         | RATE                           | WORK UNIT                           | To: | From:           |          | EDUCATION<br>Yrs. Degree Major |                           | 366 |

| PERSONNEL ACTION FORM   | M DEP/<br>From: REC DEPT   | ARTMENT L   | JNIT OR C  | DFFICE<br>To:  |                    |  |  |   |
|---|--|---|--|--|--------------------|--|--|---|
| From: CRAIG YANTKO  | ME   | SEX   |  | DATE OF BIR  | ТН                 |  | CATIO  |   |
| To:   |  |   | Month  | Day  | Yees               | Yrs. D   | egreo  | Major                                       |
|   | RESS   |   | CITY   | Day  | Year<br>ST         |  |  |   |
| From:<br>To:  |  | From:   |  | From:  | 51                 | From:  | ZIP  |   |
| EFFECTIVE DATE  | PAYROLL NUMBER   | To:   |  | To;  |                    | To:  |  |   |
| Month: Date: Year:<br>5/29/2021   | From:<br>To:   | SOCIAL SE   |  | D.   | WO<br>From:<br>To: | RK UNIT  |  |   |
| CLASS TITLE<br>From: SERVICE WORKER   | CLASS NUMBER<br>From:  | RANG  | e 2  | STEP   | \$                 | к.<br>15.76/hr   | ATE  |   |
| То:   | То:  |   | 3  |  | \$                 | 517.54/hr  |  |   |
| APPOINTMENT   | CHANGE   |   | SEP  | ARATION  | I                  | NTERRU   | ΡΤΙΟ   | N   |
| <ul> <li>1 - EMERGENCY<br/>Ends:</li> <li>2 - FULL TIME (Permanen<br/>provisional)</li> <li>3 - FULL TIME (Temporar)</li> <li>4 - PART TIME (Temporar)</li> <li>4 - PART TIME (Permaner)</li> <li>5 - PART TIME (Temporar)</li> <li>6 - PART TIME (Seasonal)</li> <li>to</li> <li>7 - APPOINTMENT DATE<br/>CORRECTED</li> <li>8 - INTERIM</li> <li>9 - OTHER</li> </ul> | <ul> <li>4 TRANSFER M<br/>DEPARTMEN</li> <li>5 TRANSFER M<br/>DEPARTMEN</li> <li>6 - CIVIL SERVIC<br/>STATUS</li> <li>7 - NAME</li> <li>8 APPOINTMEI<br/>CHANGE TO</li> <li>9 - RATE</li> <li>10 - REASSIGNME</li> <li>11 POSITION NU</li> <li>12 - OTHER (see</li> <li>13 - TEMPORARY<br/>LEAVE ADJUS</li> <li>14 CORRECTION</li> </ul> | ASS,<br>WITHIN<br>NT<br>BETWEEN<br>NTS<br>CE<br>NT<br>IMBER<br>remarks)<br>WORK<br>STMENT | 3 - C<br>R<br>4 - C<br>5 - F<br>6 - P<br>7 - L<br>8 - U<br>9 - C | ETIRED<br>DISABILITY<br>EETIREMENT<br>DECEASED<br>ROBATIONA<br>AID OFF<br>INCLASSIFIE<br>DTHER (see<br>remarks)<br>ANCEL<br>PPOINTMENT |                    | <ol> <li>MILITA</li> <li>PERSC<br/>LEAVE</li> <li>SUSPE</li> <li>SUSPE</li> <li>DISABI</li> <li>SEASC</li> <li>MATER</li> <li>EDUCA</li> <li>SICK L<br/>ending of</li> <li>VACAT<br/>ending of</li> <li>VACAT</li> <li>SICK L<br/>ending of</li> <li>FROM SE</li> <li>FROM SE</li> <li>FROM<br/>INTERRUF</li> <li>BY CIVIL S</li> <li>BY COUR'</li> <li>RESCIND<br/>SEPARAT</li> </ol> | ENSIONAL<br>ENSIONAL E<br>ENITY<br>ATIONA<br>EAVE<br>date:<br>ION LI<br>date:<br>EMEN<br>PARA<br>PTION<br>SERVIU | N<br>END<br>AL<br>EAVE<br><u>NT</u><br>TION |
|   |  | AST PROMO   | IED  | DAI  | E CONTINU          | JOUS SERV  | /ICE   |   |
| CERTIFICATION NO  | BUDGETED HOURS   |   |  |  |                    |  |  |   |
| REMARKS: STEP INCF  | REASE PER AFS  | SCME C  | CONTI  | RACT   |                    |  |  |   |
| APPROVAL OF APPOINTING AU   | DATE   |   |  | IVIL SERVIC<br>VED CERTII<br>ROVED   | = =                | ION  |  |   |
| RELEASING AUTHORITY   | DATE   | -   | EXEC S   | EC CIV SER   | V COMM.            | DA.  | TE   |   |
| ORIGINAL TO CIVIL SERV  | ICE COMMISSION: COPIES 1   | TO: Employee  | personnel  | file: Auditor/Tr   | easurer; Der       | oartment He  | ad   |   |

| PERSONNEL ACTION FORM   | M DEP/<br>From: REC DEPT   | ARTMENT L   | JNIT OR C  | DFFICE<br>To:  |                    |  |  |   |
|---|--|---|--|--|--------------------|--|--|---|
| From: CRAIG YANTKO  | ME   | SEX   |  | DATE OF BIR  | ТН                 |  | CATIO  |   |
| To:   |  |   | Month  | Day  | Yees               | Yrs. D   | egreo  | Major                                       |
|   | RESS   |   | CITY   | Day  | Year<br>ST         |  |  |   |
| From:<br>To:  |  | From:   |  | From:  | 51                 | From:  | ZIP  |   |
| EFFECTIVE DATE  | PAYROLL NUMBER   | To:   |  | To;  |                    | To:  |  |   |
| Month: Date: Year:<br>5/29/2021   | From:<br>To:   | SOCIAL SE   |  | D.   | WO<br>From:<br>To: | RK UNIT  |  |   |
| CLASS TITLE<br>From: SERVICE WORKER   | CLASS NUMBER<br>From:  | RANG  | e 2  | STEP   | \$                 | к.<br>15.76/hr   | ATE  |   |
| То:   | То:  |   | 3  |  | \$                 | 517.54/hr  |  |   |
| APPOINTMENT   | CHANGE   |   | SEP  | ARATION  | I                  | NTERRU   | ΡΤΙΟ   | N   |
| <ul> <li>1 - EMERGENCY<br/>Ends:</li> <li>2 - FULL TIME (Permanen<br/>provisional)</li> <li>3 - FULL TIME (Temporar)</li> <li>4 - PART TIME (Temporar)</li> <li>4 - PART TIME (Permaner)</li> <li>5 - PART TIME (Temporar)</li> <li>6 - PART TIME (Seasonal)</li> <li>to</li> <li>7 - APPOINTMENT DATE<br/>CORRECTED</li> <li>8 - INTERIM</li> <li>9 - OTHER</li> </ul> | <ul> <li>4 TRANSFER M<br/>DEPARTMEN</li> <li>5 TRANSFER M<br/>DEPARTMEN</li> <li>6 - CIVIL SERVIC<br/>STATUS</li> <li>7 - NAME</li> <li>8 APPOINTMEI<br/>CHANGE TO</li> <li>9 - RATE</li> <li>10 - REASSIGNME</li> <li>11 POSITION NU</li> <li>12 - OTHER (see</li> <li>13 - TEMPORARY<br/>LEAVE ADJUS</li> <li>14 CORRECTION</li> </ul> | ASS,<br>WITHIN<br>NT<br>BETWEEN<br>NTS<br>CE<br>NT<br>IMBER<br>remarks)<br>WORK<br>STMENT | 3 - C<br>R<br>4 - C<br>5 - F<br>6 - P<br>7 - L<br>8 - U<br>9 - C | ETIRED<br>DISABILITY<br>EETIREMENT<br>DECEASED<br>ROBATIONA<br>AID OFF<br>INCLASSIFIE<br>DTHER (see<br>remarks)<br>ANCEL<br>PPOINTMENT |                    | <ol> <li>MILITA</li> <li>PERSC<br/>LEAVE</li> <li>SUSPE</li> <li>SUSPE</li> <li>DISABI</li> <li>SEASC</li> <li>MATER</li> <li>EDUCA</li> <li>SICK L<br/>ending of</li> <li>VACAT<br/>ending of</li> <li>VACAT</li> <li>SICK L<br/>ending of</li> <li>FROM SE</li> <li>FROM SE</li> <li>FROM<br/>INTERRUF</li> <li>BY CIVIL S</li> <li>BY COUR'</li> <li>RESCIND<br/>SEPARAT</li> </ol> | ENSIONAL<br>ENSIONAL E<br>ENITY<br>ATIONA<br>EAVE<br>date:<br>ION LI<br>date:<br>EMEN<br>PARA<br>PTION<br>SERVIU | N<br>END<br>AL<br>EAVE<br><u>NT</u><br>TION |
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| CERTIFICATION NO  | BUDGETED HOURS   |   |  |  |                    |  |  |   |
| REMARKS: STEP INCF  | REASE PER AFS  | SCME C  | CONTI  | RACT   |                    |  |  |   |
| APPROVAL OF APPOINTING AU   | DATE   |   |  | IVIL SERVIC<br>VED CERTII<br>ROVED   | = =                | ION  |  |   |
| RELEASING AUTHORITY   | DATE   | -   | EXEC S   | EC CIV SER   | V COMM.            | DA.  | TE   |   |
| ORIGINAL TO CIVIL SERV  | ICE COMMISSION: COPIES 1   | TO: Employee  | personnel  | file, Auditor/Tr   | easurer; Der       | oartment He  | ad   |   |

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|---|----------------|------------|-----------------------------|-------------------|--------------------|--------------|------------------|---------------------------|--|--|--|
|   |                |            | CITY OF BEXLEY              | DNA               |                    |              |                  |                           |  |  |  |
| NAME: Joshua Davis                        |                | PERSU      | NNEL ACTION FO              | RIM               |                    |              |                  |                           |  |  |  |
| ADDRESS                                   |                |            |                             |                   |                    |              | EFFECTIVE D      | <u>ATE:</u> 06/29/2021    |  |  |  |
| FROM:                                     |                |            |                             |                   | TO:                |              |                  |                           |  |  |  |
| PAYROLL NUMBER                            | <u>SEX</u>     | DOB        | PRIOR SERVICE               |                   | PRIOR SICK         | LEAVE        | EDUCATION        |                           |  |  |  |
|   | 5001           |            |                             |                   |                    |              | YEARS:<br>MAJOR: | DEGREE:                   |  |  |  |
| DEPARTMENT, UNIT<br>OR OFFICE             | FROM<br>TO:    | И:<br>     |                             |                   |                    |              |                  |                           |  |  |  |
| CLASS FROM:                               | 10.            |            |                             |                   |                    | FROM:        |                  |                           |  |  |  |
| TITLE TO:                                 |                |            |                             | CLASS I           | NUMBER             | TO:          |                  |                           |  |  |  |
| RANGE FROM: 57,9<br>TO: 63,9              | 47.76<br>60.00 |            |                             | <u>STEP</u>       | FROM:<br>TO:       | 1 2          | RATE FRO         | M: 27.86<br>30.75         |  |  |  |
| APPOINTMENT                               | 可能能            |            | CHANGE                      | SEPA              | RATION             | INTE         | RRUPTION         | REINSTATEMENT             |  |  |  |
| □ 1 – EMERGENCY<br>Ends:                  |                | □ 1 – P    | ROMOTIONAL                  | 🗆 1 – RET         | IRED               | □ 1 – MI     | ILITARY LEAVE    | □ 1 – FROM SEPARATION     |  |  |  |
| □ 2 – FULL TIME (Perma<br>or Provisional) | nent           | □ 2 – D    | EMOTION                     | 2 – DISA          | ABILITY<br>IREMENT | 🗆 2 – PE     | RSONAL LEAVE     | 2 – FROM                  |  |  |  |
| 🗆 3 – FULL TIME (Tempo                    | orary)         | □ 3 – L4   | ATERAL CLASS.               | □ 3 – DEC         |                    | 🗆 3 - SUS    | SPENSION         | ORDER                     |  |  |  |
| 🗆 4 – PART TIME (Perma                    | inent)         |            | ANSFER WITHIN               | 🗆 4 – REN         | IOVED              | 🗆 4 – DIS    | SABILITY         | □ 4 – BY COURT ORDER      |  |  |  |
| □ 5 – PART TIME (Tempo                    | orary)         |            | ANSFER BETWEEN              | □ 5 – PRO         | BATIONARY          | 🗆 5 – SEA    | ASONAL END       | 5 – RESCIND<br>SEPARATION |  |  |  |
| □ 6 – PART TIME (Season<br>TO             | nal)           |            | VIL SERVICE<br>ATUS         | 0 6 – LAID        | OFF                | □ 6 – MA     | TERNITY          |                           |  |  |  |
| CORRECTED                                 |                | □ 7 – N4   | AME                         | 🗆 7 – UNC         | LASSIFIED          | 07-ED        | UCATIONAL        |                           |  |  |  |
|   |                |            | POINTMENT<br>ANGE TO:       | □ 8 – OTH<br>(see | ER<br>remarks)     | B – SIC      |                  |                           |  |  |  |
| ] 9 – OTHER                               |                | □ 9 – RA   | ТЕ                          | 9 – CAN<br>APPC   | CEL<br>DINTMENT    | 9 – VAG      | CATION LEAVE     |                           |  |  |  |
|   |                | □ 10 – R   | EASSIGNMENT                 |                   |                    |              |                  |                           |  |  |  |
|   |                | 🗆 11 – P   | OSITION NUMBER              |                   |                    |              |                  |                           |  |  |  |
|   |                | □ 12 - 0   | THER:                       |                   |                    |              |                  |                           |  |  |  |
|   |                |            | ee remarks)                 |                   |                    |              |                  |                           |  |  |  |
|   |                |            | MP WORK LEAVE               |                   |                    |              |                  |                           |  |  |  |
|   |                |            | ORRECTION OF:               |                   |                    |              |                  |                           |  |  |  |
| ATE LAST PROMOTED                         | <u>):</u>      |            | DATE CONTINUO               | US SERVICE        | :                  |              |                  | CERTIFICATION #:          |  |  |  |
| UDGETED HOURS                             |                |            | REMARKS:                    |                   |                    |              |                  |                           |  |  |  |
| APPROVAL OF                               | APPO           | INTING A   | UTHORITY                    |                   |                    | CIVIL SER    | VICE COMMISS     | ION                       |  |  |  |
| GNATURE                                   |                |            | DATE                        |                   | OVED CERTIF        |              |                  |                           |  |  |  |
| GNATURE:<br>RELEA                         | SING           | UTHORIT    | DATE:                       | _                 |                    |              |                  |                           |  |  |  |
|   | .5.110 A       | SHORI      |                             |                   | PPROVED            |              |                  |                           |  |  |  |
| GNATURE:                                  |                |            | DATE                        | SIGNATU           | JRE:               |              |                  | DATE:                     |  |  |  |
|   | Civil Ca       | nuico Carr | DATE:<br>mission; Copies to | Funnal and a      | EXECUTIV           | E SEC. CIVIL | SERVICE COMM.    |                           |  |  |  |

| partment Head  |  | o Employee Personnel Fi  | Original to Civil Service Commission; Copies to Employee Personnel File; Auditor/Treasurer; De                               | Original to Civil S   |
|--|--|--|--|---|
|  |  | EXECUTIVE  | 1/1/20   | Junione /4/ /Sad  |
| DATE   |  | DISAPPROVED  | RELEASING AUTHORITY:   | SIGNATURE: RELEASING  |
|  |  | APPROVED CERTIFICATION   | DATE:<br>7/17/21   | SIGNATURE:  |
| SION   | CIVIL SERVICE COMMISS                    | 11010  |  | APPROVAL OF APPOINTING AUTHORITY  |
| -  |  | to incloss   | REMARKS: SHO   | BUDGETED HOURS  |
| CERTIFICATION #:   |  | US SERVICE:  | DATE CONTINUOUS SERVICE:   | DATE LAST PROMOTED:   |
|  |  | tp Increase  | <ul> <li>12 - OTHER: - See remarks)</li> <li>13- TEMP WORK LEAVE</li> <li>ADJUSTMENT</li> <li>14 - CORRECTION OF:</li> </ul> |   |
|  |  |  | □ 11 - POSITION NUMBER   |   |
|  |  |  | 10 – REASSIGNMENT  |   |
|  | 9 - VACATION LEAVE<br>END DATE:          | 9 - CANCEL<br>APPOINTMENT  | 0 9 - RATE   | D 9 – OTHER   |
|  | □ 8 – SICK LEAVE<br>END DATE:            | □ 8 – OTHER<br>(see remarks)   | 8 – APPOINTMENT<br>CHANGE TO:  | 🗆 8 – INTERIM   |
|  | 7 EDUCATIONAL                            | 7 – UNCLASSIFIED   | □ 7 – NAME   | □ 7 APPOINTMENT DATE<br>CORRECTED   |
|  | □ 6 – MATERNITY                          | G LAID OFF   | G – CIVIL SERVICE<br>STATUS  | G – PART TIME (Seasonal)  |
| □ 5 – RESCIND<br>SEPARATION                                  | 🗆 5 – SEASONAL END                       | □ 5 – PROBATIONARY   | 5 – TRANSFER BETWEEN<br>DEPTS.   | 5 - PART TIME (Temporary)   |
| □ 4 – BY COURT ORDER   | 🗆 4 – DISABILITY                         | 🗆 4 – REMOVED  | 4 – TRANSFER WITHIN<br>DEPT.   | 4 – PART TIME (Permanent)   |
| 2 - FROM     INTERRUPTION     3 - BY CIVIL SERVICE     ORDER | □ 2 – PERSONAL LEAVE<br>□ 3 - SUSPENSION | <ul> <li>2 - DISABILITY</li> <li>RETIREMENT</li> <li>3 - DECEASED</li> </ul> | <ul> <li>2 - DEMOTION</li> <li>3 - LATERAL CLASS.</li> </ul>   | <ul> <li>2 - FULL TIME (Permanent<br/>or Provisional)</li> <li>3 - FULL TIME (Temporary)</li> </ul> |
| 1 - FROM SEPARATION  | 🗆 1 MILITARY LEAVE                       | 1 – RETIRED  | 1  | 1   |
| REINSTATEMENT  | INTERRUPTION                             | SEPARATION   | CHANGE   | APPOINTMENT   |
| 27.  | RATE FROM:                               | STEP FROM:<br>TO:  | 6 4  | RANGE TO: Strp S  |
| # nu 28  | FROM:<br>TO:                             | CLASS NUMBER   |  | ្រ  |
|  |  |  |  | DEPARTMENT, UNIT FROM:<br>OR OFFICE TO:   |
| DEGREE   | LEAVE EDUCATION<br>YEARS:<br>MAJOR:      | PRIOR SICK LEAVE   | DOB PRIOR SERVICE  | PAYROLL NUMBER SEX  |
|  |  | TO:  |  |   |
| TE: U-29-2021  | EFFECTIVE DATE:                          |  | No.  | NAME: Will Baisdon  |
| LOYEE  | CHANGE                                   | Ξ  | CITY OF BEXLEY<br>PERSONNEL ACTION FORM  |   |
| -  |  |  |  |   |

| ORIGINAL TO CIVIL SERVI  | APPROVAL OF APPOINTING AUT   | REMARKS: | CERTIFICATION NO | PRIOR SERVICE PRIOR SI  |   | 9 - OTHER                | 8 - INTERIM          | 7 - APPOINTMENT DATE<br>CORRECTED  | 6 – PART TIME (Seasonal) | 5 – PART TIME (Temporary)   | 4<br>I                                | <ul> <li>2 – FULL TIME (Permanent or provisional)</li> <li>3 – FULL TIME (Temporary)</li> </ul> | _ <u>→</u>   | APPOINTMENT  | To: EQ1 | CLASS TITLE  | Month: Date: Year:<br>7/16/2021 |     | From: ADDRESS | To:                    | From: A NAME         | PERSONNEL ACTION FORM |
|--|--|----------|------------------|-------------------------|---|--------------------------|----------------------|------------------------------------|--------------------------|-----------------------------|---------------------------------------|---|--|--------------|---------|--------------|---------------------------------|-----|---------------|------------------------|----------------------|-----------------------|
| ORIGINAL TO CIVIL SERVICE COMMISSION; COPIES TO: Employee personnel file; Auditor/Treasurer; Department Head | AUTHORITY 7/29/21<br>DATE<br>7/29/21<br>DATE   |          | BUDGETED HOURS   | PRIOR SICK LEAVE DATE L | Step inclease   | _ ' '                    |                      | 9-RATE                             | <b>0</b><br>8 - 7 -      | 6 – CIVIL SERVICE<br>STATUS | D 5 – TRANSFER BETWEEN<br>DEPARTMENTS | +12   | 2 0 0<br>2 2 -1<br>2 -   | CHANGE       | To:     | CLASS NUMBER | PAYROLL NUMBER<br>From:<br>To:  |     | SS            |                        | E From: Service      | DEPA                  |
| O: Employee perso  |  |          |                  | LAST PROMOTED           |   | emarks)<br>WORK<br>TMENT | MBER                 |                                    |                          |                             | WEEN                                  |   |  |              |         | RANGE        | SOCIAL SECURITY NO.             | To: | CITY<br>From: | Month                  | SEX                  | DEPARTMENT UNIT O     |
| nnel file; Auditor/Treas   | CIVIL SERVICE COMMISSION<br>APPROVED CERTIFICATION<br>DISAPPROVED<br>EXEC. SEC. CIV. SERV. COMM. |          |                  | DATE C                  |   |                          |                      | APPOINTMENT                        | 1                        | 7 - LAID OFF                | - PROBATIONARY                        | 4 - DECEASED<br>5 - REMOVED   | 2 - RETIRED<br>3 - DISABILITY<br>RETIREMENT                                  | SEPARATION   | 6       | 5 STEP       | Y NO.                           | То; | From:         | Day                    | To:<br>DATE OF BIRTH | UNIT OR OFFICE        |
| surer; Department Head   | OMMISSION<br>ATION<br>COMM. DATE   |          |                  | CONTINUOUS SERVICE      | 3 - BY CIVIL SERVICE<br>4 - BY COURT ORDER<br>5 - RESCIND<br>SEPARATION | 2 - FROM<br>INTERRUPTION | <b>REINSTATEMENT</b> | 9 – VACATION LEAVE<br>ending date: | ending date:             | 7 -                         | 5 - SEASONAL END                      | ω<br>4<br>1 1   | <ul> <li>1 – MILITARY LEAVE</li> <li>2 – PERSONAL</li> <li>I FAVE</li> </ul> | INTERRUPTION | \$27.07 | RATE         | WORK UNIT<br>From:<br>To:       | To: | From:         | Year His. Degree Major | EDUCATIO             |                       |

| )epartment Head                    | /Treasurer; L      | onnel file; Auditon          | Employee perso            | ORIGINAL TO CIVIL SERVICE COMMISSION; COPIES TO: Employee personnel file; Auditor/Treasurer; Department Head | RVICE COM                      | SINAL TO CIVIL SE                             | ORIO                   |
|------------------------------------|--------------------|------------------------------|---------------------------|--|--------------------------------|---|------------------------|
| I. DATE                            | ERV. COMM          | EXEC. SEC. CIV. SERV. COMM.  | EX                        | DATE   |                                | RELEASING AUTHORITY                           | RELEASIN               |
|                                    |                    | DISAPPROVED                  |                           |  |                                | SIGNATURE                                     | SIG                    |
| SION                               | CE COMMIS          | CIVIL SERVICE COMMISSION     | □<br>₽                    |  | AUTHORITY                      |   | APPROVAL OF            |
|                                    |                    |                              |                           |  |                                |   | REMARKS:               |
|                                    |                    |                              |                           | BUDGETED HOURS   | BUDGET                         | FION NO                                       | CERTIFICATION NO       |
| DATE CONTINUOUS SERVICE            | ATE CONTIN         | D,                           | DATE LAST PROMOTED        |  | PRIOR SICK LEAVE               |   | PRIOR SERVICE          |
| 5 RESCIND<br>SEPARATION            | 5                  |                              |                           |  |                                | c   |                        |
| ☐ 4 - BY COURT ORDER               |                    |                              |                           |  | 1                              |   |                        |
| 3 - BY CIVIL SERVICE               | D<br>w             |                              |                           | 14 - CORRECTION OF   |                                |   |                        |
| 2 - FROM<br>INTERRUPTION           |                    |                              |                           | 13 - TEMPORARY WORK<br>LEAVE ADJUSTMENT  |                                |   |                        |
| T - FROM SEPARATION                |                    |                              | ırks)                     | 12 - OTHER (see remarks)   |                                | OTHER   | 0-6                    |
| REINSTATEMENT                      | ב                  |                              |                           | 10 - REASSIGNMENT<br>11 - POSITION NUMBER  |                                | INTERIM                                       | N - 8                  |
|                                    | 1                  |                              |                           | 9 - RATE   |                                | CORRECTED                                     | -                      |
| 9 – VACATION LEAVE<br>ending date: | -                  | 10 - CANCEL<br>APPOINTMENT   | ا<br>ت<br>ت               | CHANGE IO  |                                | APPOINTMENT DATE                              |                        |
| ending date:                       |                    | ) – OTHER (see<br>remarks)   |                           | 8 - APPOINTMENT  |                                | - PART TIME (Seasonal)                        | с<br>19 – 6<br>14 – Р/ |
| 8 - SICK LEAVE                     |                    | 3 – UNCLASSIFIED             |                           | •  |                                | PART TIME (Temporary)                         | ວາ<br>1                |
| 6 MATERNITY                        | אַ<br>ם ב          | 6 PROBATIONARY<br>7 LAID OFF |                           | 6 - CIVIL SERVICE  | ent)                           | PART TIME (Permanent)                         | 4                      |
| 5 – SEASONAL END                   |                    |                              | 1                         | 5 – TRANSFER BETWEEN   | رب<br>(۲                       | FULL TIME (Temporary)                         | دی<br>ا                |
| 3 - SUSPENSION<br>4 - DISABILITY   |                    | i - DECEASED<br>i - REMOVED  | 2<br>2<br>0<br>0          | 4 – TRANSFER WITHIN  | 2                              | provisional)                                  | , r                    |
|                                    |                    | RETIREMENT                   |                           | 2 - DEMOTION<br>3 - LATERAL CLASS.   |                                | FIII   TIME (Permanent or                     |                        |
| 1 - MILITARY LEAVE                 |                    | 2 - RETIRED                  |                           | 1 - PROMOTIONAL  | 3 0                            | EMERGENCY<br>Ends:                            | 1 - EMER               |
| INTERRUPTION                       |                    | SEPARATION                   | (0                        | CHANGE   |                                | APPOINTMENT                                   | AF                     |
| 15.00                              |                    |                              |                           |  | To:                            | ional   | To: Seasonal           |
| RATE<br>17.23                      | _                  | 3<br>Step                    | RANGE                     | CLASS NUMBER   | CLAS<br>From:                  | CLASS TITLE<br>From: Water Department Trainee | CLA<br>From: Waler     |
| WORK UNIT                          | WO<br>From:<br>To: | NO.                          | SOCIAL SECURITY NO.       |  | PAYROLL NUMBER<br>From:<br>To: | Date: Year:                                   | Month: Da<br>8-31-21   |
| To:                                |                    | To;                          | To:                       |  |                                |   | To:                    |
| ZIP<br>From:                       | ST                 | From:                        | CITY<br>From:             |  | ADDRESS                        | ADD   | From:                  |
|                                    | Year               | h Day                        | Month                     |  |                                |   | To:                    |
| Yrs. Degree Major                  |                    | DATE OF BIRTH                | SEX                       |  | NAME                           |   | From: Isaiah Austin    |
|                                    | -                  | To:                          |                           | From:  |                                |   | CIT                    |
|                                    |                    | OFFICE                       | DEPARTMENT UNIT OR OFFICE | DEPARTM  | 3                              |   | NUSGEG                 |

|                                     |           |                      | Y OF BEXLEY                  |                   |                    |                   |                               | OYEE                                |
|-------------------------------------|-----------|----------------------|------------------------------|-------------------|--------------------|-------------------|-------------------------------|-------------------------------------|
| NAME D.                             | 1 1       | Hrdli (              | NEL ACTION FORM              |                   |                    | -                 | EFFECTIVE DAT                 | TE: 10/23/2021                      |
| NAME: Davi                          | d H       | Talla                |                              |                   |                    |                   |                               |                                     |
| FROM:                               |           |                      |                              |                   | TO:                |                   |                               |                                     |
| PAYROLL NUMBER                      |           | <u>DOB</u><br>10/14/ | PRIOR SERVICE                |                   | PRIOR SICK L       | <u>EAVE</u>       | EDUCATION<br>YEARS:<br>MAJOR: | DEGREE:                             |
| DEPARTMENT, UNIT                    | FROM      |                      |                              |                   |                    |                   | In Pool                       | -                                   |
| OR OFFICE                           | TO:       |                      |                              |                   |                    |                   |                               |                                     |
| CLASS FROM:<br>TITLE TO:            |           |                      |                              | CLASS N           | UMBER              | FROM:<br>TO: 6    |                               |                                     |
| FROM:                               |           |                      |                              | STEP              | FROM: 2<br>TO: 3   |                   | RATE FROM                     | 1:*29.98<br>*31.31                  |
| APPOINTMENT                         |           |                      | CHANGE                       | SEPA              | RATION             | INTE              | RRUPTION                      | REINSTATEMENT                       |
| AFFORTMENT                          |           |                      |                              |                   |                    | _                 |                               |                                     |
| 1 – EMERGENCY     Ends:             |           |                      | MOTIONAL                     | □ 1 - RET         |                    |                   | LITARY LEAVE<br>RSONAL LEAVE  | □ 1 – FROM SEPARATION<br>□ 2 – FROM |
| or Provisional)                     | nent      | 🗆 2 – DEN            | NOTION                       | 2 – DISA<br>RET   | ABILITY<br>IREMENT |                   | KSUNAL LEAVE                  | INTERRUPTION                        |
| 3 – FULL TIME (Tempo                | orary)    | 🗆 3 – LAT            | ERAL CLASS.                  | 🗆 3 – DEC         | EASED              | 🗆 3 - SU:         | SPENSION                      | 3 – BY CIVIL SERVICE<br>ORDER       |
| 🛛 4 – PART TIME (Perma              | inent)    | □ 4 – TRA<br>DEP     | NSFER WITHIN                 | 🗖 4 – REN         | NOVED              | 🗆 4 – DIS         | SABILITY                      | □ 4 – BY COURT ORDER                |
| 🗆 5 – PART TIME (Tempo              | orary)    | D 5 – TRA<br>DEP     | NSFER BETWEEN                | 🗖 5 – PRC         | BATIONARY          | 🗆 5 – SE          | ASONAL END                    | 5 – RESCIND<br>SEPARATION           |
| 6 – PART TIME (Season    TO         |           | □ 6 – CIV<br>STA     | IL SERVICE<br>TUS            | 🗖 6 – LAII        | O OFF              | 🗆 6 – M           | ATERNITY                      |                                     |
| □ 7 – APPOINTMENT DATE<br>CORRECTED |           |                      | ME                           | 🗖 7 – UN          | CLASSIFIED         | 07-ED             | OUCATIONAL                    |                                     |
| 🗆 8 – INTERIM                       |           |                      |                              | 🗆 8 – OTH<br>(see | HER<br>e remarks)  | END DAT           | CK LEAVE<br>TE:               |                                     |
| 0 9 – OTHER                         |           | 0 9-RAT              | re                           | 9 – CAN<br>APP    | NCEL<br>POINTMENT  | 9 – VA<br>END DAT | ACATION LEAVE                 |                                     |
|                                     |           | 🗆 10 – RE            | ASSIGNMENT                   |                   |                    |                   |                               |                                     |
|                                     |           | 🗆 11 - PC            | DSITION NUMBER               |                   | 2                  |                   |                               |                                     |
|                                     |           |                      | ee remarks)                  | 9                 |                    |                   |                               |                                     |
|                                     |           | ADJ                  |                              |                   |                    |                   |                               |                                     |
|                                     |           |                      | ORRECTION OF:                |                   |                    |                   |                               |                                     |
| DATE LAST PROMOTE                   | D:        |                      | DATE CONTINUO                | US SERVIC         | <u>:</u>           |                   |                               | CERTIFICATION #:                    |
| BUDGETED HOURS                      |           |                      | REMARKS: FROM                | I PART TIN        | IE ASST FINA       | NCE DIREC         | CTOR – TO FULL                | TIME ASSISTANT FINANCE              |
| APPROVAL                            | OF APPO   | DINTING A            | UTHORITY                     |                   |                    | CIVIL SE          | RVICE COMMIS                  | SION                                |
| SIGNATURE: Km                       | 22        |                      | DATE: 10/26/21               |                   | PROVED CERT        | IFICATION         |                               |                                     |
|                                     | EASING    | AUTHORIT             | ΓΥ:                          |                   | APPROVED           |                   |                               |                                     |
|                                     |           |                      |                              | SIGNA             | TURE:              |                   |                               | DATE:                               |
| SIGNATURE:                          |           |                      | DATE:<br>nmission; Copies to |                   | EXECUT             |                   | IL SERVICE COMM.              | partment Head                       |
| Original t                          | o Civil S | ervice con           | imission; copies to          | cmpioye           | e reisunnei Fi     | ie, Auuno         | in incusurer, De              | Page 15                             |

|   | CITY OF BEXLEY<br>PERSONNEL ACTION FOR |                              |                                 | LOYEE                           |
|---|--|------------------------------|---------------------------------|---------------------------------|
| NAME: Victoria                                |  |                              | EFFECTIVE D                     |                                 |
| ADDRESS 5548 Littl                            | e Falls Dr. Dubl                       | IN OH 4301                   |                                 | 1176                            |
| FROM: 2010                                    |  | TO: CUS                      | sent                            |                                 |
| PAYROLL NUMBER SEX                            | DOB PRIOR SERVICE                      | PRIOR SICK                   | LEAVE EDUCATION<br>YEARS:       | DEGREE:                         |
|   | 1/24/14                                |                              | MAJOR:                          | DEGREE                          |
|   | 1: Recreation & Parks Departr          | ment                         |                                 |                                 |
| OR OFFICE TO:<br>CLASS FROM:                  |  | 1                            | FROM:                           |                                 |
| TITLE TO: Agistant                            | Finance Director                       |                              | то:                             |                                 |
| RANGE FROM: TO:                               |  | STEP FROM:<br>TO:            | RATE FROM                       | 1:<br>38.30 /hr                 |
| APPOINTMENT                                   | CHANGE                                 | SEPARATION                   | INTERRUPTION                    | REINSTATEMENT                   |
| □ 1 – EMERGENCY<br>/ Ends:                    | 1 – PROMOTIONAL                        | 1 – RETIRED                  | 1 – MILITARY LEAVE              | □ 1 FROM SEPARATION             |
| 072 – FULL TIME (Permanent<br>or Provisional) | 2 – DEMOTION                           | 2 – DISABILITY<br>RETIREMENT | 2 – PERSONAL LEAVE              | 2 – FROM INTERRUPTION           |
| □ 3 – FULL TIME (Temporary)                   | 🖾 3 – LATERAL CLASS.                   | 🖾 3 – DECEASED               | □ 3 - SUSPENSION                | □ 3 – BY CIVIL SERVICE<br>ORDER |
| □ 4 – PART TIME (Permanent)                   | 4 – TRANSFER WITHIN DEPT.              | 🛛 4 – REMOVED                | 🗆 4 – DISABILITY                | □ 4 – BY COURT ORDER            |
| □ 5 – PART TIME (Temporary)                   | 5 – TRANSFER BETWEEN<br>DEPTS.         | 5 – PROBATIONARY             | □ 5 – SEASONAL END              | 5 – RESCIND<br>SEPARATION       |
| D 6 – PART TIVIE (Seasonal)<br>TO             | G – CIVIL SERVICE<br>STATUS            | 🗖 6 – LAID OFF               | 🗆 6 – MATERNITY                 |                                 |
| □ 7 – APPOINTMENT DATE<br>CORRECTED           | □ 7 – NAME                             | 7 – UNCLASSIFIED             | 7 – EDUCATIONAL                 |                                 |
| 🛛 8 – INTERIM                                 | □ 8 – APPOINTMENT<br>CHANGE TO:        | □ 8 – OTHER<br>(see remarks) | □ 8 – SICK LEAVE<br>END DATE:   |                                 |
| □ 9 – OTHER                                   | □ 9 – RATE                             | 9 – CANCEL<br>APPOINTMENT    | 9 – VACATION LEAVE<br>END DATE: |                                 |
|   | □ 10 – REASSIGNMENT                    |                              |                                 |                                 |
|   | 11 – POSITION NUMBER                   |                              |                                 |                                 |
|   | □ 12 – OTHER:                          |                              |                                 |                                 |
|   | (see remarks)                          |                              |                                 |                                 |
|   | ADJUSTMENT                             |                              |                                 |                                 |
|   | 14 – CORRECTION OF:                    |                              |                                 |                                 |
| DATE LAST PROMOTED:                           | DATE CONTINUOL                         | JS SERVICE:                  |                                 | CERTIFICATION #:                |
| BUDGETED HOURS                                | REMARKS                                |                              |                                 |                                 |
| APPROVAL OF APPO                              | INTING AUTHORITY                       |                              | CIVIL SERVICE COMMISS           | ION                             |
| SIGNATURE: Dool                               | DATE: 7/12/2021                        |                              |                                 |                                 |
| RELEASING A                                   | UTHORITY:                              |                              |                                 |                                 |
| SIGNATURE:                                    | DATE:                                  |                              | YE SEC. CIVIL SERVICE COMM.     | DATE:                           |
| Original to Civil Se                          | rvice Commission; Copies to L          | Employee Personnel File      | ; Auditor/Treasurer; Dep        | artment Head                    |

|   |  | 28.4                         |                                     | PLOYEE                          |
|---|--|------------------------------|-------------------------------------|---------------------------------|
| NAME: Natalie Va                            | PERSONNEL ACTION FOR   |                              | EFFECTIVE D                         | TTE FICIAL                      |
| ADDDCCC                                     |  | 40 in the AH                 |                                     | 110101                          |
| FROM: 19019 Car                             | DOB PRIOR SERVICE  |                              |                                     | lars)                           |
| F   | 9-13-76  | PRIOR SICK                   | LEAVE EDUCATION<br>YEARS:<br>MAJOR: | DEGREE:                         |
| DEPARTMENT, UNIT<br>OR OFFICE TO:           | И:1  | f                            | 1                                   |                                 |
| GLASS FROM:                                 |  |                              | FROM:                               |                                 |
| TITLE TO: Execution                         | ve Assistant tomo  |                              | TO:                                 |                                 |
| TO:   |  | STEP FROM:<br>TO: Yes        | RATE FRO                            | M: \$ 29.19                     |
| APPOINTMENT                                 | CHANGE   | SEPARATION                   | INTERRUPTION                        | REINSTATEMENT                   |
| 1 – EMERGENCY     Ends:                     | □ 1 – PROMOTIONAL  | 1 – RETIRED                  | 🗆 1 – MILITARY LEAVE                | □ 1 – FROM SEPARATION           |
| 2 – FULL TIME (Permanent<br>or Provisional) | 2 – DEMOTION   | 2 – DISABILITY<br>RETIREMENT | 2 – PERSONAL LEAVE                  | □ 2 – FROM INTERRUPTION         |
| 🖾 3 – FULL TIME (Temporary)                 | □ 3 – LATERAL CLASS.   | □ 3 – DECEASED               | □ 3 - SUSPENSION                    | G 3 – BY CIVIL SERVICE<br>ORDER |
| □ 4 – PART TIME (Permanent)                 | □ 4 – TRANSFER WITHIN<br>DEPT.   | 4 – REMOVED                  | 4 – DISABILITY                      | □ 4 – BY COURT ORDER            |
| □ 5 – PART TIME (Temporary)                 | 5 – TRANSFER BETWEEN<br>DEPTS.   | 5 – PROBATIONARY             | □ 5 – SEASONAL END                  | 5 – RESCIND<br>SEPARATION       |
| 6 - PART TIME (Seasonal)    TOTO            | G – CIVIL SERVICE<br>STATUS  | 🗖 6 – LAID OFF               | G – MATERNITY                       |                                 |
| 7 – APPOINTMENT DATE     CORRECTED          | □ 7 – NAME   | 7 – UNCLASSIFIED             | 🗆 7 – EDUCATIONAL                   |                                 |
| 🗖 8 – INTERIM                               | □ 8 – APPOINTMENT<br>CHANGE TO:  | □ 8 – OTHER<br>(see remarks) | □ 8 SICK LEAVE<br>END DATE:         |                                 |
| □ 9 – OTHER<br>                             | 0 9 – RATE   | 9 – CANCEL APPOINTMENT       | 9 – VACATION LEAVE                  |                                 |
|   | □ 10 – REASSIGNMENT  |                              |                                     |                                 |
|   | 11 – POSITION NUMBER   |                              |                                     |                                 |
|   | <ul> <li>12 – OTHER:<br/>(see remarks)</li> <li>13- TEMP WORK LEAVE</li> </ul> |                              |                                     |                                 |
|   | ADJUSTMENT   |                              |                                     |                                 |
| DATE LAST PROMOTED:                         | DATE CONTINUOU   | IS SERVICE:                  |                                     | CERTIFICATION #:                |
| BUDGETED HOURS                              | REMARKS:   |                              |                                     |                                 |
| APPROVAL OF APPO                            | INTING AUTHORITY   |                              | CIVIL SERVICE COMMISS               | ION                             |
| SIGNATURE:                                  | DATE: 2/12/21  |                              |                                     |                                 |
| RELEASING A                                 |  |                              |                                     |                                 |
| SIGNATURE:                                  | DATE:  | SIGNATURE:                   |                                     | DATE:                           |
|   | rvice Commission; Copies to E  | mployee Personnel File       | SEC. CIVIL SERVICE COMM.            | artment Head                    |

|                                |          | CIT              | Y OF BEXLEY              |                           |                    |                                 | □ NEW EMPL       | OYEE                            |  |  |  |
|--------------------------------|----------|------------------|--------------------------|---------------------------|--------------------|---------------------------------|------------------|---------------------------------|--|--|--|
|                                |          | PERSON           | NEL ACTION FOR           | М                         |                    |                                 | □x CHANGE        | HANGE<br>TIVE DATE: 10/4/2021   |  |  |  |
| NAME: ANGELA OKE               | LLY      |                  |                          |                           |                    |                                 | EFFECTIVE DAT    | <u>FE:</u> 10/4/2021            |  |  |  |
| ADDRESS<br>FROM:               |          |                  |                          |                           | TO:                |                                 |                  | 6                               |  |  |  |
| PAYROLL NUMBER                 | SEX      | DOB              | PRIOR SERVICE            |                           | PRIOR SICK         | EAVE                            | EDUCATION        |                                 |  |  |  |
|                                |          |                  |                          |                           | 8 E                |                                 | YEARS:<br>MAJOR: | DEGREE:                         |  |  |  |
| DEPARTMENT, UNIT               | FROM     |                  |                          |                           |                    |                                 | MAJOR.           |                                 |  |  |  |
| OR OFFICE                      | TO:      |                  |                          |                           |                    |                                 |                  |                                 |  |  |  |
|                                |          |                  |                          | CLASS N                   | UMBER              | FROM:<br>TO: 6                  |                  |                                 |  |  |  |
| FROM                           | IIVIE AS | STFINANCI        | DIRECTOR                 | GTED                      | FROM:              | 10.0                            | RATE FROM        | 1:                              |  |  |  |
| RANGE TO:                      |          | ,                |                          | <u>STEP</u>               | TO:                |                                 | 10: 3            | 38.30/HR                        |  |  |  |
| APPOINTMENT                    |          |                  | CHANGE                   | SEPA                      | RATION             | INTE                            |                  | REINSTATEMENT                   |  |  |  |
| 1 – EMERGENCY Ends:            |          | □ 1 – PRO        | MOTIONAL                 | 🗖 1 – RET                 | IRED               | □ 1 – MI                        | LITARY LEAVE     | □ 1 – FROM SEPARATION           |  |  |  |
| 2 – FULL TIME (Perma           | inent    | 🗆 2 – DEN        | NOTION                   | 🗆 2 – DIS,<br>RET         | ABILITY<br>IREMENT | 🗆 2 PE                          | RSONAL LEAVE     |                                 |  |  |  |
| 3 – FULL TIME (Tempo           | orary)   | □ 3 – LAT        | ERAL CLASS.              | 🗆 3 – DEC                 | CEASED             | □ 3 - SU:                       | SPENSION         | □ 3 – BY CIVIL SERVICE<br>ORDER |  |  |  |
| 🛛 4 – PART TIME (Perma         | anent)   | 4 – TRA<br>DEP   | NSFER WITHIN<br>T.       | ⊡ 4 – RE1                 | MOVED              | □ 4 – DI:                       | SABILITY         | □ 4 – BY COURT ORDER            |  |  |  |
| 🗖 5 – PART TIME (Temp          | orary)   | D 5 – TRA<br>DEP | NSFER BETWEEN<br>TS.     | 🗆 5 – PR(                 | DBATIONARY         | 🗆 5 – SE                        | ASONAL END       | 5 – RESCIND<br>SEPARATION       |  |  |  |
| □ 6 – PART TIME (Seaso         |          | G – CIVI<br>STA  | IL SERVICE<br>TUS        | 0 – LAI                   | D OFF              | □ 6 – M                         | ATERNITY         |                                 |  |  |  |
| T – APPOINTMENT DATE CORRECTED |          |                  | ИE                       | 🗆 7 – UN                  | CLASSIFIED         | 07-EC                           | DUCATIONAL       |                                 |  |  |  |
| 🗆 8 – INTERIM                  |          |                  | POINTMENT                | □ 8 – OT<br>(see          | HER<br>e remarks)  | END DAT                         | CK LEAVE<br>FE:  |                                 |  |  |  |
| D 9 – OTHER                    |          | 0 9 – RAT        | E                        | 9 – CANCEL<br>APPOINTMENT |                    | 9 – VACATION LEAVE<br>END DATE: |                  |                                 |  |  |  |
|                                |          | 🗆 10 – RE        | ASSIGNMENT               | APPOINTMENT               |                    | END DATE:                       |                  |                                 |  |  |  |
|                                |          | □ 11 - PC        | SITION NUMBER            |                           |                    |                                 |                  |                                 |  |  |  |
|                                |          | □x 12−9          | OTHER                    |                           | 42.0               |                                 |                  |                                 |  |  |  |
|                                |          | (se              | e remarks)               |                           |                    |                                 |                  |                                 |  |  |  |
|                                |          |                  | MP WORK LEAVE<br>USTMENT |                           |                    |                                 |                  |                                 |  |  |  |
|                                |          |                  | ORRECTION OF:            |                           |                    |                                 |                  |                                 |  |  |  |
|                                |          | -                |                          |                           |                    |                                 |                  |                                 |  |  |  |
| DATE LAST PROMOT               | ED:      |                  | DATE CONTINUC            | US SERVI                  | <u>.E:</u>         |                                 |                  | CERTIFICATION #:                |  |  |  |
| BUDGETED HOURS                 |          |                  | REMARKS: FROM            | 1 PART TIN                | /IE ASST FINA      |                                 | CTOR – TO FULL   | TIME ASSISTANT FINANCE          |  |  |  |
| APPROVAL                       | OF APP   | OINTING A        | UTHORITY                 |                           |                    | CIVIL SI                        | ERVICE COMMIS    | SION                            |  |  |  |
|                                | and      | -12              | DATE: 10/4/202           | 1                         |                    | IFICATION                       | J                | <u>×</u>                        |  |  |  |
| REL                            | EASING   | AUTHORIT         | <b>Y</b> :               |                           | SAPPROVED          |                                 |                  |                                 |  |  |  |
| CICNATURE                      |          |                  | DATE: 10/4/202           |                           | GNATURE:           |                                 |                  | DATE:                           |  |  |  |
| SIGNATURE:                     |          |                  | DATE: 10/4/202           | -                         |                    |                                 |                  | nortment Head                   |  |  |  |

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| PE                | RSONNEL ACTION FOR<br>CITY OF BEXLEY       | м                           | From: M  | DEP/<br>IAYOR'S C   |   | MENT<br>CE                                  | UNIT  | OR C   | FFICE<br>To:   |           |                          |              |  |  |
|-------------------|--|-----------------------------|--|---|---|---|-------|--|--|-----------|--------------------------|--------------|--|--|
| From              | N  | AME                         |  |   |   | SEX   |       |  | DATE OF BI   | ₹ТН       |                          |              | UCATIO   | DN<br>Major  |
| To:               | DEBBIE MAYNARD                             |                             |  |   |   |   | м     | onth   | Day  | Ye        | ar                       |              | - g  |  |
|                   |  | DRESS                       |  |   | -   |   | CITY  | _  |  | ST        |                          | I            | ZIP  |  |
| From:             |  |                             |  |   |   | From:<br>To:                                |       |  | From:<br>To;   |           |                          | From:<br>To: |  |  |
| Month:<br>5/19/20 | EFFECTIVE DATE<br>Date: Year:<br>021       | PAY<br>From<br>To:          | ROLL NUME  | BER   | so  | CIAL SI                                     | ECUR  | ITY NO   |  |           | WO<br>From:<br>To:       | RK UNIT      |  |  |
| From:             | CLASS TITLE<br>EXECUTIVE ASSISTANT         | From:                       | CLASS NUM  | BER   |   | RAN   | ЗE    | 5  | STEP   |           |                          | 30.96/hr     | RATE   |  |
| То:               |  | To:                         |  |   |   |   |       |  |  |           |                          |              |  |  |
|                   | APPOINTMENT                                |                             |  | CHANG   | E   |   |       | SEP  | ARATION  | I         | I                        | NTERR        | UPTIC  | ON   |
|                   | <ol> <li>1 - EMERGENCY<br/>Ends:</li></ol> | ary)<br>ent)<br>ary)<br>al) | $ \begin{array}{c} 2 - C \\ 3 - L \\ 4 - T \\ - T $ | PROMOTION<br>EMOTION<br>ATERAL CI<br>TRANSFER<br>DEPARTME<br>TRANSFER<br>DEPARTME<br>CIVIL SERVI<br>STATUS<br>AME<br>APPOINTME<br>CHANGE TO<br>RATE<br>EASSIGNM<br>OSITION N<br>DTHER (See<br>EMPORAR<br>EAVE ADJU<br>CORRECTIO | LASS<br>WITH<br>NT<br>BETV<br>NTS<br>ICE<br>ENT<br>UMB<br>e rem<br>Y WC | HIN<br>WEEN<br>BER<br>harks)<br>DRK<br>IENT |       | 3 - [<br>F<br>4 - [<br>5 - F<br>6 - F<br>7 - L<br>8 - L<br>9 - C | ETIRED<br>DISABILITY<br>ETIREMEN<br>DECEASED<br>REMOVED<br>ROBATION,<br>AID OFF<br>JNCLASSIFI<br>DTHER (see<br>remarks)<br>CANCEL<br>PPOINTMEN | ARY<br>ED | □ 1<br>□ 2<br>□ 3<br>□ 4 | 9 – VAC      | SONAL<br>(E<br>PENSIO<br>BILITY<br>SONAL<br>ERNIT<br>CATIO<br>(LEAV<br>g date:<br>ATION<br>g date:<br>MATION<br>g date:<br>MATION<br>G date:<br>LEAV<br>G date:<br>MATION<br>G date:<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MATION<br>MA | -<br>ON<br>END<br>Y<br>NAL<br>E<br>LEAVE<br>ENT<br>ATION |
| PRIOF             | R SERVICE PRIOF                            | RSICK                       | LEAVE  | DATE  | LAS   | T PROM                                      | IOTEI | C  | D  | ATE CO    | NTIN                     | UOUS SE      | RVICE  |  |
| CERT              | IFICATION NO                               | BUD                         | OGETED HO  | URS   |   |   |       |  |  |           |                          |              |  |  |
| REMA              | RKS:                                       |                             |  |   |   |   |       |  |  |           |                          |              |  |  |
| АРРВ              | SIGNATURE                                  | AUTHO                       | _ 5/-  | 22121<br>ATE  |   |   | _     | APPRO  | DVED CER<br>PROVED   |           |                          | SION         |  |  |
| RELE              | ASING AUTHORITY                            |                             | D  | ATE   |   |   | E     | XEC.   | SEC. CIV. SI   | ERV. C    | OMM.                     |              | DATE   | _  |
|                   | ORIGINAL TO CIVIL SE                       | RVICE                       | COMMISSIC  | N; COPIES   | TO:   | Employ                                      | ee pe | rsonne   | l file; Auditor,   | /Treasu   | ırer; De                 | epartment    | Head   |  |

| PERSONNEL ACTION<br>CITY OF BEXLE   |   | From: F   | DEPAI   |  | NT L  | JNIT  | OR OF  | FICE<br>To:  |                              |                     |          |  |   |
|---|---|---|---|--|-------|-------|--|--|------------------------------|---------------------|----------|--|---|
| From: JESSICA WITHE   | NAME  |   |   | S  | EX    | _     | [  | DATE OF BIF  | RTH                          |                     |          | UCATIO<br>Degree   |   |
| То:   |   |   |   |  |       | Mo    | nth  | Day  | Year                         | r þ                 |          |  |   |
| From:   | ADDRESS   |   |   | Fro  | om:   | СІТҮ  |  | From:  | ST                           |                     | From:    | ZIP  |   |
| То:   |   |   |   | То   |       |       |  | То;  |                              |                     | To:      | -  |   |
| EFFECTIVE DATE<br>Month: Date: Year<br>6/4/2021   | r: PAY<br>From<br>To:                           | ROLL NUM  | BER   | SOCIA  | L SE  | CURI  | TY NO.   |  |                              | WOF<br>From:<br>Fo: | RK UNIT  |  |   |
| CLASS TITLE<br>From: ASSISTANT FINANCE DIR  | ECTOR From                                      | CLASS NUM   | IBER  | R  | RANG  | E     | 3  | STEP   |                              | \$3                 | 3.79/hr  | RATE   |   |
| То:   | То:   |   |   |  |       |       |  |  |                              |                     |          |  |   |
| APPOINTME   | NT  |   | CHANGE  |  |       |       | SEP  | ARATION  |                              | IN                  | NTERR    | UPTIC  | <b>N</b>                                      |
| <ul> <li>1 - EMERGENCY<br/>Ends:<br/>Ends:</li> <li>2 - FULL TIME (Perprovisional)</li> <li>3 - FULL TIME (TRE)</li> <li>4 - PART TIME (Perproved)</li> <li>5 - PART TIME (Perproved)</li> <li>5 - PART TIME (Perproved)</li> <li>6 - PART TIME (Perproved)</li> <li>6 - PART TIME (Perproved)</li> <li>7 - APPOINTMEN CORRECTED</li> <li>8 - INTERIM</li> <li>9 - OTHER</li> </ul> | emporary)<br>ermanent)<br>emporary)<br>easonal) | $ \begin{array}{c} 2 & -1 \\ - & 3 & -1 \\ - & 3 & -1 \\ - & 3 & -1 \\ - & 4 & -1 \\ - & 5 & -1 \\ - & 6 & -0 \\ - & 6 & -0 \\ - & 6 & -0 \\ - & 7 & -1 \\ - & 6 & -0 \\ - & 7 & -1 \\ -$ | PROMOTION<br>DEMOTION<br>ATERAL CL/<br>TRANSFER V<br>DEPARTMEN<br>TRANSFER B<br>DEPARTMEN<br>CIVIL SERVIC<br>STATUS<br>NAME<br>APPOINTMEN<br>CHANGE TO<br>RATE<br>EASSIGNME<br>POSITION NU<br>DTHER (see<br>TEMPORARY<br>EAVE ADJUS<br>CORRECTION | ASS.<br>VITHIN<br>T<br>BETWEE<br>TS<br>E<br>XE<br>NT<br>IMBER<br>remarks<br>WORK<br>STMENT | 5)    |       | 3 - DI<br>RE<br>4 - DI<br>5 - RI<br>6 - PF<br>7 - LA<br>8 - UI<br>9 - O<br>ru<br>10 - CA | ETIRED<br>ISABILITY<br>ETIREMENT<br>ECEASED<br>EMOVED<br>ROBATION/<br>AID: OFF<br>NCLASSIFI<br>THER (see<br>emarks)<br>ANCEL<br>POINTMEN | r (<br>4RY (<br>ED (<br>IT ( |                     | 9 – VAC, | SONAL<br>/E<br>PENSIC<br>SONAL<br>ERNITY<br>CATION<br>CATION<br>( LEAVE<br>g date:<br>g date:<br>MTION<br>ISEPAR,<br>UPTION<br>IL SERV<br>JRT OF | DN<br>END<br>VAL<br>E<br>LEAVE<br>MT<br>ATION |
| PRIOR SERVICE   | PRIOR SICK                                      |   |   | LAST PF  | ROM   | OTED  |  | D,   | ATE CO                       |                     | JOUS SE  |  |   |
| CERTIFICATION NO  |   | DGETED HO   | JURS  |  |       |       |  |  |                              |                     |          |  |   |
| REMARKS: RESIG  | SNED  |   |   |  |       |       |  | -  |                              |                     |          |  |   |
| APPROVAL OF APPOIN<br>SIGNATURE<br>Ceccher<br>RELEASING AUTHORIT  | -<br>Hul-                                       |   | ALZOZ   |  | [     |       | APPRO<br>DISAPP  | IVIL SERV<br>VED CER<br>ROVED  | TIFICAT                      | ION_                |          | DATE   |   |
| ÖRIGINAL TO CI  |   | COMMISSI  | ON; COPIES  | TO: Em   | ploye | e per | sonnel   | file; Auditor  | /Treasur                     | rer; De             | partmeni | t Head   |   |

| EPARTMENT, UNIT     FROM:<br>IN OPPICE     DEGREE:       IR OPPICE     TO:<br>INCENTASSISTANT FINANCE DIRECTOR     CLASS NUMBER     FROM:<br>TO:<br>INTER       AMGE     FROM:<br>TO:<br>INTERNITY     STEP     FROM:<br>TO:<br>INTERNUPTION     FROM:<br>TO:<br>INTERNUPTION       APPOINTMENT     CHANGE     SEPARATION     INTERNUPTION     REINSTATEMENT       10 - EMERGENCY     D1 - PROMOTIONAL     D1 - RETIRED     D1 - MULTARY LEAVE     D1 - FROM SEPARATION       22 - FULL TIME (Permanent<br>or Provisional)     D3 - LATERAL CLASS.     D3 - DECRASD     D3 - SUSPENSION     D3 - SUSPENSION       23 - PLUL TIME (Temporary)     D3 - LATERAL CLASS.     D3 - DECRASD     D3 - SUSPENSION     D4 - RANSER WITHIN<br>DEFTS.       24 - PART TIME (Seasonal)     D4 - TRANSER WITHIN<br>DEFTS.     D4 - REMOVED     D4 - DISABILITY     D4 - BK COURT ORDER       13 - APPOINTMENT DATE<br>CONRECTED     D5 - TRANSFER BETWEEN<br>DEFT.     D5 - PROBATIONARY     D5 - SEASONAL END     D5 - RESOND       13 - APPOINTMENT DATE<br>CONRECTED     D3 - ARESSIGNMENT     D3 - ARCATION NUMBER     D4 - SIGNATURE     D3 - SIGNATURE       13 - OTHER     D9 - RATE     D9 - CANCEL<br>APPOINTMENT     X 8 - OTHER     D3 - SIGNATURE     DATE:       13 - DECRASSIGNMENT     D3 - REASSIGNMENT     D3 - REASSIGNMENT     DATE:     DATE:       13 - DATE CONTINUOUS     DATE: ID/1/2021     DATE: CONLESEND     DAT  |                        | <u></u>    |           | Y OF BEXLEY     |             |            |           |              | OYEE                    |
|--|------------------------|------------|-----------|-----------------|-------------|------------|-----------|--------------|-------------------------|
| DDRESS<br>ROM:     TO:       AVROLI LUMBER     SEX     DOB     PRIOR SERVICE     FROM SICK LEAVE     EDUCATION<br>VERAS:     DEGREE:       AVROLI VUMBER     SEX     DOB     PRIOR SERVICE     FROM:     DEGREE:       MADR:     TO:     TO:     FROM:     DEGREE:     MADR:       MAGE     TO:     TO:     FROM:     TO:     FROM:       TUE     TO:     SEEP FROM:     TO:     TO:     FROM:       APGORDE     TO:     TO:     TO:     RATE     FROM:       APROMINTENT     CHANGE     SEPARATION     INTERRUPTION     REINSTATEMENT       11 - EMERGENCY     D - PROMOTIONAL     D - REINSTATEMENT     D - FROM SEPARATION     REINSTATEMENT       21 - FRILTIME (Fermanent)     D - LATERAL CLASS.     D - ACTERAL CLASS.     D - SESONAL LEAVE     D - FROM SEPARATION       32 - PART TIME (Fermanent)     D - TRANSFER ETWEN     D - DECESSED     D - SEASONAL EAVE     D - FROM SEPARATION       33 - DUTINENT     TO     D - TRANSFER ETWENEN     D - FROM SEPARATION     D - SEASONAL END     D - RESONO       34 - PART TIME (Fermanent)     D - TRANSFER ETWENEN     D - CANCEL     D - SEASONAL END     D - RESONO       35 - DART TIME (Fermanent)     D - CANCE     TO - UNCLASSFIFED     D - EDUCATIONAL     D - SEARATION   |                        | _          | PERSONI   | NEL ACTION FORM | M           |            |           |              | TT. 10/1/2021           |
| ROM:     TO:     TO:       AYROLI JUMBER     SEX     DOB     PRIOR SERVICE     PRIOR SICK LEAVE     EDUCATION<br>YEARS:     DEGREE:       AYROLI JUMIT     FROM:     TO:     MAIOR:     DEGREE:     DEGREE:       IR OPFICE     TO:     TO:     MAIOR:     DEGREE:       IR OPFICE     TO:     STEP     FROM:     TO:       ARGE     FROM:     TO:     STEP     FROM:     TO:       ARGE     TO:     STEP     TO:     RATE     FROM:       TO:     APPOINTMENT     CHANGE     SERARATION     INTERRUPTION     REINSTANTINANCE DIRECTOR       1 = MARGENCY     D = PROMOTIONAL     D = RETIRED     D = MAITE     I = MULTARY LEAVE     D = FROMSING       1 = APROMOTIONAL     D = DEGREEN     D = DEGREEN     D = DEGREEN     D = DEGREEN     D = PROMSING       2 = PART TIME (Permanent)     D = DEGREEN WITHIN<br>OPERT.     D = DECRESEN     D = DECRESEN     D = DECRESEN     D = DECRESEN       3 = APPOINTMENT     D = ATERNAPER BITWEEN<br>DEFTS.     D = DECRESENDE     D = DECATION     D = SEASONAL EAVE<br>ORDERTS     D = SEASONAL EAVE<br>ORDERTS     D = SEASONAL EAVE<br>APPOINTMENT     D =  |                        | ANG        |           |                 |             |            |           | CFFECTIVE DA | 10/1/2021               |
| ATTOLL NUMBER     SEX     DOB     PRIOR SERVICE     PRIOR SICK LEAVE     EDUCATION<br>YEARS:<br>MAJOR:     DEGREE:       EPARTMENT, UNIT     FROM:<br>TO:     TO:     T  |                        |            |           |                 |             | TO:        |           |              |                         |
| OFFICE       TO:         LASS       FROM: SISSIANT FINANCE DIRECTOR       CLASS NUMBER       FROM:<br>TO:       FROM:<br>TO:       RATE       FROM:<br>TO:         AMGE       STEP       FROM:<br>TO:       STEP       FROM:<br>TO:       RATE       FROM:<br>TO:         AMGE       STEP       FROM:<br>TO:       INTERNIPTION       REINSTATEMENT         31 - EMERGENCY       [] 1 - PROMOTIONAL       [] 1 - RETIRED       [] 1 - MILITARY LEAVE       [] 1 - FROM SEPARATION         21 - FUL TIME (Fermanent)       [] 2 - DEMOTION       [] 2 - DISABILITY       [] 2 - DERSONAL LEAVE       [] 3 - BYC CIVIL SERVICE         3 - FUL TIME (Fermanent)       [] 3 - LATERAL CLASS.       [] 3 - DECCASED       [] 3 - SUSPENSION       [] 3 - BY CIVIL SERVICE         3 - PART TIME (Fermanent)       [] 4 - TRANSFER BETWEEN       [] 5 - PROBATIONARY       [] 5 - SEASONAL END       [] 5 - RESCIND         3 - DEPTS       [] 6 - CIVIL SERVICE       [] 6 - LAID OFF       [] 6 - MATERNITY       [] 4 - BY COULT GORDER         3 - APPOINTMENT DATE       [] 7 - NAME       [] 7 - UNCLASSIFIED       [] 7 - EDUCATIONAL       [] 5 - SEASONAL END       [] 5 - REASOND         3 - INTERIM       [] 8 - APPOINTMENT       [] 8 - OTHER       [] 8 - SICK LEAVE       [] 8 - SICK LEAVE       [] 8 - SICK LEAVE         3 - INTERIM       [] 9 - RATE </td <td>PAYROLL NUMBER</td> <td><u>SEX</u></td> <td>DOB</td> <td>PRIOR SERVICE</td> <td>17</td> <td></td> <td>LEAVE</td> <td>YEARS:</td> <td>DEGREE:</td>  | PAYROLL NUMBER         | <u>SEX</u> | DOB       | PRIOR SERVICE   | 17          |            | LEAVE     | YEARS:       | DEGREE:                 |
| LASS<br>TILE       FROM:<br>TO:       CLASS NUMBER       FROM:<br>TO:       FROM:<br>TO:         AMGE       FROM:<br>TO:       STEP       FROM:<br>TO:       RATE       FROM:<br>TO:         APPOINTMENT       CHANGE       SEPARATION       INTERUPTION       REINSTATEMENT         1 - EMERGENCY       I - PROMOTIONAL       I - RETIRED       I - RETIRED       I - MILITARY LEAVE       I - FROM SEPARATION         22 - FALL TIME (Permanent<br>of Provision)       I - LATERAL CLASS.       I - RETIRED       I - MILITARY LEAVE       II - PROM SEPARATION         33 - FULL TIME (Permanent)       I - LATERAL CLASS.       II - DESTRICTOR       II - PROMOTIONAL       II - RETIREMENT         13 - FULL TIME (Permanent)       II - LATERAL CLASS.       II - DESTRICTOR       II - RETIREMENT       II - RETIREMENT         14 - PART TIME (Permanent)       II - TRANSFER WITHIN<br>DEPTS.       II - REDISABILITY       III - BOSTRICTOR       III - PROVINTORNT         15 - PART TIME (Fermanent)       III - TRANSFER WITHIN<br>DEPTS.       IIII - REDISABILITY       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII   | DEPARTMENT, UNIT       | FROM       | :         |                 |             |            |           |              |                         |
| CLASS NUMBER       TO:         AMGE       STEP       FROM:<br>TO:       RATE       FROM:<br>TO:         APPOINTMENT       CHANGE       SEPARATION       INTERNUPTION       REINSTATEMENT         11 - EMRGENCY       I - PROMOTIONAL       I - RETIRED       I - I-MILITARY LEAVE       I - FROM SEPARATION       INTERNUPTION       REINSTATEMENT         12 - FULL TIME (Permanent<br>or Provisional)       I - DEMOTION       I - DESABULTY       I - PROMOTIONAL       I - RETIREMENT       I - FROM SEPARATION         14 - REAL       I - TRANSFER BETWEEN       I - TRANSFER WITHIN<br>DEPTI.       I - A - REMOVED       I - A - BY COURT ORDER       II - BY COURT ORDER         15 - PART TIME (Permanent)       II - TRANSFER BETWEEN       II - FROM SEPARATION       II - FROM SEPARATION       II - BY COURT ORDER         17 - APPOINTMENT DATE<br>CORRECTO       II - TRANSFER BETWEEN       II - FROM SEPARATION       III - BETRINKANGENCE       III - FROM SEPARATION         17 - APPOINTMENT DATE<br>CORRECTO       III - FROM SEPARATION       III - FROM SEPARATION       IIII - FROM SEPARATION       IIII - FROM SEPARATION         18 - INTERIM       IIII - POSITION NUMBER       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII  | OR OFFICE              |            |           |                 | 1           |            | 55014     |              |                         |
| AMSE       FROM:<br>TO:       RATE       FROM:<br>TO:       RATE       FROM:<br>TO:         APPOINTMENT       CHANGE       SEPARATION       INTERRUPTION       REINSTATEMENT<br>TO:         1 - EMERGENCY       1 - PROMOTIONAL       1 - RETIRED       1 - MULTARY LEAVE       1 - FROM SEPARATION         2 - FUL TIME (Permanent<br>or Provisional)       2 - DEMOTION       2 - DEMOTION       2 - DEMOTION       2 - PERSONAL LEAVE       2 - FROM<br>INTERRUPTION         3 - FULL TIME (Permanent)       2 - DEMOTION       2 - DEMOTION       2 - DEMOTION       3 - SUSPENSION       3 - SUSPENSION       3 - SUSPENSION         3 - DECEASED       3 - DECEASED       3 - SUSPENSION  |                        |            | INANCE DI | RECTOR          | CLASS N     | UMBER      |           |              |                         |
| APPOINTMENT         CHANGE         SEPARATION         INTERRUPTION         REINSTATEMENT           11 - EMERGENCY<br>Endis:<br>0 rProvisionali<br>0 3 - FUL TIME (Permanent<br>0 rProvisionali)         1 - PROMOTIONAL<br>2 - DEMOTION         1 - RETIRED         1 - MILITARY LEAVE<br>2 - PERSONAL LEAVE<br>0 3 - SUSPENSION         2 - FROM SEPARATION           13 - FUL TIME (Permanent<br>0 rProvisionali)         1 - ATEANSER WITHIN<br>DEPT.         1 - REMOVED         1 - DEABILITY<br>RETIREMENT         2 - DEMOTION         1 - REVISE<br>0 - DEABILITY         1 - ADSAIL LEAVE<br>0 - DEABILITY         1 - ADSAIL LEAVE<br>0 - PART TIME (Permanent)         1 - TRANSFER WITHIN<br>DEPT.         1 - REMOVED         1 - DEABILITY         1 - B - COURL SERVICE<br>0 - TRANSFER BETWEEN<br>DEPTS.         1 - REMOVED         1 - DEABILITY         1 - B - SUCOURT ORDER           13 - PART TIME (Permanent)<br>0 - PART TIME (Seasonal)         1 - TRANSFER BETWEEN<br>DEFTS.         1 - FROBATIONARY         1 - S - SEASONAL END<br>DEFTS.         1 - RECIND<br>SEPARATION         1 - RECIND<br>SEPARATION         1 - RECIND<br>SEPARATION         1 - B - SEASONAL END<br>DEFTS.         1 - RECIND<br>SEPARATION         1 - S - SEASONAL END<br>DEFTS.         1 - FROM SEPARATION           13 - DECREMENT<br>0 - CORRECTED         1 - NAME         1 - UNICLASSIFIED         1 - FROM SEPARATION         1 - RECIND<br>SEPARATION         1 - S - SEASONAL END<br>SEPARATION         1 - FROM SEPARATION           13 - OTHER         1 - ORNECTO         1 - REMOVED         1 - CORRECTION OF:         1 - CARCEL   | RANGE FROM:            |            |           |                 | <u>STEP</u> |            | w.        | RATE         | Л:                      |
| 11 - Ends:       12 - FROM       12 - FROM         12 - FRULTIME (Permanent)       12 - DEADTION       12 - DISABILITY       12 - PERSONAL LEAVE       13 - EATERAL CLASS.         13 - FULL TIME (Permanent)       13 - LATERAL CLASS.       13 - DECEASED       13 - SUSPENSION       13 - BY CIVIL SERVICE         14 - PART TIME (Permanent)       14 - TRANSFER WITHIN       14 - REMOVED       14 - DISABILITY       14 - BY COURT ORDER         15 - PART TIME (Permanent)       14 - TRANSFER BETWEEN       15 - PROBATIONARY       15 - SEASONAL END       15 - RESCIND         16 - PART TIME (Temporary)       15 - TRANSFER BETWEEN       15 - PROBATIONARY       15 - SEASONAL END       15 - RESCIND         16 - PART TIME (Seasonal)       16 - CIVIL SERVICE       16 - LAID OFF       16 - MATERNITY       15 - RESCIND         17 - APPOINTMENT DATE       17 - NAME       17 - UNCLASSIFIED       17 - EDUCATIONAL       15 - RESCIND         18 - INTERIM       18 - APPOINTMENT       X 8 - OTHER       18 - SICK LEAVE       19 - VACATION LEAVE         19 - OTHER       19 - RATE       19 - CANCEL       19 - VACATION LEAVE       11 - POSITION NUMBER         12 - OTHER:       12 - OTHER:       12 - OTHER:       13 - TEMP WORK LEAVE       19 - VACATION LEAVE         13 - TEMP WORK LEAVE       ADJUSTMENT       14 - CORRECTION OF: <td< td=""><td></td><td></td><td></td><td>CHANGE</td><td>SEPA</td><td>RATION</td><td>INTE</td><td>RRUPTION</td><td>REINSTATEMENT</td></td<>   |                        |            |           | CHANGE          | SEPA        | RATION     | INTE      | RRUPTION     | REINSTATEMENT           |
| 12 - FULL TIME (Permanent)       12 - DEMOTION       12 - DEMOTION       12 - DEMOTION       12 - DEMOTION       12 - PERSONAL LEAVE       13 - BY CIVIL SERVICE         13 - FULL TIME (Temporary)       13 - LATERAL CLASS.       13 - DECEASED       13 - SUSPENSION       13 - BY CIVIL SERVICE         14 - PART TIME (Permanent)       14 - TRANSFER WITHIN<br>DEPT.       14 - REMOVED       14 - DISABILITY       14 - BY COURT ORDER         15 - PART TIME (Permanent)       15 - TRANSFER BETWEEN<br>DEPTS.       15 - PROBATIONARY       15 - SEASONAL END       15 - RESCIND<br>SEPARATION         16 - PART TIME (Seasonal)<br>TO       15 - CAVIL SERVICE<br>STATUS       16 - LAID OFF       16 - MATERNITY       14 - BY COURT ORDER         17 - APPOINTMENT TO       15 - APPOINTMENT<br>CHANGE TO:       17 - NAME       17 - NAME       17 - EDUCATIONAL       SEPARATION         18 - INTERIM       18 - APPOINTMENT<br>CHANGE TO:       18 - APPOINTMENT       18 - SICK LEAVE<br>END DATE:       19 - VACATION LEAVE<br>END DATE:       19 - VACATION LEAVE<br>END DATE:       11 - POSITION NUMBER       19 - VACATION LEAVE<br>END DATE:       11 - POSITION NUMBER       12 - OTHER:       12 - OTHER:       13 - TEMP WORK LEAVE<br>ADUCSTNENT       14 - CORRECTION OF:       13 - TEMP WORK LEAVE<br>ADUCSTNENT       14 - CORRECTION OF:       14 - CORRECTION #:       20 - APPOINTINE AUTH  | □ 1 – EMERGENCY        |            | □ 1 – PRC | OMOTIONAL       | 🗆 1 – RET   | IRED       | 01-M      | LITARY LEAVE | □ 1 – FROM SEPARATION   |
| D = POUSINITIAL)       D = LATERAL CLASS.       D = DECEASED       D = SUSPENSION       D = D = V CIVIL SERVICE<br>ORDER         D = - PART TIME (Permanent)       D = - TRANSFER WITHIN<br>DEPTS.       D = - REMOVED       D = - DISABILITY       D = - DISAPROVED       DISAPROVED       DISAPROVED       D = DISAPROVED       <   | 2 – FULL TIME (Permar  | nent       | 🗆 2 – DEN | NOTION          |             |            | 🗆 2 – PE  | RSONAL LEAVE |                         |
| 14 - PART TIME (Permanent)       14 - TRANSFER WITHIN       14 - REMOVED       14 - DISABILITY       14 - BY COURT ORDER         15 - PART TIME (Temporary)       15 - TRANSFER BETWEEN       15 - PROBATIONARY       15 - SEASONAL END       15 - RESCIND         16 - PART TIME (Seasonal)       16 - CIVIL SERVICE       16 - LAID OFF       16 - MATERNITY       15 - RESCIND         17 - APPOINTMENT DATE       17 - NAME       17 - UNCLASSIFIED       17 - EDUCATIONAL       16 - MATERNITY         18 - INTERIM       18 - APPOINTMENT       X 8 - OTHER       17 - EDUCATIONAL       18 - SICK LEAVE         19 - OTHER       10 - REASSIGNMENT       X 8 - OTHER       19 - CANCEL       19 - VACATION LEAVE         11 - POSITION NUMBER       12 - OTHER:       12 - OTHER:       19 - CANCEL       19 - VACATION LEAVE         20ATE LAST PROMOTED:       DATE CONTINUOUS SERVICE:       CERTIFICATION #:       20 - VACATION NUMBER       12 - OTHER:         3UDGETED HOURS       REMARKS: RESIGNED       APPROVED CERTIFICATION       APPROVED CERTIFICATION       4 - APPROVED         SIGNATURE:       DATE: 10/1/2021       APPROVED CERTIFICATION       DATE:       DATE:       DATE:   |                        | rary)      | 🗖 3 – LAT | ERAL CLASS.     |             |            | 🗆 3 - SUS | SPENSION     | 3 – BY CIVIL SERVICE    |
| 15 - PART TIME (Temporary)       15 - TRANSFER BETWEEN       15 - PROBATIONARY       15 - SEASONAL END       15 - RESCIND         16 - PART TIME (Seasonal)       16 - CIVIL SERVICE       16 - LIVIL SERVICE       16 - MATERNITY       15 - RESCIND         17 - APPOINTMENT DATE       17 - NAME       17 - UNCLASSIFIED       17 - EDUCATIONAL       18 - APPOINTMENT         18 - INTERIM       18 - APPOINTMENT       X 8 - OTHER       19 - CANCEL       19 - VACATION LEAVE       19 - VACATION LEAVE         19 - OTHER       19 - RATE       10 - REASSIGNMENT       11 - POSITION NUMBER       12 - OTHER:       13 - TEMP WORK LEAVE       19 - CANCEL       19 - VACATION LEAVE       10 - REASSIGNMENT         11 - POSITION NUMBER       13 - TEMP WORK LEAVE       13 - TEMP WORK LEAVE       13 - TEMP WORK LEAVE       END DATE:       CERTIFICATION #:         SUDGETED HOURS         REMARKS: RESIGNED         CIVIL SERVICE COMMISSION         DATE: 10/1/2021         REMARKS: RESIGNED         CIVIL SERVICE COMMISSION         DATE: 10/1/2021         APPROVED CERTIFICATION         DATE: 10/1/2021         APPROVED CERTIFICATION         SIGNATURE:       DATE:  | 🗆 4 – PART TIME (Perma | nent)      | 30        | I               | 🗆 4 – REN   | IOVED      | □ 4 - DIS | SABILITY     |                         |
| a or minor       status         b or minor       status         corrected       7 - NAME         corrected       7 - NAME         b - INTERIM       B - APPOINTMENT<br>CHANGE TO:         corrected       B - ARTE         corrected       B - CANCEL<br>APPOINTMENT         corrected       B - CANCEL<br>APPOINTMENT         corrected       B - CANCEL<br>APPOINTMENT         corrected       B - CANCEL<br>APPOINTMENT         correction NUMBER       B - CANCEL<br>APPOINTMENT         correction NUMBER       B - CANCEL<br>APPOINTMENT         correction OF:       DATE CONTINUOUS SERVICE:         correction OF:       DATE CONTINUOUS SERVICE:         correction OF:       DATE CONTINUOUS SERVICE:         correction OF:       CIVIL SERVICE COMMISSION         approval of Appointing Authority:       Approved Certification         correction OF:       DATE:10/1/2021         corrected Authority:       DATE:         correction       CIVIL SERVICE COMMISSION         correction       Approved         correction       DATE: </td <td>🗖 5 – PART TIME (Tempo</td> <td>orary)</td> <td>0 5 – TRA</td> <td>NSFER BETWEEN</td> <td>🗆 5 – PRC</td> <td>BATIONARY</td> <td>0 5 – SE</td> <td>ASONAL END</td> <td></td>   | 🗖 5 – PART TIME (Tempo | orary)     | 0 5 – TRA | NSFER BETWEEN   | 🗆 5 – PRC   | BATIONARY  | 0 5 – SE  | ASONAL END   |                         |
| 1 / Y. ORTHERT ORDE       2 / Y. MARE       2 / Y. MARE       2 / Y. MARE         CORRECTED       3 - APPOINTMENT CHANGE TO:       (see remarks)       3 - SICK LEAVE         2 9 - OTHER       9 - RATE       9 - CANCEL APPOINTMENT       9 - VACATION LEAVE         2 9 - OTHER       9 - RATE       9 - CANCEL APPOINTMENT       9 - VACATION LEAVE         2 10 - REASSIGNMENT       11 - POSITION NUMBER       9 - VACATION LEAVE       9 - VACATION LEAVE         2 12 - OTHER:       (see remarks)       13 - TEMP WORK LEAVE       9 - VACATION VIEAVE         2 13 - TEMP WORK LEAVE       ADJUSTMENT       14 - CORRECTION OF:       CERTIFICATION #:         20ATE LAST PROMOTED:       DATE CONTINUOUS SERVICE:       CERTIFICATION #:         3UDGETED HOURS       REMARKS: RESIGNED       CIVIL SERVICE COMMISSION         APPROVAL OF APPOINTING AUTHORITY:       APPROVED CERTIFICATION       DATE:         SIGNATURE:       DATE:10/1/2021       APPROVED       DATE:         SIGNATURE:       DATE:10/1/2021       DATE:       DATE:  |                        |            |           |                 | 🗆 6 – LAII  | O OFF      | □ 6 – M/  | ATERNITY     |                         |
| Image: Solution of the second seco  |                        | TE         | 🛛 7 – NAI | ME              | 🗆 7 – UN    | CLASSIFIED | 🗆 7 – ED  | UCATIONAL    |                         |
| APPOINTMENT END DATE:<br>DATE LAST PROMOTED: DATE CONTINUOUS SERVICE:<br>APPROVAL OF APPOINTING AUTHORITY<br>BIGNATURE: DATE:10/1/2021<br>RELEASING AUTHORITY: DATE:10/1/2021<br>BIGNATURE: DATE: DATE: 10/1/2021<br>BIGNATURE: DATE: DATE: 10/1/2021<br>BIGNATURE: DATE: DATE: 10/1/2021<br>BIGNATURE: DATE: DATE: DATE: 10/1/2021<br>BIGNATURE: DATE: DATE | 🗆 8 – INTERIM          |            |           |                 |             |            | 10        |              |                         |
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| Image: section of the section of th  |                        |            | 🗆 10 RE   | ASSIGNMENT      |             |            |           |              |                         |
| (see remarks)       13- TEMP WORK LEAVE         ADJUSTMENT       14 - CORRECTION OF:         14 - CORRECTION OF:       CERTIFICATION #:         DATE LAST PROMOTED:       DATE CONTINUOUS SERVICE:         BUDGETED HOURS       REMARKS: RESIGNED         APPROVAL OF APPOINTING AUTHORITY       CIVIL SERVICE COMMISSION         SIGNATURE:       DATE:10/1/2021         RELEASING AUTHORITY:       DATE:10/1/2021         SIGNATURE:       DATE:10/1/2021         SIGNATURE:       DATE:10/1/2021         SIGNATURE:       DATE:10/1/2021         SIGNATURE:       DATE:10/1/2021  |                        |            |           |                 | 4           |            | -         |              |                         |
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| DATE LAST PROMOTED:       DATE CONTINUOUS SERVICE:       CERTIFICATION #:         BUDGETED HOURS       REMARKS: RESIGNED       CIVIL SERVICE COMMISSION         APPROVAL OF APPOINTING AUTHORITY       CIVIL SERVICE COMMISSION         SIGNATURE:       DATE:10/1/2021         RELEASING AUTHORITY:       DATE:10/1/2021         SIGNATURE:       DATE:0/1/2021         SIGNATURE:       DATE:10/1/2021         SIGNATURE:       DATE:10/1/2021   |                        |            |           |                 |             |            |           |              |                         |
| BUDGETED HOURS       REMARKS: RESIGNED         APPROVAL OF APPOINTING AUTHORITY       CIVIL SERVICE COMMISSION         SIGNATURE:       DATE:10/1/2021         RELEASING AUTHORITY:       DISAPPROVED         SIGNATURE:       DATE:         SIGNATURE:       DATE:         DATE:       DATE:         SIGNATURE:       DATE:         DATE:       DATE:   |                        |            | ∐ 14 – C0 | DRRECTION OF:   |             |            |           |              |                         |
| APPROVAL OF APPOINTING AUTHORITY       CIVIL SERVICE COMMISSION         SIGNATURE:       DATE:10/1/2021         RELEASING AUTHORITY:       DISAPPROVED         SIGNATURE:       DATE:  | DATE LAST PROMOTE      | <u>D:</u>  |           | DATE CONTINUO   | US SERVIC   | :E:        |           |              | CERTIFICATION #:        |
| SIGNATURE:       DATE:10/1/2021         RELEASING AUTHORITY:       DISAPPROVED         SIGNATURE:       DATE:  | <b>BUDGETED HOURS</b>  |            |           | REMARKS: RESI   | GNED        |            | ( #):     | 2            |                         |
| Dignature:       Doc       Date:10/1/2021         Releasing authority:       Disapproved         Signature:  | APPROVAL C             | OF APPO    | DINTING A | UTHORITY        |             |            | CIVIL SE  | RVICE COMMIS | SION                    |
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|  |                        |            |           |                 |             |            | _         |              | DATE:                   |
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| partment Head  |  | Executive<br>Employee Personnel File;        | Original to Civil Service Commission; Copies to Employee Personnel File; Auditor/Treasurer; De                             | Has Bak-<br>Original to Civil Se  |
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| DATE:  |  | DISAPPROVED SIGNATURE:                       | AUTHORITY:<br>DATE:  | SIGNATURE:  |
|  | FICATION   | APPROVED CERTIFICATION                       | DATE:<br>10/29/21  | SIGNATURE: Jul  |
|  | CIVII SERVICE COMMISSION                                       | lesigned                                     |  | ABOROVAL OF ADDOINTING AUTHORITY  |
|  |  | -  | REMARKS:   | BUDGETED HOURS  |
| CERTIFICATION #:   |  | US SERVICE:                                  | DATE CONTINUOUS SERVICE:   | DATE LAST PROMOTED:   |
|  |  |  | <ul> <li>12 - OTHER:<br/>(see remarks)</li> <li>13- TEMP WORK LEAVE<br/>ADJUSTMENT</li> <li>14 - CORRECTION OF:</li> </ul> |   |
|  |  |  | 11 – POSITION NUMBER   |   |
|  |  |  | 🗇 10 – REASSIGNMENT  |   |
|  | 9 VACATION LEAVE<br>END DATE:                                  | D 9 - CANCEL<br>APPOINTMENT                  | 0 9 RATE   | D 9 – OTHER   |
|  | 8 - SICK LEAVE     END DATE:                                   | see remarks)                                 | 8 – APPOINTMENT<br>CHANGE TO:  | 🗆 8 – INTERIM   |
|  | 7 – EDUCATIONAL  | □ 7 – UNCLASSIFIED                           | □ 7 – NAME   | 7 – APPOINTMENT DATE<br>CORRECTED   |
|  | G – MATERNITY  | 🗆 6 – LAID OFF                               | □ 6 - CIVIL SERVICE<br>STATUS  | □ 6 – PART TIME (Seasonal)<br>TO  |
| SEPARATION   | 🗆 5 – SEASONAL END   | 5 - PROBATIONARY                             | □ 5 – TRANSFER BETWEEN<br>DEPTS.   | 5 – PART TIME (Temporary)   |
| 🗆 4 – BY COURT ORDER   | 4 - DISABILITY   | □ 4 - REMOVED                                | 4 – TRANSFER WITHIN<br>DEPT.   | 🗆 4 – PART TIME (Permanent)   |
| 2 - FROM     INTERRUPTION     3 - BY CIVIL SERVICE     ORDER | <ul> <li>2 – PERSONAL LEAVE</li> <li>3 - SUSPENSION</li> </ul> | 2 – DISABILITY<br>RETIREMENT<br>3 – DECEASED | □ 2 – DEMOTION<br>□ 3 – LATERAL CLASS,   | <ul> <li>2 - FULL TIME (Permanent<br/>or Provisional)</li> <li>3 - FULL TIME (Temporary)</li> </ul> |
| 1 – FROM SEPARATION  | 🗆 1 – MILITARY LEAVE   | □ 1 – RETIRED                                | □ 1 PROMOTIONAL  | □ 1 ~ EMERGENCY<br>Ends:  |
| REINSTATEMENT  | INTERRUPTION   | SEPARATION                                   | CHANGE   | APPOINTMENT   |
| 1: #28.5k  | CORECTOR RATE FROM:  | STEP FROMI: TO:                              |  | RANGE TO:   |
|  | FROM:<br>TO:   | CLASS NUMBER                                 | erver department EQ 2  | US I  |
|  |  |  | DEWER  | 55  |
| DEGREE:  | EAVE EDUCATION<br>YEARS:<br>MAJOR:                             | PRIOR SICK LEAVE                             | DOB PRIOR SERVICE  | LL NUMBER SEX   |
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