

**PERSONNEL ACTION FORM**  
CITY OF BEXLEY

From: \_\_\_\_\_  
DEPARTMENT UNIT OR OFFICE To: \_\_\_\_\_

From: NAME  
To: **Branham, Aaron**

SEX \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ EDUCATION \_\_\_\_\_  
Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Yrs. Degree Major

From: ADDRESS  
To: \_\_\_\_\_

From: CITY ST ZIP  
To: \_\_\_\_\_

EFFECTIVE DATE  
Month: **8** Date: **21** Year: **2023**

PAYROLL NUMBER  
From: \_\_\_\_\_ To: **01-3205**

SOCIAL SECURITY NO. \_\_\_\_\_

WORK UNIT  
From: \_\_\_\_\_ To: \_\_\_\_\_

CLASS TITLE  
From: **Auto mechanic II** From: \_\_\_\_\_ To: \_\_\_\_\_

CLASS NUMBER

RANGE

STEP **3**

RATE **\$ 30.33**

To: \_\_\_\_\_

To: \_\_\_\_\_

**APPOINTMENT**

**CHANGE**

**SEPARATION**

**INTERRUPTION**

- 1 - EMERGENCY  
Ends: \_\_\_\_\_
- 2 - FULL TIME (Permanent or provisional)
- 3 - FULL TIME (Temporary)
- 4 - PART TIME (Permanent)
- 5 - PART TIME (Temporary)
- 6 - PART TIME (Seasonal)  
\_\_\_\_\_ to \_\_\_\_\_
- 7 - APPOINTMENT DATE CORRECTED
- 8 - INTERIM
- 9 - OTHER

- 1 - PROMOTIONAL
- 2 - DEMOTION
- 3 - LATERAL CLASS.
- 4 - TRANSFER WITHIN DEPARTMENT
- 5 - TRANSFER BETWEEN DEPARTMENTS
- 6 - CIVIL SERVICE STATUS
- 7 - NAME
- 8 - APPOINTMENT CHANGE TO \_\_\_\_\_
- 9 - RATE
- 10 - REASSIGNMENT
- 11 - POSITION NUMBER
- 12 - OTHER (see remarks)
- 13 - TEMPORARY WORK LEAVE ADJUSTMENT
- 14 - CORRECTION OF \_\_\_\_\_

- 2 - RETIRED
- 3 - DISABILITY RETIREMENT
- 4 - DECEASED
- 5 - REMOVED
- 6 - PROBATIONARY
- 7 - LAID OFF
- 8 - UNCLASSIFIED
- 9 - OTHER (see remarks)
- 10 - CANCEL APPOINTMENT

- 1 - MILITARY LEAVE
- 2 - PERSONAL LEAVE
- 3 - SUSPENSION
- 4 - DISABILITY
- 5 - SEASONAL END
- 6 - MATERNITY
- 7 - EDUCATIONAL
- 8 - SICK LEAVE  
ending date: \_\_\_\_\_
- 9 - VACATION LEAVE  
ending date: \_\_\_\_\_

PRIOR SERVICE

PRIOR SICK LEAVE

DATE LAST PROMOTED

DATE CONTINUOUS SERVICE

CERTIFICATION NO

BUDGETED HOURS

REMARKS:

APPROVAL OF APPOINTING AUTHORITY

CIVIL SERVICE COMMISSION

SIGNATURE

DATE

- APPROVED CERTIFICATION \_\_\_\_\_
- DISAPPROVED

RELEASING AUTHORITY

DATE

EXEC. SEC. CIV. SERV. COMM.

DATE