<table>
<tr><td colspan="2" align="center">CITY OF BEXLEY
PERSONNEL ACTION FORM</td><td>☑ NEW EMPLOYEE
☐ CHANGE</td></tr>
</table>

NAME: Sean M. Haggard	**EFFECTIVE DATE:** 9/11/2023

ADDRESS
4763 David Road

PAYROLL NUMBER	**SEX**	**DOB**	**PRIOR SERVICE**	**PRIOR SICK LEAVE**	**EDUCATION**
	M	01/14/1988	3 years	None	YEARS: DEGREE: MAJOR:

DEPARTMENT, UNIT
OR OFFICE   POLICE

CLASS **TITLE** POLICE OFFICER	**CLASS NUMBER**	
RANGE $75,305.36	**STEP** 3	**RATE** $36.20

APPOINTMENT	CHANGE	SEPARATION	INTERRUPTION	REINSTATEMENT
☐ 1 – EMERGENCY Ends: _____	☐ 1 – PROMOTIONAL	☐ 1 – RETIRED	☐ 1 – MILITARY LEAVE	☐ 1 – FROM SEPARATION
☑ 2 – FULL TIME (Permanent or Provisional)	☐ 2 – DEMOTION	☐ 2 – DISABILITY RETIREMENT	☐ 2 – PERSONAL LEAVE	☐ 2 – FROM INTERRUPTION
☐ 3 – FULL TIME (Temporary)	☐ 3 – LATERAL CLASS.	☐ 3 – DECEASED	☐ 3 - SUSPENSION	☐ 3 – BY CIVIL SERVICE ORDER
☐ 4 – PART TIME (Permanent)	☐ 4 – TRANSFER WITHIN DEPT.	☐ 4 – REMOVED	☐ 4 – DISABILITY	☐ 4 – BY COURT ORDER
☐ 5 – PART TIME (Temporary)	☐ 5 – TRANSFER BETWEEN DEPTS.	☐ 5 – PROBATIONARY	☐ 5 – SEASONAL END	☐ 5 – RESCIND SEPARATION
☐ 6 – PART TIME (Seasonal) _____ TO _____	☐ 6 – CIVIL SERVICE STATUS	☐ 6 – LAID OFF	☐ 6 – MATERNITY	
☐ 7 – APPOINTMENT DATE CORRECTED	☐ 7 – NAME	☐ 7 – UNCLASSIFIED	☐ 7 – EDUCATIONAL	
☐ 8 – INTERIM	☐ 8 – APPOINTMENT CHANGE TO: _____	☐ 8 – OTHER (see remarks)	☐ 8 – SICK LEAVE END DATE: _____	
☐ 9 – OTHER _____ _____	☐ 9 – RATE	☐ 9 – CANCEL APPOINTMENT	☐ 9 – VACATION LEAVE END DATE: _____	
	☐ 10 – REASSIGNMENT			
	☐ 11 – POSITION NUMBER			
	☐ 12 – OTHER: (see remarks)			
	☐ 13- TEMP WORK LEAVE ADJUSTMENT			
	☐ 14 – CORRECTION OF: _____			

DATE LAST PROMOTED:	**DATE CONTINUOUS SERVICE:**	**CERTIFICATION #:**

BUDGETED HOURS	**REMARKS:** Lateral transfer. 88 Vacation hours; 24 Personal hours (pro-rated, per CBA)

APPROVAL OF APPOINTING AUTHORITY	CIVIL SERVICE COMMISSION
SIGNATURE: _(signature)_ DATE: 9/13/23	☐ APPROVED CERTIFICATION _____
RELEASING AUTHORITY:	☐ DISAPPROVED
SIGNATURE: _____ DATE: _____	SIGNATURE: _____ DATE: _____ EXECUTIVE SEC. CIVIL SERVICE COMM.

Original to Civil Service Commission; Copies to Employee Personnel File; Auditor/Treasurer; Department Head