

**CITY OF BEXLEY  
PERSONNEL ACTION FORM**

☐ NEW EMPLOYEE

☒ CHANGE

NAME:

Joseph Chapman

EFFECTIVE  
DATE:

5-1-2024

DEPARTMENT

FROM: Police Department

TO: Service Department

ADDRESS

FROM:

TO:

SEX

DOB

BUDGETED  
HOURS

PRIOR SERVICE

SICK LEAVE CREDITED

BEGINNING VACATION  
BALANCE

500

80

JOB TITLE

FROM: Officer

TO: Grounds Maintenance

RANGE

FROM:

TO: \$241.31

STEP

3

RATE

\$ 241.31

FROM:

TO:

FROM:

TO: 01-320-Garage

DATE LAST PROMOTED

DATE CONTINUOUS SERVICE

RIGHTSTUFF - Copy access permissions from:

BENEFITS ELIGIBILITY

APPOINTMENT

CHANGE

SEPARATION

INTERRUPTION

REINSTATEMENT

☒ FULL TIME - Permanent

☐ PROMOTION

☐ RESIGNATION

☐ MILITARY LEAVE

☐ FROM SEPARATION

☐ FULL TIME - Seasonal or  
temp  
to \_\_\_\_\_

☐ DEMOTION

☒ RETIREMENT - from  
PD

☐ LEAVE OF ABSENCE  
TO \_\_\_\_\_

☐ FROM INTERRUPTION

☐ PART TIME - Permanent

☒ TRANSFER

☐ REMOVAL

☐ SUSPENSION

☐ BY COURT ORDER

☐ PART TIME - Seasonal or  
temp  
to \_\_\_\_\_

☐ RATE

☐ LAID OFF

☐ SEASONAL END

☐ RESCIND SEPARATION

☐ INTERIM

☐ EMPLOYEE INFO CHANGE  
(Note in remarks)

☐ UNCLASSIFIED

☐ DEATH

☐ OTHER (Note in remarks)

☐ EMERGENCY  
Ends \_\_\_\_\_

☐ CORRECTION (Note in  
remarks)

☐ OTHER (Note in remarks)

☐ OTHER (Note in remarks)

REMARKS:

APPROVAL OF APPOINTING AUTHORITY:

SIGNATURE:

DATE:

*[Signature]* 5-1-24

CIVIL SERVICE COMMISSION

APPROVAL OF RELEASING AUTHORITY:

SIGNATURE:

DATE:

SIGNATURE:

DATE REVIEWED:

ORIGINAL TO PERSONNEL FILE; COPIES TO: HR, FINANCE DEPT, CIVIL SERVICE COMMISSION