

CITY OF BEXLEY
PERSONNEL ACTION FORM

☐ NEW EMPLOYEE

☒ CHANGE

NAME: Michael Salmons

EFFECTIVE
DATE:

10-3-2024

DEPARTMENT Parks - Forestry

FROM: _____ TO: _____

ADDRESS _____

FROM: _____ TO: _____

SEX	DOB	BUDGETED HOURS	PRIOR SERVICE	SICK LEAVE CREDITED	BEGINNING VACATION BALANCE

JOB TITLE _____

FROM: Tree Maintenance Worker TO: Parks Foreman

RANGE 01-32D-5101D

FROM: \$31.26 TO: \$33.71

STEP _____ RATE _____

FROM: 5 TO: 3 FROM: \$31.26 TO: \$33.71

DATE LAST PROMOTED	DATE CONTINUOUS SERVICE	RIGHTSTUFF - Copy access permissions from:	BENEFITS ELIGIBILITY

SELECT ELIGIBILITY

APPOINTMENT	CHANGE	SEPARATION	INTERRUPTION	REINSTATEMENT
-------------	--------	------------	--------------	---------------

☒ FULL TIME - Permanent ☒ PROMOTION ☐ RESIGNATION

☐ MILITARY LEAVE ☐ FROM SEPARATION

☐ FULL TIME - Seasonal or
temp _____ to _____

☐ DEMOTION ☐ RETIREMENT

☐ LEAVE OF ABSENCE
TO _____ ☐ FROM INTERRUPTION

☐ PART TIME- Permanent

☐ TRANSFER

☐ SUSPENSION ☐ BY CIVIL SERVICE ORDER

☐ PART TIME- Seasonal or
temp _____ to _____

☐ RATE ☐ LAID OFF

☐ SEASONAL END ☐ RESCIND SEPARATION

☐ CIVIL SERVICE STATUS

☐ PROBATIONARY

☐ OTHER (Note in remarks)

☐ INTERIM ☐ EMPLOYEE INFO CHANGE
(Note in remarks)

☐ UNCLASSIFIED

☐ EMERGENCY ☐ DEATH
Ends _____ ☐ CORRECTION (Note in
remarks)

REMARKS:

☐ OTHER (Note in remarks)

☐ OTHER (Note in remarks)

APPROVAL OF APPOINTING AUTHORITY:

SIGNATURE: [Signature] DATE: 6-3-24

CIVIL SERVICE COMMISSION

APPROVAL OF RELEASING AUTHORITY:

SIGNATURE: [Signature] DATE: 6-3-24

DATE REVIEWED:

SIGNATURE:

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