


<b>CITY OF BEXLEY PERSONNEL ACTION FORM</b>						<input type="checkbox"/> NEW EMPLOYEE <input checked="" type="checkbox"/> CHANGE	
<b>NAME:</b>		Daniel Motter				<b>EFFECTIVE DATE:</b> 4.14.24	
<b>DEPARTMENT</b>							
FROM:				TO:			
<b>ADDRESS</b>							
FROM:				TO:			
<b>SEX</b>	<b>DOB</b>	<b>BUDGETED HOURS</b>	<b>PRIOR SERVICE</b>	<b>SICK LEAVE CREDITED</b>	<b>BEGINNING VACATION BALANCE</b>		
<b>JOB TITLE</b>							
FROM: Service Worker				TO:			
<b>RANGE</b>							
FROM:				TO:			
<b>STEP</b>				<b>RATE</b>			
FROM: Step 1		TO: Step 2		FROM: \$17.39		TO: \$19.35	
<b>DATE LAST PROMOTED</b>		<b>DATE CONTINUOUS SERVICE</b>		<b>RIGHTSTUFF</b> - Copy access permissions from:		<b>BENEFITS ELIGIBILITY</b>	
						SELECT ELIGIBILITY	
<b>APPOINTMENT</b>	<b>CHANGE</b>	<b>SEPARATION</b>	<b>INTERRUPTION</b>		<b>REINSTATEMENT</b>		
<input checked="" type="checkbox"/> FULL TIME - Permanent  <input type="checkbox"/> FULL TIME - Seasonal or temp _____ to _____  <input type="checkbox"/> PART TIME- Permanent  <input type="checkbox"/> PART TIME- Seasonal or temp _____ to _____  <input type="checkbox"/> INTERIM  <input type="checkbox"/> EMERGENCY Ends _____  <input type="checkbox"/> OTHER (Note in remarks)	<input type="checkbox"/> PROMOTION  <input type="checkbox"/> DEMOTION  <input type="checkbox"/> LATERAL  <input type="checkbox"/> TRANSFER  <input checked="" type="checkbox"/> RATE  <input type="checkbox"/> CIVIL SERVICE STATUS  <input type="checkbox"/> EMPLOYEE INFO CHANGE (Note in remarks)  <input type="checkbox"/> CORRECTION (Note in remarks)	<input type="checkbox"/> RESIGNATION  <input type="checkbox"/> RETIREMENT  <input type="checkbox"/> DISABILITY RETIREMENT  <input type="checkbox"/> REMOVAL  <input type="checkbox"/> LAID OFF  <input type="checkbox"/> PROBATIONARY  <input type="checkbox"/> UNCLASSIFIED  <input type="checkbox"/> DEATH  <input type="checkbox"/> OTHER (Note in remarks)	<input type="checkbox"/> MILITARY LEAVE  <input type="checkbox"/> LEAVE OF ABSENCE _____ TO _____  <input type="checkbox"/> SUSPENSION  <input type="checkbox"/> SEASONAL END  <input type="checkbox"/> OTHER (Note in remarks)		<input type="checkbox"/> FROM SEPARATION  <input type="checkbox"/> FROM INTERRUPTION  <input type="checkbox"/> BY CIVIL SERVICE ORDER  <input type="checkbox"/> BY COURT ORDER  <input type="checkbox"/> RESCIND SEPARATION  <input type="checkbox"/> OTHER (Note in remarks)		
				<b>REMARKS:</b>  Step/Rate Change - Apply to next payroll ending 4.28.24. Workday on Payroll ending 4.14.24 was manually changed to new rate for 8 hours.			
<b>APPROVAL OF APPOINTING AUTHORITY:</b>				<b>CIVIL SERVICE COMMISSION</b>			
SIGNATURE: 		DATE: 4/16/24					
<b>APPROVAL OF RELEASING AUTHORITY:</b>				DATE REVIEWED:			
SIGNATURE:		DATE:		SIGNATURE:			
ORIGINAL TO PERSONNEL FILE; COPIES TO: HR, FINANCE DEPT, CIVIL SERVICE COMMISSION							