

<b>CITY OF BEXLEY PERSONNEL ACTION FORM</b>						<input type="checkbox"/> NEW EMPLOYEE <input checked="" type="checkbox"/> CHANGE	
<b>NAME:</b> Craig Yantko				<b>EFFECTIVE DATE:</b>		5.29.24	
<b>DEPARTMENT</b>							
FROM: 570				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 4		TO: Step 5		FROM: \$23.26		TO: \$25.09	
<b>DATE LAST PROMOTED</b>		<b>DATE CONTINUOUS SERVICE</b>		<b>RIGHTSTUFF</b> - Copy access permissions from:		<b>BENEFITS ELIGIBILITY</b>	
						Full Time - Eligible	
<b>APPOINTMENT</b>		<b>CHANGE</b>		<b>SEPARATION</b>		<b>INTERRUPTION</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 current payroll ending 6.9.24. May 27 and 28 will be a manual entry/change for the old rate.	
<b>APPROVAL OF APPOINTING AUTHORITY:</b>				<b>CIVIL SERVICE COMMISSION</b>			
SIGNATURE:  DATE: 6/1/24							
<b>APPROVAL OF RELEASING AUTHORITY:</b>				DATE REVIEWED:			
SIGNATURE: _____ DATE: _____				SIGNATURE: _____			
ORIGINAL TO PERSONNEL FILE; COPIES TO: HR, FINANCE DEPT, CIVIL SERVICE COMMISSION							