

CITY OF BEXLEY  
PERSONNEL ACTION FORM

NEW EMPLOYEE  
 CHANGE

NAME: Aaron Branham EFFECTIVE DATE: 8-21-2024

DEPARTMENT Service Department

ADDRESS \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SEX \_\_\_\_\_ DOB \_\_\_\_\_ BUDGETED HOURS \_\_\_\_\_ PRIORITY SERVICE \_\_\_\_\_ SICK LEAVE CREDITED \_\_\_\_\_ BEGINNING VACATION BALANCE \_\_\_\_\_

JOB TITLE Auto Mechanic 11

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

RANGE \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

STEP \_\_\_\_\_ RATE \_\_\_\_\_

FROM: 3 TO: 4 FROM: \$30.33 TO: \$31.92

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 \_\_\_\_\_  DEMOTION  RETIREMENT  LEAVE OF ABSENCE \_\_\_\_\_ TO \_\_\_\_\_  FROM INTERRUPTION

PART TIME- Permanent  LATERAL  DISABILITY RETIREMENT  SUSPENSION  BY CIVIL SERVICE ORDER

PART TIME- Seasonal or temp \_\_\_\_\_  RATE  REMOVAL  LAID OFF  SEASONAL END  BY COURT ORDER

INTERIM \_\_\_\_\_  CIVIL SERVICE STATUS  PROBATIONARY  OTHER (Note in remarks)

EMERGENCY \_\_\_\_\_  EMPLOYEE INFO CHANGE (Note in remarks)  UNCLASSIFIED  DEATH  OTHER (Note in remarks)

OTHER (Note in remarks)  CORRECTION (Note in remarks)  OTHER (Note in remarks)

REMARKS:

APPROVAL OF APPOINTING AUTHORITY: \_\_\_\_\_

SIGNATURE: [Signature] DATE: 8/22/24

APPROVAL OF RELEASING AUTHORITY: \_\_\_\_\_

SIGNATURE: [Signature] DATE: 8/22/24

DATE REVIEWED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CIVIL SERVICE COMMISSION