


CITY OF BEXLEY PERSONNEL ACTION FORM						<input type="checkbox"/> NEW EMPLOYEE					
						<input checked="" type="checkbox"/> CHANGE					
NAME: Isaiah Drewry				EFFECTIVE DATE: Aug. 9							
DEPARTMENT											
FROM: 510				TO:							
ADDRESS											
FROM:				TO:							
SEX		DOB		BUDGETED HOURS		PRIOR SERVICE		SICK LEAVE CREDITED		BEGINNING VACATION BALANCE	
JOB TITLE											
FROM: Recreation Coordinator				TO:							
RANGE											
FROM:				TO:							
STEP				RATE							
FROM:		TO:		FROM:		TO:					
DATE LAST PROMOTED		DATE CONTINUOUS SERVICE		RIGHTSTUFF - Copy access permissions from:			BENEFITS ELIGIBILITY				
							Full Time - Eligible				
APPOINTMENT		CHANGE		SEPARATION			INTERRUPTION		REINSTATEMENT		
<input checked="" type="checkbox"/> FULL TIME - <i>Permanent</i> <input type="checkbox"/> FULL TIME - <i>Seasonal or temp</i> to _____ <input type="checkbox"/> PART TIME - <i>Permanent</i> <input type="checkbox"/> PART TIME - <i>Seasonal or temp</i> 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 checked="" 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)		
						REMARKS:					
						Voluntary separation for resignation. Last day of work is Aug. 9, 2024.					
APPROVAL OF APPOINTING AUTHORITY:						CIVIL SERVICE COMMISSION					
SIGNATURE: 		DATE: 8/5/24									
APPROVAL OF RELEASING AUTHORITY:						DATE REVIEWED:					
SIGNATURE:		DATE:		SIGNATURE:							
ORIGINAL TO PERSONNEL FILE; COPIES TO: HR, FINANCE DEPT, CIVIL SERVICE COMMISSION											