

**CITY OF BEXLEY
PERSONNEL ACTION FORM**

☐ NEW EMPLOYEE

☒ CHANGE

NAME: Kenneth Gough

EFFECTIVE DATE: 4/30/25

DEPARTMENT

FROM: Police Department

TO:

ADDRESS

FROM:

TO:

SEX

DOB

**BUDGETED
HOURS**

PRIOR SERVICE

SICK LEAVE CREDITED

**BEGINNING VACATION
BALANCE**

JOB TITLE

FROM: Deputy Chief

TO:

RANGE

FROM:

TO:

STEP

RATE

FROM:

TO:

FROM:

TO:

DATE LAST PROMOTED

DATE CONTINUOUS SERVICE

RIGHTSTUFF - Copy access permissions from:

BENEFITS ELIGIBILITY

SELECT ELIGIBILITY

APPOINTMENT

CHANGE

SEPARATION

INTERRUPTION

REINSTATEMENT

- ☐ FULL TIME - Permanent
- ☐ FULL TIME - Seasonal or temp to _____
- ☐ PART TIME- Permanent
- ☐ PART TIME- Seasonal or temp to _____
- ☐ INTERIM
- ☐ EMERGENCY Ends _____
- ☐ OTHER (Note in remarks)

- ☐ PROMOTION
- ☐ DEMOTION
- ☐ LATERAL
- ☐ TRANSFER
- ☐ RATE
- ☐ CIVIL SERVICE STATUS
- ☐ EMPLOYEE INFO CHANGE (Note in remarks)
- ☐ CORRECTION (Note in remarks)

- ☐ RESIGNATION
- ☒ RETIREMENT
- ☐ DISABILITY RETIREMENT
- ☐ REMOVAL
- ☐ LAID OFF
- ☐ PROBATIONARY
- ☐ UNCLASSIFIED
- ☐ DEATH
- ☐ OTHER (Note in remarks)

- ☐ MILITARY LEAVE
- ☐ LEAVE OF ABSENCE TO _____
- ☐ SUSPENSION
- ☐ SEASONAL END
- ☐ OTHER (Note in remarks)

- ☐ FROM SEPARATION
- ☐ FROM INTERRUPTION
- ☐ BY CIVIL SERVICE ORDER
- ☐ BY COURT ORDER
- ☐ RESCIND SEPARATION
- ☐ OTHER (Note in remarks)

REMARKS:

Retirement effective 4/30/25

APPROVAL OF APPOINTING AUTHORITY:

SIGNATURE:

DATE:

CIVIL SERVICE COMMISSION

APPROVAL OF RELEASING AUTHORITY:

SIGNATURE:

DATE:

DATE REVIEWED:

SIGNATURE:

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