

**CITY OF BEXLEY
PERSONNEL ACTION FORM**

☐ NEW EMPLOYEE

☐ CHANGE

NAME:

Spencer Martin

EFFECTIVE
DATE:

4-18-2025

DEPARTMENT

Forestry

FROM:

TO:

ADDRESS

FROM:

TO:

SEX

DOB

BUDGETED
HOURS

PRIOR SERVICE

SICK LEAVE CREDITED

BEGINNING VACATION
BALANCE

JOB TITLE

Tree Maintenance Worker

FROM:

2-22-2021

TO:

4-18-2025

RANGE

FROM:

TO: 5

STEP

RATE

FROM:

TO:

FROM: \$32.51

TO:

DATE LAST PROMOTED

DATE CONTINUOUS SERVICE

RIGHTSTUFF - Copy access permissions from:

BENEFITS ELIGIBILITY

SELECT ELIGIBILITY

APPOINTMENT

CHANGE

SEPARATION

INTERRUPTION

REINSTATEMENT

☐ FULL TIME - Permanent

☐ PROMOTION

☒ RESIGNATION

☐ MILITARY LEAVE

☐ FROM SEPARATION

☐ FULL TIME - Seasonal or temp to _____

☐ DEMOTION

☐ RETIREMENT

☐ LEAVE OF ABSENCE TO _____

☐ FROM INTERRUPTION

to _____

☐ LATERAL

☐ DISABILITY RETIREMENT

☐ SUSPENSION

☐ BY CIVIL SERVICE ORDER

☐ PART TIME - Permanent

☐ TRANSFER

☐ REMOVAL

☐ SEASONAL END

☐ BY COURT ORDER

☐ PART TIME - Seasonal or temp to _____

☐ RATE

☐ LAID OFF

☐ OTHER (Note in remarks)

☐ RESCIND SEPARATION

☐ CIVIL SERVICE STATUS

☐ PROBATIONARY

☐ OTHER (Note in remarks)

☐ INTERIM

☐ EMPLOYEE INFO CHANGE (Note in remarks)

☐ UNCLASSIFIED

☐ EMERGENCY

☐ CORRECTION (Note in remarks)

☐ DEATH

☐ OTHER (Note in remarks)

REMARKS:

APPROVAL OF APPOINTING AUTHORITY:

SIGNATURE:

DATE:

6/17/25

CIVIL SERVICE COMMISSION

APPROVAL OF RELEASING AUTHORITY:

DATE REVIEWED:

SIGNATURE:

DATE:

6/17/25

SIGNATURE:

SIGNATURE:

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