

CITY OF BEXLEY					☐ NEW EMPLOYEE	
PERSONNEL ACTION FORM					☒ CHANGE	
NAME:	Arthur Murphy			EFFECTIVE DATE:	09/02/2025	
DEPARTMENT						
FROM: Service Department			TO:			
ADDRESS						
FROM:			TO:			
SEX	DOB	BUDGETED HOURS	PRIOR SERVICE	SICK LEAVE CREDITED	BEGINNING VACATION BALANCE	
JOB TITLE						
FROM: Grounds Maintenance Worker			TO:			
RANGE						
FROM:			TO:			
STEP	RATE					
FROM:	TO:	FROM:	TO:			
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 to	☐ DEMOTION	☐ RETIREMENT	☐ LEAVE OF ABSENCE TO	☐ FROM INTERRUPTION		
☐ PART TIME - Permanent	☐ LATERAL	☐ DISABILITY RETIREMENT	☐ SUSPENSION	☐ BY CIVIL SERVICE ORDER		
☐ PART TIME - Seasonal or temp to	☐ TRANSFER	☒ REMOVAL	☐ SEASONAL END	☐ BY COURT ORDER		
☐ INTERIM	☐ RATE	☐ LAID OFF	☐ PROBATIONARY	☐ RESCIND SEPARATION		
☐ EMERGENCY Ends	☐ CIVIL SERVICE STATUS	☐ EMPLOYEE INFO CHANGE (Note in remarks)	☐ UNCLASSIFIED	☐ OTHER (Note in remarks)		
☐ OTHER (Note in remarks)	☐ CORRECTION (Note in remarks)	☐ DEATH	REMARKS:			
			Removal			
APPROVAL OF APPOINTING AUTHORITY:			CIVIL SERVICE COMMISSION			
SIGNATURE: Andy Bels		DATE: 10/2/25				
APPROVAL OF RELEASING AUTHORITY:			DATE REVIEWED:			
SIGNATURE: Andy Bels		DATE: 10/2/25		SIGNATURE:		
ORIGINAL TO PERSONNEL FILE; COPIES TO: HR, FINANCE DEPT, CIVIL SERVICE COMMISSION						