



HUMAN RESOURCES DEPARTMENT PERSONNEL ACTION FORM

Requesting Department: _____

Last Name _____ First _____ Middle Initial _____

Classification Title: _____ Employee Number: _____ Excluded Union _____

Date of Request _____

Effective Date _____

Prepared By _____

Check appropriate requested action below (Select either A, B, C, or D, fill out applicable information in Section F):

(A) INITIAL APPOINTMENT

Type of Hire:

New Hire Recall
___ Full-Time/Regular
___ Part-Time
Regular 0-14hrs 15-24hrs +25hrs
Seasonal
Temp.

(B) SEPARATION

___ Resignation
___ Termination Probationary Disciplinary
___ Separation w/vested rights
___ Lay-off: Permanent Temp.
___ Temp/Seasonal Employment ended
___ Deceased
___ Eligible for Rehire: Yes No

(C) RETIREMENT

Normal
D.R.O.P. Ended
Disability
___ Service-Connected
___ Not Service-Connected

(D) EMPLOYMENT CHANGE OF STATUS

___ Promotion _____ % Increase
___ Demotion _____ % Decrease
___ Merit _____ % or ___ Maxed out
___ Reclassification
___ Allocation of Position
___ Lateral Position Transfer
___ Department or Division Transfer

___ P/T Seasonal to P/T Regular
___ P/T Regular to P/T Seasonal
___ P/T to F/T Regular
___ F/T to P/T Regular
___ Shift Change
From: _____
To: _____

Deactivate file due to:
Reactivate file due to:
___ Suspension - No Pay
___ Sick Leave - No Pay
___ Disability Leave - No pay
___ Extended Leave of Absence

(E) PREMIUMS Check appropriate requested action below ("A" to Add and "R" to Remove) and fill out applicable information in Section F:

POLICE PREMIUMS										
CODE	DESCRIPTION	AMOUNT	A	R	CODE	DESCRIPTION	AMOUNT	A	R	
9154	Criminal Investigation Division	5%			9187	A.I.U Crash (\$75/\$40)	\$ _____			
9155	Professional Standards Division	5%			9188	Marine (\$75/\$40)	\$ _____			
9156	Master Police Officer	5%			9189	Bicycle (\$75/\$40)	\$ _____			
9159	Technical Services Division	5%			9191	Underwater Search & Rescue (\$75/\$40)	\$ _____			
9165	Police Special Assignment Unit	5%			9195	S.I.T (\$75/\$40)	\$ _____			
9153	Honor Guard	\$ 25.00			9180	Edu. Incentive (Freq. A, Basic Cert.)	\$ _____			
9169	Office of the Chief	5%			9181	Edu. Inc. Career (up to \$18.46, if max \$23.07 add \$4.61/9193)	\$ _____			
9176	F.T.O. (\$75/\$40)	\$ _____			9182	Edu. Incentive (\$13.84 AA/\$36.92 BA max.)	\$ _____			
9177	Motors (\$75/\$40)	\$ _____			9193	Edu. Incentive Career (Freq. A)	\$ 4.61			
9178	K-9 (\$75/\$40)	\$ _____			9184	M.A. or Higher Degree (Freq. 1)	\$ 50.00			
9179	SWAT/Negotiator (\$75/\$40)	\$ _____								
POLICE SHIFT DIFFERENTIAL										
9150	Shift Diff.	2.5%			9250	Shift Diff. Pay when not assigned	2.5%			
9151	Shift Diff.	4%			9251	Shift Diff. Pay when not assigned	4%			

FIRE PREMIUMS										
CODE	DESCRIPTION	AMOUNT	A	R	CODE	DESCRIPTION	AMOUNT	A	R	
9170	State Incentive	\$ _____			9225	Advanced Training	\$ 100.00			
9218	Inspector Cert.	\$ 100.00			9058	Emergency Medic. Tech. (EMT)	8%			
9179	SWAT/Negotiator (\$75/\$40)	\$ _____			9327	Cert. Assign. Paramedic	7%			
9224	Educational BA (Not eligible for 9223)	\$ 65.00								
FIRE SPECIAL ASSIGNMENT										
Total #	1	2	3	4						
F160	Staff Assignment	5%			9166	Air Technician	5%			
9161	Assigned Staff Lt.	5%			9168	Driver/Engineer	5%			
9163	Assigned Staff Capt.	5%								

GENERAL PREMIUMS										
CODE	DESCRIPTION	AMOUNT	A	R	CODE	DESCRIPTION	AMOUNT	A	R	
9173	Ambassador Assignment	2.5%			9167	Special Assignment General	5%			
9134	Special Project Pay	\$ _____					10%			
9192	Cert. Training Operator	\$ 75.00			9174	Special Assignment Extra Pay	3%			
9237	ASE - Cert. Mechanic	\$ 75.00								
GENERAL SHIFT DIFFERENTIAL										
9152	Night Differential	7%								

OTHER PREMIUMS										
CODE	DESCRIPTION	AMOUNT	A	R	CODE	DESCRIPTION	AMOUNT	A	R	
9231	Allowance - Commission/Officials	\$ 400.00			9235	Auto Allowance (\$225/\$450)	\$ _____			

ADDITIONAL INFORMATION/OTHER ACTIONS

(F) POSITION APPOINTMENT STATUS INFORMATION

POS. APPOINT. STATUS	CLASS/POS. NUMBER	CLASSIFICATION TITLE	PAY GRADE	PERCENTAGE %	GH9D	EXTENDED HOURLY	DEPARTMENT/DIVISION NUMBER
Current (Change From)							
Proposed (Change To)							

APPROVALS-CONFIRMING AND APPROVING NO NEPOTISM

(1) _____ Department Head
(2) _____ Finance Director
(3) _____ Human Resources Director
(4) _____ Assistant City Manager
(5) _____ City Manager
(6) _____ Human Resources Processor