PERSONNEL ACTION FORM
CITY OF BEXLEY

NAME	From:
To: Snow, Tyler	

From:
To:

ADDRESS

DEPARTMENT UNIT OR OFFICE	
To:	

From:
To:

SEX	DATE OF BIRTH			EDUCATION	
M	Month	Day	Year	Yrs.	Degree Major

CITY ___ **ST** ___ **ZIP** ___

From: ___ **To:** ___

EFFECTIVE DATE
Month	Date	Year
11	15	2022

CLASS TITLE
From: EQ 11 Water Service Worker
To: EQ 11 Water Service Worker

PAYROLL NUMBER
From: 09-360-5180
To:

SOCIAL SECURITY NO.
From: ___ To: ___

RANGE	STEP	RATE
5	4	$ 26.53
	5	$ 29.70

WORK UNIT
From:
To:

APPOINTMENT
- ☐ 1 – EMERGENCY Ends:
- ☐ 2 – FULL TIME (Permanent or provisional)
- ☐ 3 – FULL TIME (Temporary)
- ☐ 4 – PART TIME (Permanent)
- ☐ 5 – PART TIME (Temporary)
- ☐ 6 – PART TIME (Seasonal)
- ☐ 7 – APPOINTMENT DATE CORRECTED ___ to ___
- ☐ 8 – INTERIM
- ☐ 9 – OTHER

CHANGE
- ☒ 1 – PROMOTIONAL
- ☐ 2 – DEMOTION
- ☐ 3 – LATERAL CLASS.
- ☐ 4 – TRANSFER WITHIN DEPARTMENT
- ☐ 5 – TRANSFER BETWEEN DEPARTMENTS
- ☐ 6 – CIVIL SERVICE STATUS
- ☐ 7 – NAME
- ☐ 8 – APPOINTMENT CHANGE TO
- ☐ 9 – RATE
- ☐ 10 – REASSIGNMENT
- ☐ 11 – POSITION NUMBER
- ☐ 12 – OTHER (see remarks)
- ☐ 13 – TEMPORARY WORK LEAVE ADJUSTMENT
- ☐ 14 – CORRECTION OF

SEPARATION
- ☐ 2 – RETIRED
- ☐ 3 – DISABILITY RETIREMENT
- ☐ 4 – DECEASED
- ☐ 5 – REMOVED
- ☐ 6 – PROBATIONARY
- ☐ 7 – LAID OFF
- ☐ 8 – UNCLASSIFIED
- ☐ 9 – OTHER (see remarks)
- ☐ 10 – CANCEL APPOINTMENT

INTERRUPTION
- ☐ 1 – MILITARY LEAVE
- ☐ 2 – PERSONAL LEAVE
- ☐ 3 – SUSPENSION
- ☐ 4 – DISABILITY
- ☐ 5 – SEASONAL END
- ☐ 6 – MATERNITY
- ☐ 7 – EDUCATIONAL
- ☐ 8 – SICK LEAVE ending date:
- ☐ 9 – VACATION LEAVE ending date:

REINSTATEMENT
- ☐ 1 – FROM SEPARATION
- ☐ 2 – FROM INTERRUPTION
- ☐ 3 – BY CIVIL SERVICE
- ☐ 4 – BY COURT ORDER
- ☐ 5 – RESCIND SEPARATION

REMARKS:

APPROVAL OF APPOINTING AUTHORITY
SIGNATURE _(signed)_   DATE 11/9/22

RELEASING AUTHORITY
(signed)   DATE 11/9/22

CERTIFICATION NO

PRIOR SERVICE
PRIOR SICK LEAVE	BUDGETED HOURS

CIVIL SERVICE COMMISSION
- ☐ APPROVED CERTIFICATION
- ☐ DISAPPROVED
- ☐ APPROVED
- ☐ DISAPPROVED

EXEC. SEC. CIV. SERV. COMM.   DATE

DATE LAST PROMOTED	DATE CONTINUOUS SERVICE