
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

Policy No. 502: Request for Personnel Action

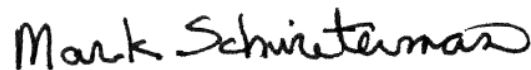
1. A Request for Personnel Action form is used to officially request that a change be made in the personnel payroll system and records. Examples of changes for which this form is used are:
 - a. Original Appointments or Reinstatements;
 - b. Merit/Step Increases in Pay;
 - c. Promotions;
 - d. Reclassifications, Transfers to Different Departments;
 - e. Suspensions;
 - f. Demotions or Reductions;
 - g. Separations for Retirement, Resignation, Dismissal, Military Leave, Layoff or other;
 - h. Any other Change of Pay Status.
2. The Personnel Request Form must be thoroughly completed so that the Human Resources Department Staff can make accurate and documented changes to the individual's records of employment status.
3. The Request for Action must be signed or initialed by the requesting supervisor, the Department Director and a representative of the Director of Human Resources.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the City's Assistant City Managers and Department Directors as specifically indicated in this policy.

Approved:

9/18/06

Date

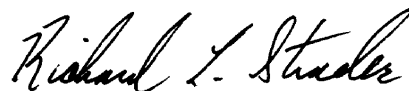


Mark Schwieterman
City Manager

Issued:

10/27/06

Date



Richard L. Strader
Director of Human Resources