



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES 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, Additional Classifications, 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 Action 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 Personnel Action Form 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.

Approved:

11/29/2022
Date

Mark Schwieterman

Mark Schwieterman
City Manager

Issued:

11.30.22
Date

Jenny Smith

Jenny Smith
Human Resource Director