



Personnel Action Report - SRPA/SRPMM

For New Hires:
Previously employed by the City?
Yes No

1. General Information: *Complete this section for all actions*

Employee Name	Employee Number	
Job Title	Date Effective REQUIRED	% FTE REQUIRED
Department/Division Routing Number <i>(select from dropdown)</i>	Payroll Approval Queue <i>(select from dropdown)</i>	

2. Select an Action: *Select the action you want to take and write a detailed description. Then, complete any other required sections for that action.*

HR Use Only: Employee is:

PEPRA

Non-PEPRA

2A. Change in Employment Status
Requires Section 3

2B. Change in Appointment of Pay
Requires Section 3

2C. Other
Requires details only

Details *(describe the reason for the change)* **REQUIRED**

3. Salary:

*This section is required for Actions 2A and 2B above.
Please use the most [recent salary schedule from the Employee Website](#).*

From (Current Grade Code)	To (New Grade Code)
Current Step	New Step
Current Salary (Hourly Rate for part-time)	New Salary (Hourly rate for part-time)

Additional Pay (Premium, etc.) *Select Additional Pay types*

POLICE

pd hol - PD Holiday Non-Cash
flu2 / flu2p - 2.5% Conv Fluency
pbil / ppbil - 5% Police Bilingual
bexp / bxpp - 10% Exp Bilingual

det / detp - 5% Detective Pay
ed1 / ed1p - 3% Int Certificate
ed2p - 7.5% Adv Cert
ed3 / ed3p - 3% Dispatch Cert
ed5 / ed5p - 4% Dispatch Cert
ed4 / ed4p - 5% Rcds Supv Cert
edmm / edmmp - \$264.50 Mgmt Edu
fet / fetp - 1% Field Evid Tech
fto / ftop - 2.5% Field Training

haza / hazap - 5% Hazard Pay
hnt / hntp - 1% Hostage Negot
k9 / k9p - 5% Canine Hndlr Prog
mait / maitp - 1% Maj Accdnt Inv
sdat / sdatp - 2.5% Self-Def & Tact
swat / swatp - 2.5% SWAT
25 / 25p - OC - 5% out of class

OTHER (HR USE ONLY)

life50 - Mgmt Life Ins Non-Cash
mp5 / mp5p - 5% Merit Pay

4. Cost Codes:

*If you selected New Hire, Reclass/Promo/Transfer or Add/Change in Cost Code in Section 2, complete this section.
Enter the cost codes for this employee, a percentage for each, and, if available, a program name.*

Cost Codes *(include %)*

5. Signature:

*The department and HR Director must sign all PARs. The City Manager must sign PARs for the following actions:
New Hire above step C, double step increase, Demotions/Suspensions and Leave with Pay.*

Department Director	Date	City Manager	Date
HR	Date	HR Director	Date