



# Personnel Action Report

<b>For New Hires:</b>	
Previously employed by the City?	
Yes	No

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

Employee Name	Employee Number (for active employees only - find it online)	
Job Title	Date Effective <b>REQUIRED</b>	% FTE <b>REQUIRED</b>
Home Department (select from dropdown)	Department/Division Routing Number (select from dropdown)	

## 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.*

<b>HR Use Only: Employee is:</b>	
PEPRA	Non-PEPRA

<b>2A. Change in Employment Status</b> <i>Requires Section 3</i>	<b>2B. Change in Appointment of Pay</b> <i>Requires Section 3</i>	<b>2C. Other</b> <i>Requires details only</i>
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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*

- |   |   |   |   |
|---|---|---|---|
| <b>CITYWIDE</b><br>25 / 25p - OC – 5% out of class<br>oc / oc-p - Childcare Out of Class<br>bima / bimp - \$150 Mape Bilingual<br>mp5 / mp5p - 5% Merit Pay<br><b>OTHER (HR USE ONLY)</b><br>mfte / mtfo - \$ Furlough<br>mto3 / mtor3 - 3% Furlough<br>mto5 / mtor5 - 5% Furlough<br>auto/autp - \$300 Auto Allowance<br>life50 - Mgmt Life Ins Non-Cash | <b>FIRE</b><br>31 - 6.33hrs/pp Fire FLSA Prm<br>hol - Fire Holiday Non-Cash<br>acl / aclp - 2.5% Paramedic<br>emt - 2.5% EMT Cert<br>fed1 / fe1p - 2.5% Fire Edu<br>fed2 / fe2p - 5% Fire Edu<br>lia2 / lia2p - \$200 Fire Liaison<br>lias / liap - \$100 Fire Ln Asst<br>5prem / 5incnt - Fire Acad Pm | <b>POLICE</b><br>pd hol - PD Holiday Non-Cash<br>pbicad - 5% Bilingual Cadet<br>bexcad - 10% Bilingual Cadet<br>flu2 / flu2p - 2.5% Conv Fluency<br>pbil / ppbil - 5% Police Bilingual<br>bexp / bxpp - 10% Exp Bilingual<br>det / detp - 5% Detective Pay<br>ed1 / ed1p - 3% Int Certificate<br>ed2 / ed2p - 5% Adv Cert | <b>ed3 / ed3p - 3% Dispatch Cert</b><br><b>ed4 / ed4p - 5% Rcds Sup Cert</b><br><b>edmm / edmmp - \$529 Mgmt Ed</b><br><b>fet / fetp - 1% Field Evid Tech</b><br><b>fto / ftop - 2.5% Field Training</b><br><b>haza / hazap - 5% Hazard Pay</b><br><b>hnt / hntp - 1% Hostage Negot</b><br><b>k9 / k9p - 5% Canine Hndlr Prog</b><br><b>mait / maitp - 1% Maj Accdnt Inv</b><br><b>sdat / sdatp - 2.5% Self-Def &amp; Tact</b><br><b>swat / swatp - 2.5% SWAT</b> |
|---|---|---|---|

## 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 Director	Date	Finance Director	Date