



# Personnel Action Report - SRPA/SRPMM

<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	Supervisor Name
Job Title	Date Effective <b>REQUIRED</b>	% FTE <b>REQUIRED</b>
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.*

<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>POLICE</b>                       |                                  |                                     | <b>OTHER (HR USE ONLY)</b>      |
| pd hol - PD Holiday Non-Cash        | det / detp - 5% Detective Pay    | haza / hazap - 5% Hazard Pay        | life50 - Mgmt Life Ins Non-Cash |
| pbicad - 5% Bilingual Cadet         | ed1 / ed1p - 3% Int Certificate  | hnt / hntp - 1% Hostage Negot       | mp5 / mp5p - 5% Merit Pay       |
| bexcad - 10% Bilingual Cadet        | ed2 / ed2p - 5% Adv Cert         | k9 / k9p - 5% Canine Hndlr Prog     |                                 |
| flu1 / flu1p - \$12.50 Conv Fluency | ed3 / ed3p - 3% Dispatch Cert    | maic / maicp - 1% Maj Accdnt Inv    |                                 |
| flu2 / flu2p - 2.5% Conv Fluency    | ed4 / ed4p - 5% Rcds Supv Cert   | sdac / sdacp - 2.5% Self-Def & Tact |                                 |
| pbil / ppbil - 5% Police Bilingual  | edmm / edmmp - \$264.50 Mgmt Ed  | swat / swatp - 2.5% SWAT            |                                 |
| bexp / bxpp - 10% Exp Bilingual     | fet / fetp - 1% Field Evid Tech  | 25 / 25p - OC - 5% out of class     |                                 |
|                                     | fto / ftop - 2.5% Field Training |                                     |                                 |

## 4. Cost Codes: *If you selected New Hire, Reclasp/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	%	Cost Codes	%
Cost Codes	%	Cost Codes	%

## 5. Signature: *The department and Administrative Services 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 Manager	Date	Administrative Services Director	Date