Personnel Action Report - SRPA/SRPMM

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

Employee Name

Employee Number

Job Title

Date Effective REQUIRED

% FTE REQUIRED

Department/Division Routing Number *(select from dropdown)*

Payroll Approval Queue *(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.*

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* **b**
flu1 / flu1p - *$12.50 Conv Fluency*
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*
ed2 / ed2p - *5% Adv Cert*
ed3 / ed3p - *3% Dispatch Cert*
ed4 / ed4p - *5% Rcds Supv Cert*
edmm / edmmp - *$264.50 Mgmt Ed*
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	**%**	**Cost Codes**	**%**
Cost Codes	**%**	**Cost Codes**	**%**

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 Manager	**Date**	**HR Director**	**Date**