

KETCHIKAN GATEWAY BOROUGH PERSONNEL ACTION FORM

EMPLOYEE NAME _____
LAST FIRST MIDDLE

EMPLOYEE NUMBER _____ EFFECTIVE DATE _____

TYPE OF ACTION

FILL IN APPROPRIATE COLUMNS, AS INDICATED, BY EACH TYPE OF ACTION

APPOINTMENT (2,4,6,8,10) PROMOTION OR TRANSFER (1,2,3,4,5,6,7,8,10,12) SALARY CHANGE (1,2,3,4,5,6,10,12)
 TERMINATION (1,3,5,9,10,11,12,13) LEAVE WITHOUT PAY (2,4,6,9,10,14) OTHER (COMPLETE WHERE APPROPRIATE AND DESCRIBE BELOW)

| From | | | | To | | | |
|----------------------------------|--|-----------|--|----------------------------------|--|----------------------------|--|
| DEPARTMENT 1 | | | | DEPARTMENT 2 | | | |
| CLASSIFICATION TITLE 3 | | | | CLASSIFICATION TITLE 4 | | | |
| DATE OF LAST RATE CHANGE | | PAY GRADE | | PAY GRADE | | MONTHLY SALARY (OR HOURLY) | |
| 5 | | | | 6 | | | |
| STATUS OF POSITION 7 | | | | STATUS OF POSITION 8 | | | |
| REGULAR | | UNION | | NON-UNION | | | |
| PROBATIONARY | | FULL TIME | | EXEMPT | | | |
| TEMPORARY | | PART TIME | | NON-EXEMPT | | | |
| RESIGNATION | | | | RETIREMENT | | DECEASED | |
| DISMISSAL | | | | DISABILITY RETIREMENT | | LAYOFF | |
| LEAVE W/O PAY | | | | OTHER | | END TEMP WORK | |
| 9 | | | | 10 | | | |
| DATE OF LAST WORKING DAY | | | | DATE OF HIRE | | | |
| 11 | | | | 12 | | | |
| EQUIPMENT CHECKED IN? | | | | ADDRESS TO APPEAR ON W2 FORM | | LEAVE W/O PAY START DATE | |
| YES | | NO | | 13 | | 14 | |
| DATE | | | | DEPARTMENT HEAD | | HUMAN RESOURCES | |
| IMMEDIATE SUPERVISOR | | | | FINANCE DIRECTOR | | | |
| DATE | | | | DEPARTMENT HEAD | | HUMAN RESOURCES | |

REMARKS

APPROVAL

 DATE IMMEDIATE SUPERVISOR DATE FINANCE DIRECTOR

 DATE DEPARTMENT HEAD DATE HUMAN RESOURCES

FORM DISTRIBUTION

PERSONNEL FILE PAYROLL DEPARTMENT HEAD EMPLOYEE SCANNED