



**CITY OF PETALUMA
HUMAN RESOURCES
Personnel Action Form**

This form is to be completed for all new hires, change of status for current employees, terminations or resignations and re-hire of inactive or terminated employees.

1. Complete this form and send to HR for processing, with the Department Directors signature.
2. Attach back-up documentation and/or candidate materials.
3. Make effective date the first day of a pay period cycle.

NAME:		EMPLOYEE NUMBER:	
POSITION:		EFFECTIVE DATE:	
DEPARTMENT:		SUPERVISOR:	
REASON FOR ACTION: <input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> PROMOTION <input type="checkbox"/> SEPARATION <input type="checkbox"/> STEP INCREASE <input type="checkbox"/> OTHER <input type="checkbox"/> ADDITIONAL CLASS TYPE OF APPOINTMENT: <input type="checkbox"/> REGULAR FULL TIME <input type="checkbox"/> INTERIM <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> SEASONAL/PART TIME <input type="checkbox"/> PART TIME			
FINGERPRINTS REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO			
FROM		TO	
JOB POSITION/ CLASSIFICATION		JOB POSITION/ CLASSIFICATION	
JOB CLASS/ SALARY SCHEDULE		JOB CLASS/ SALARY SCHEDULE	
RANGE/ STEP (NUMERIC) PAY RATE		RANGE/ STEP (NUMERIC) PAY RATE	
BUDGET CODE		BUDGET CODE	
OTHER/ SPECIAL PAY		OTHER/ SPECIAL PAY	
REMARKS/REASON FOR ACTION		DEPARTMENT DIRECTOR DATE	
		HUMAN RESOURCES MANAGER DATE	
		ADMINISTRATIVE SERVICES DIRECTOR DATE	
		CITY MANAGER DATE	

