



RECOMMENDATION FOR PERSONNEL ACTION

NAME: _____ EMPLOYEE # : _____

POSITION: _____ DEPARTMENT: _____

HOME DEPARTMENT: _____ EFFECT DATE: _____ TIME: _____

ADDRESS CHNG		YEARS OF SERVICE		COST DISTRIBUTION CHANGE		SUSPENSION	
DEMOTION		LWOP		PROMOTION		TRANSFER	
ED INCENTIVE		MILITARY LEAVE		SHIFT DIFF		457 DEF COMP	
FMLA-LWOP		MILITARY LWOP		SPECIAL DUTY		OTHER	
FLD TRAINING		NAME CHANGE		APPOINTMENT OF OPS (EPS) TO BUDGETED POSITION			

JOB CODE/TITLE	FROM		TO	
RANGE	FROM		TO	
HOURLY RATE	FROM		TO	
BI-WEEKLY	FROM		TO	
FIRE OT ADJ	FROM		TO	
ANNUAL	FROM		TO	

NSD SHIFT DIFF	FROM		TO	
SDP/SDPF SPEC DUTY	FROM		TO	
FTP/FTPF FIELD TRNG	FROM		TO	
CP, CPI, CPM	FROM		TO	
EIF/EIP ED INC	FROM		TO	
SP10, SP15, SP20	FROM		TO	

DEPARTMENT DIRECTOR/ADMINISTRATOR DATE

MAYOR/DESIGNEE DATE

CHIEF HUMAN RESOURCES OFFICER DATE

HUMAN RESOURCES REVIEWER DATE