

CITY OF LYNN HAVEN - PERSONNEL ACTION FORM

Employee's Name		Employee ID#		Date Employed	
		Department		Action Effective	
Present Position Title	Grade	Job Class #	Position #	Biweekly Hours	Hourly Rate
Proposed Position Title	Grade	Job Class #	Position #	Biweekly Hours	Hourly Rate

RECOMMENDED ACTION

- | | | |
|--------------------------|--------------------|----------------------|
| Change in Position Title | Suspension | Cell Phone |
| Salary Increase | Drop/Retire | Tablet |
| Promotion | Commendation | Laptop |
| Resignation | Reprimand | Personal Info Change |
| Termination | Telecommute | Other (Describe) |
| Eligible for rehire | Vehicle Assignment | |

Reason for Action:

Entered in Personnel Action Entry

Posted in live data

Form scanned and put in HR PF

Copy sent to Payroll

DATE	Employee Signature	DATE	Approved, Personnel
DATE	Recommended, Department Head	DATE	Approved, City Manager