



## PERSONNEL ACTION FORM

**DEPARTMENT/FUND:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> BUILDING        | <input type="checkbox"/> PARKING ENFORCEMENT | <input type="checkbox"/> STORM WATER    |
| <input type="checkbox"/> EXECUTIVE/ CODE | <input type="checkbox"/> POLICE              | <input type="checkbox"/> TOURIST BUREAU |
| <input type="checkbox"/> FINANCE         | <input type="checkbox"/> PUBLIC WORKS        | <input type="checkbox"/> TOWN CLERK     |
| <input type="checkbox"/> LEGAL           | <input type="checkbox"/> RECREATION          | <input type="checkbox"/> WATER & SEWER  |
|  | <input type="checkbox"/> SOLID WASTE         | <input type="checkbox"/> OTHER: _____   |

<b>NAME:</b>		<b>CURRENT POSITION:</b>
<b>EFFECTIVE DATE:</b>	<b>HOURLY RATE:</b>	<b>BUDGET ACCOUNT NO.:</b>
<b>ADDRESS:</b>		<b>TELEPHONE:</b>
		<b>OTHER:</b>

- |                                      |                                    |                                 |
|--------------------------------------|------------------------------------|---------------------------------|
| <b>Process</b>                       | <b>Status</b>                      | <b>Status Information</b>       |
| <input type="checkbox"/> New Hire    | <input type="checkbox"/> Full time | <input type="checkbox"/> Hourly |
| <input type="checkbox"/> Re-Hire     | <input type="checkbox"/> Part Time | <input type="checkbox"/> Salary |
| <input type="checkbox"/> Transfer    | <input type="checkbox"/> Temporary |                                 |
| <input type="checkbox"/> _____ Other |                                    |                                 |

### DETAIL ACTION/CHANGES

FROM	TO

### APPROVALS:

<b>Department Head</b>	<b>Date</b>	<b>Town Manager</b> (when applicable)	<b>Date</b>
<b>Finance Dept.</b>	<b>Date</b>	<b>Human Resources</b>	<b>Date</b>