

## PERSONNEL ACTION FORM

This form should be used to change an employee's personal information or employment status. This form must be approved unless Section #1 is the only information completed.

**Activity Type (check types applicable)**

1. PERSONAL INFORMATION CHANGE     
  2. POSITION/STATUS CHANGE     
  3. PERFORMANCE REVIEW  
 4. EMERGENCY CONTACT     
  5. SEPARATIONS

EMPLOYEE NAME: \_\_\_\_\_  
 POSITION: \_\_\_\_\_ DEPT. or GROUP HOME: \_\_\_\_\_

**SECTION #1 PERSONAL INFORMATION CHANGE**

(Complete the items that should be changed in your official record)

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE #: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION #2 POSITION/STATUS CHANGE**

(Attach approved transfer form if applicable)

Current Dept # \_\_\_\_\_ New Dept # \_\_\_\_\_  
 Current Position \_\_\_\_\_ New Position \_\_\_\_\_  
 Current Schld Hrs. \_\_\_\_\_ New Schld Hrs. \_\_\_\_\_  
 Current Status \_\_\_\_\_ New Status \_\_\_\_\_  
 Current Pay Rate \_\_\_\_\_ New Pay Rate \_\_\_\_\_

Night Differential: Yes No  
 Weekend Incentive: Yes No

REASON: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION #3 PERFORMANCE REVIEW**

(Attach Evaluation Form)

Review Type: \_\_\_\_\_  
 Review Date: \_\_\_\_\_  
 Next Review Date: \_\_\_\_\_

**SECTION #4 EMERGENCY CONTACT**

(Please provide the information needed for your emergency contact)

NAME: \_\_\_\_\_  
 RELATIONSHIP: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE #: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION #5 SEPARATIONS**

\_\_\_\_\_ VOLUNTARY (Attach resignation letter)  
 \_\_\_\_\_ INVOLUNTARY (Attach disciplinary form)

EFFECTIVE DATE: \_\_\_\_\_  
 Recommended for Rehire? Yes No  
 Reason: \_\_\_\_\_

**PRIMARY REASON FOR SEPARATION: (Circle One)**

- |                                      |                           |
|--------------------------------------|---------------------------|
| 1. Resigned with notice              | 10. Violation of policy   |
| 2. Resigned without notice           | 11. Relocation            |
| 3. Did not fulfill notice obligation | 12. Misconduct            |
| 4. Unsatisfactory job performance    | 13. "No call, no show"    |
| 5. Accepted another position         | 14. Probationary employee |
| 6. Education                         | 15. Retirement            |
| 7. Deceased                          | 16. Reduction in force    |
| 8. Unsatisfactory working conditions | 17. Personal reason       |
| 9. Other:                            |                           |

\_\_\_\_\_  
 Employee's Signature Date  
 \_\_\_\_\_  
 Supervisor's Signature Date  
 \_\_\_\_\_  
 Executive Director's Signature Date