

## **16.2 PERSONNEL ACTION FORM**

The Personnel Action Form is the official document for recording and transmitting each personnel action to the personnel file. The form is approved by the Department Head or Elected Official as a matter of record and submitted to Human Resources. The Department Head or Elected Official will send a copy to the Human Resources. This form is used to promote uniformity in matters affecting:

- Employment Category;
- Position Title;
- Salary or Hourly Rate; and
- Other Actions Affecting the Employee's Status.

The Personnel Action Form is completed on the employee's first day of work and is updated when there is any change in his or her status that relates to employment or benefits. Each Personnel Action Form becomes a permanent part of the employee's personnel file.