

## **INTRODUCTION**

All personnel and payroll activity in the City of Taft shall be limited on a Personnel Action Form prepared by the Director of Personnel and approved by the appropriate Department Head or the City Manager acting as the appointing authority in accordance with provisions of the Taft Municipal Code.

Such actions shall include, but are not limited to, employment; promotion; demotion; transfer; starting leaves of absence; returning from leaves of absence; and termination.

The Personnel Action Form serves a dual function – that of updating an employee's personnel and payroll files and of notifying the administration of changes in the employee's status.

Since information contained in the Personnel Action Form is of confidential nature, supervisory personnel shall exercise reasonable care in handling and transmitting the form.

## **PREPARING THE PERSONNEL ACTION FORM**

1. The Director of Personnel shall prepare a Personnel Action Form for all personnel and payroll activities and shall rout the completed Personnel Action Form through the appropriate approving authorities in accordance with specific policies as contained in this manual.
2. The Director of Personnel shall enter an X in the appropriate action block of the Personnel Action Form and complete the appropriate data indicating the employee's present and proposed status, including employee name, department, position title, salary range, hourly salary and effective date of action.
3. Personnel Action Forms appointing, promoting, demoting, disciplining or discharging an employee shall be approved by the City Manager acting as appointing authority in accordance with provisions of the Taft Municipal Code.
4. All other Personnel Action Forms, including those granting a merit salary increase, leave of absence or reclassification, shall be approved by the Director of Personnel for compliance with requirements of the Taft Municipal Code and the Personnel Policies and Procedures of the City of Taft as well as for conformance with budget authority.
5. Upon approval, one copy of the Personnel Action Form shall be retained by the Personnel Officer for inclusion in the employee's personnel file.
6. A second copy of the approved Personnel Action Form shall be forwarded to the Finance Department for inclusion in the employee's payroll file.

7. A third copy of the approved Personnel Action Form shall be returned to the appropriate Department Head for informational purposes only.
8. A fourth copy of the approved Personnel Action Form shall be returned to the affected employee for their personal record.
9. Personnel Action Forms submitted to the Finance Department without required initiating and approval signatures shall be returned to the Personnel Officer for processing in accordance with this policy.