



Personnel and Administrative Policy and Procedure

SUBJECT: Personnel Action Authorization	EFFECTIVE DATE: July 1, 2003 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.41	CROSS REFERENCE:

Purpose: To ensure that transactions related to a person's employment at the City are accurately documented and recorded.

Definitions: Personnel Action Authorization Form (PAAF): The official document used for recording personnel transactions including new hires, promotions, terminations, layoffs, merit increases, transfers, performance review dates, reclassifications, pay incentives, various types of leaves, and other employment related activities.

Objective: The PAA should accurately reflect personnel transactions regarding a person's employment status and serve as official documentation of all changes in status.

Scope: All City employees.

Policy: All changes to an employee's work status will be noted on a PAA.

Guidelines for Use: The PAA should accurately reflect personnel transactions regarding a person's employment status and serve as official documentation of all changes in status.

Procedures

1. A change occurs that somehow affects a person's employment status with the City.
2. The supervisor sends an e-mail to the HR Assistant noting the change affecting the employee's status.
3. The HR Assistant will generate a PAA and route it to the supervisor, HR Director and City Manager for signature.
4. The respective parties will verify the accuracy of the information, sign and route the document.
5. Once the form is signed by all parties, it is routed back to the HR Assistant who will enter the information, copy payroll on the status change, place a copy in the employee's official personnel file, send one copy to the supervisor and one copy to the employee.

Responsibilities

Human Resources Assistant

- Complete the PAA.
- Route the form for signature.
- Ensure the necessary changes are entered into the system and the form is copied and filed.

Supervisor

- Notify HR when any changes are occurring that affect an employee's status.

Employee

- Notify HR when there are any changes to personal information such as name, address and emergency contact information. Note these do not require a PAA, but for name and address changes will require that the employee completes a new W-4 form.

Original
 Department
 Payroll
 Employee

Personnel Action Form—**APPOINTMENT**

PERSONAL INFORMATION

First Name: [] Last Name: [] Middle Initial: []
 Address: [] City: [] State: [] Zip: [] Phone: []
 Employee #: [] DOB: []

EEO INFORMATION

Gender: **Unspecified** Ethnic Code: **Unspecified** EEO Category: **Unspecified**

EFFECTIVE DATE: [] SERVICE DATE: []

POSITION DATA

Full Time Part Time Regular Temp
 Department: [] Title: [] Position ID: [] Supervisor: []
 Fund: []-5110 Range: [] Step: [] Rate: \$ [] per mo hr
 Probationary Period: [] months Review Date: [] 30 Days: [] Checklist

REASON FOR ACTION/COMMENTS: []

AUTHORIZATION	
Appointing Authority	Date
City Manager	Date
Human Resources	Date