CITY OF OXNARD – PERSONNEL ACTION FORM

INSTRUCTIONS: *THE FOLLOWING PERSONNEL ACTION REQUIRES THE APPROVAL OF THE DEPARTMENT HEAD AND THE CITY MANAGER OR DESIGNEE. ALL COPIES OF THIS FORM SHOULD BE SIGNED AND RETURNED TO THE HUMAN RESOURCES OFFICE.*

EMPLOYEE NO.	EMPLOYEE NAME (FIRST, INITIAL, LAST)	HIRE DATE	EFFECTIVE DATE

ACTION:

☐ NEW HIRE ☐ STATUS CHANGE* ☐ SCHEDULE CHANGE ☐ ADDRESS/PERSONAL CHANGE

☐ PROMOTION ☐ CLASSIFICATION CHANGE ☐ CHANGE HOME ACCT ☐ CHANGE ACCT DISTRIBUTION

☐ TERMINATION *(See back of PAF)* ☐ TRANSFER *(The code used by payroll to direct employee's paycheck and timesheet to the employee)* *(The account(s), to which an employee's compensation will be charged within your budget)*

☐ SALARY CHANGE ☐ COMPLETION OF PROBATION*

REASON:

☐ SELECTION ☐ MERIT INCREASE* ☐ EDUCATIONAL INCENTIVE ☐ UNDER FILL**

_____ TERMINATION CODE ☐ STEP INCREASE* ☐ BILINGUAL PAY ** ☐ INTERIM APT**

(Refer to back of PAF) ☐ FLEX STAFF* ☐ DEMOTION ☐ WORKING OUT OF CLASS**

*Requires performance evaluation   ***Requires a justification memo*

EMPLOYEE DEMOGRAPHICS/CHANGES

EMPLOYEE ADDRESS: NUMBER AND STREET	EMPLOYEE HOME PHONE NO.

CITY, STATE, ZIP CODE	Department/Division	UNION GROUP

EMPLOYEE APPOINTMENT/CHANGES

EMPLOYEE STATUS: **DMV PULL:**   **DOT PROGRAM:**

☐ FULL TIME ☐ LIMITED DURATION ☐ EXTRA HELP ☐ .75 FTE ☐ .50 FTE   ☐ Add ☐ Remove   ☐ Add ☐ Remove

DAYS   **HOURS**   **FIRE**   **POLICE**

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ 9/80 ☐ 4/10 ☐ 5/40 ☐ Shift ☐ Admin ☐ Sworn ☐ Non-Sworn

FROM		**TO**	
CURRENT CLASSIFICATION TITLE		NEW CLASSIFICATION TITLE	
DEPARTMENT/DIVISION		DEPARTMENT/DIVISION	
STATUS	POSITION NO.	AUTH NO.	STATUS	POSITION NO.	AUTH NO.
PAY GRADE CODE	STEP	SALARY	PAY GRADE CODE	STEP	SALARY

Remarks:

CHANGE OF HOME ACCOUNT and/or ACCOUNT DISTRIBUTION

Home Acct: the code used by Payroll to direct the employee's timesheet. Acct Distribution: the account(s) to which an employee's compensation is charged to within your budget.

FROM Home Account Department/Division		TO Home Account Department/Division	
PERCENT	FROM Account Distribution No. *(Indicate the account(s) to be charged & the percent breakdown if applicable)*	PERCENT	TO Account Distribution No. *(Indicate the account(s) to be charged & the percent breakdown if applicable)*

SUPERVISOR INITIALS	SUPERVISOR INITIALS	BUDGET MANAGER INITIALS

APPROVALS

DEPARTMENT DIRECTOR (PRINT)	HUMAN RESOURCES DIRECTOR	DATE
DEPARTMENT DIRECTOR SIGNATURE	DATE	CITY MANAGER OR DESIGNEE	DATE

PERSONNEL ONLY

DATE ENTERED	INITIALS	NEXT REVIEW DATE

REASON FOR TERMINATION			
Code	**Description**	**Code**	**Description**
1A	Termination with Cause	3A	Reason Unknown
1E	End of Temporary Employment	3B	Job Abandonment
1F	End of Seasonal Employment	3G	Return to School
1G	End of Project/Assignment	3I	Relocation
1M	Layoff	3M	Accepted Another Position
1N	Retirement	4C	Rule/Policy Violation
1O	Resigned	4X	Did Not Pass Probation
1P	Deceased	7H	Personal
2B	Discipline	7J	Other

INSTRUCTIONS

Step 1: Complete the **EMPLOYEE NO.**, **NAME** and **EFFECTIVE DATE** or **HIRE DATE** *(whichever applies to the reason for the PAF)*

Step 2: Check the **ACTION** being completing by the submission of the PAF.

- **New Hire:** new employee with the City
- **Promotion:** movement to a position with a higher salary range
- **Termination:** separation from the city (for any reason)
- **Salary change:** increase or decrese in base wages
- **Status change:** change in extra help, full time, part time, regular status
- **Classification change:** position title change
- **Transfer**: movement to a different department and/or division
- **Completion of Probation:** employees who have completed their 12-month probationary period.
- **Schedule Change:** change in shift hours and/or days.
- **Address/Personal Change:** change of employee demographics and/or contact information
- **Change in Home Account:** the code used by payroll to direct employee's paycheck and timesheet to the employee
- **Change in Account Distribution:** the account(s), to which an employee's compensation will be charged within your budget.

Step 3: Check the **REASON** for the action, if applicable.

- **Termination Code:** enter the termination code indicating the reason an employee is terminating from the city.
- **Selection:** new employees who were selected by the department and completed a recruitment process.
- **Merit Increase:** employees who are receiving a percentage pay increase within their salary range.
- **Step Increase:** employees receiving a pay increase to a step within their salary range
- **Flex Staff:** classifications designated to advance to journey level with the prescribed time/training.
- **Education Incentive:** per MOU, employees who possess a degree higher than their position requires. Must submit proof of degree.
- **Bilingual Pay:** per MOU, employees who successfully pass bilingual testing.
- **Demotion:** movement from a higher classification to a lower classification. Can be voluntary or involuntary.
- **Under Fill:** filling a position with a lower level classification.
- **Interim Appointment:** temporary filling of a position, while a recruitment is being conducted.
- **Working Out of Class:** performing the duties of another position on a temporary basis.

Step 4: Complete the section that applies to the **ACTION** and/or **REASON** selected

- **Employee Demographics/Changes**: completed for employee address or personal changes. For Name Change all employees must complete and submit a new I-9
- **Employee Appointment/Changes**: must be completed for new hires, promotions, terminations, salary changes, status changes, schedule changes, classification changes, transfers, and completion of probationary period.
- **Change of Home Account and/or Account Distribution**: must be completed and initialed off for all changes in home account and/or change in account distribution. For **Change of Home Account and/or Change of Account Distribution** all PAFs must be submitted to Budget for approval prior to submission to Human Resources.

Step 5: Submit to Department Director for approval.

Step 6: Submit to Human Resources for approval.