



City of Kenai
Personnel Action Form

Kenai Municipal Code 23.30.070 (c) states that a personnel action form shall be used as the single document to initiate and update personnel records.

Employee Name: _____
 Position Title: _____
 Department: _____
 Effective Date: _____

Requested Action:

- New Hire
- Range/Step Increase
- End of Probationary Period
- Transfer
- Promotion/ Demotion
- Reclassification
- Temporary Increase
- Termination
- Resignation
- Layoff
- Qualification/ Certification Pay
- Other: _____

Change in Employment Status:

Position Title: _____
 Acting Position: _____
 Salary Range/Grade: _____
 Expected Term. Date: _____
 Last Day of Work: _____
 Service Type: Classified Dept. Head

For Finance Use Only:

Hourly Rate: _____
 Acting Hourly Rate: _____
 Per Pay Period Amt.: _____

Comments:

Review and Approval:	Initials/Signature	Date
Department Head	_____	_____
Finance Department (Verification of Funds)	_____	_____
City Manager	_____	_____
Posted to Payroll System	_____	_____

Distribution: Original-Employee Personnel File Copy-Employee Copy-Payroll