



PERSONNEL ACTION REQUEST

TO: CITY MANAGER

DATE: 12-9-13

1. Robert "Spanky" Smith Recreation Director Recreation
EMPLOYEE/APPLICANT JOB CLASSIFICATION DEPARTMENT/DIVISION

Emp Number 920 Hire Date 3-29-01 Longevity % _____

The following action is recommended with regard to the above named employee/applicant:

- 2. Full Time Permanent
- Part Time Temporary

_____ 6 _____
 HRS PER WEEK LENGTH OF EMPLOYMENT EFFECTIVE DATE
 (Salary Before Pension Deduction) OF REQUESTED ACTION
12-9-13

3. <input type="checkbox"/>	Salary Adjustment	From	To
	Base Salary	<u>48,935</u>	<u>0</u>
	Longevity	_____	_____
	Shift Diff.	_____	_____
	Premium Pay	_____	_____
	TOTAL	<u>48,935</u>	<u>0</u>

4. Transfer to _____ Department as _____
(CLASSIFICATION)

5. Successful Completion of Probationary Period

6. Separation due to:

- Voluntary Resignation Death Lay Off
- Disability Retirement

7. Disciplinary Action Required

- Written Reprimand
- Suspension With Pay For _____ Working days.
- Without Pay
- Demotion
- Discharge

8. Detailed Explanation: Dismissal

9. Has employee been advised of this recommended action?

Signed [Signature] Date 12-5-13 / 12/6-13
(DEPARTMENT HEAD)

This request is approved Signed [Signature] CITY MANAGER

Approved with amendment

Disapproved

Date _____

DISTRIBUTION FOLLOWING CITY MANAGER'S ACTION

ORIGINAL - PERSONNEL FILE

COPY - EMPLOYEE

COPY - PAYROLL CLERK

COPY - DEPARTMENT HEAD