

## CITY OF CHANDLER

### PERSONNEL ACTION REQUEST FORM

#### I. PURPOSE

The purpose of this policy is to establish procedures for the documentation of personnel action requests for all City employees.

#### II. POLICY

The Personnel Action Request (PAR) form is the official City document to initiate new personnel actions as well as personnel and payroll related changes.

#### III. RESPONSIBILITIES

a. It is the responsibility of the Department Director or designee to prepare and approve or disapprove all Personnel Action Request (PAR) forms. Upon approval, departments are responsible to submit Personnel Action Requests to the Human Resources Office for processing.

b. It is the responsibility of the Human Resources Office to process all Personnel Action Request forms and to maintain completed Personnel Action Request forms for all City employees.

#### IV. PROCEDURES

a. Departments are required to submit a Personnel Action Request Form to Human Resources to initiate new personnel actions and to process personnel change actions. Personnel Action Request forms may be obtained on the Human Resources page on Chanweb. (see attached copy of CC Form 52)

b. Processing a New Hire Personnel Action Request form- Departments are required to provide the following information for a new hire Personnel Action Request form:

1. Division initiating the action
2. Effective date of the action (the date the department would like the employee to begin employment)
3. Employee's name
4. Type of action being processed (check appropriate box)
5. All of the information relating to the action under the "NEW" column.
6. Approval signatures

c. Processing a Personnel Change Personnel Action Request form- Departments are required to provide the following information for a personnel change Personnel Action Request form:

1. Division initiating the action
2. Effective date of the action
3. Employee's name
4. Type of action being processed (check appropriate box)
5. All of the applicable "CURRENT" and "NEW" information relating to the action

6. If the action is a termination, the TERMINATION section must be completed
7. Approval signatures

**V. APPROVAL**

This policy supercedes Administrative Regulation CC Reg. 10-24.

Pat McDermott  
Patrick McDermott, Acting City Manager

5-23-03  
Date

Attachment: CC Form 52- Personnel Action Request Form