

# PERSONNEL ACTION NOTICE

*FOR HIRES, TERMINATIONS, and STATUS CHANGES Distribution: Original to Human Resources Copy: Dept and Employee*

Name \_\_\_\_\_

*Last First Middle*

Address \_\_\_\_\_

*Street POB City, State, Zip*

Date \_\_\_\_\_

**HIRE:**

*Effective Date: (to be filled in by HR after job is offered)*

Position Title: \_\_\_\_\_

Full Time Non Exempt      Full Time Exempt      Part Time      Temporary

Department: \_\_\_\_\_

Salary Range: \_\_\_\_\_

Base Rate: \_\_\_\_\_ Explain any amount over entry level: \_\_\_\_\_

**STATUS CHANGE:** Effective Date: \_\_\_\_\_

	Department Number & Name	Range	Hourly Wage	Job Title
<i>FROM</i>				
<i>TO</i>				

Reason: \_\_\_\_\_

**TERMINATE:**

Effective Date of Termination: \_\_\_\_\_

Voluntary:      Letter of resignation attached

*If no letter is attached, give reason if known:*

Was a two week notice given:    Yes    No

Involuntary: \_\_\_\_\_

Eligible for re-hire:      YES    NO: If no, give reason:

*Resigned from the Village of Ruidoso in poor standing:*

*Was dismissed from duty:*

*Did not give a two week notice*

<i>HR Use Only</i>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><i>Approved/Disapproved</i></td> <td style="width: 33%; border: none;"><i>Department Director</i></td> <td style="width: 33%; border: none;"><i>Date</i></td> </tr> </table>	<i>Approved/Disapproved</i>	<i>Department Director</i>	<i>Date</i>
<i>Approved/Disapproved</i>	<i>Department Director</i>	<i>Date</i>	
<b>Date Received</b> _____			

*Reviewed  
Payroll Entered*

*Approved/Disapproved    Manager/Deputy Manager    Date*

*Copies made &  
Distributed*