

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 104-1	REVISED: 1	PAGE <u>1</u> OF <u>3</u>
	SUBJECT: PERSONNEL ACTION FORMS		

1.0 POLICY:

It is the policy of the City of Winona to be in compliance with all State and Federal laws pertaining to its personnel records and to incorporate good personnel practice in reporting and recording personnel transactions.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 PROCEDURE:

3.1 Personnel Action Form is to be used to report and record a variety of personnel actions including, but not limited to, the following:

1. Appointment
2. Change in Status
3. Salary Change
4. Promotion
5. Transfer
6. Demotion
7. Termination
8. Retirement
9. Suspension
10. Military Leave Request
11. Other Leave Request

3.2 Use of Personnel Action Form for New Hire (Appointment):

3.2.1 **Regular Full and Part-time Employees** (Regular is defined for this policy as an employee hired through the Merit Board System.)

Personnel Action Form shall be prepared all new employees with the following information:

- Effective Date
- Full Name

DEPARTMENT: CITY MANAGER	SUPERSEDES: 5/1/96	PREPARED BY: MJO	APPROVED BY: EBS	DATE: 5/3/02
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- Department Number
- Title
- Probationary, Regular Full-time, Regular Part-time
- Salary
- Action
- Signed by Department Head

Personnel Action Form is then forwarded to Benefits Coordinator prior to meeting with new employee. Benefits Coordinator will have new employee sign Personnel Action form and complete W-4, GAR, I-9, Reciprocity, etc., during meeting with new employee.

Processing of the Personnel Action Form and meeting with Benefits Coordinator SHALL occur prior to employee beginning employment

3.2.2 **Seasonal and Temporary Employees** (Defined for purposes of this policy as employees hired by each individual department, not through Merit Board.) Personnel Action forms shall be completed with information as noted in 3.2.1. for each employee along with the following information and submitted to the City Manager's Office **prior to employee beginning employment**:

1. W-4 (Verify that name entered on form is exactly same as on Social Security Card)
2. I-9 (Employment Eligibility Verification)
3. GAR (General Authorization & Release)
4. Reciprocity

In addition, student status shall be indicated on the Personnel Action form.

3.3 Personnel Action Form has been designed for preparation with five copies, with distribution of white copy to Finance, pink to City Manager's Office, yellow to department concerned, blue to the employee, and green to Benefits Coordinator.

3.3.1 In the case of a new hire, the GAR form shall be forwarded to the Police Department for clearance. All other forms shall follow general procedure.

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- 3.3.2 In the case of vacation leave requests, only requests of Department Heads are to be routed to the City Manager for approval. Department Head approval will be considered sufficient for departmental employee vacation requests.
- 3.4 Personnel Action Form with necessary forms attached shall be routed by department concerned to the City Manager's Office for authorization and distribution.
- 3.5 Personnel Action Form **shall be prepared in sufficient advance time so as to allow processing to be completed by all offices prior to effective date of hire or leave request.**

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