



VILLAGE OF MOUNT PROSPECT

PERSONNEL ACTION FORM
(SAMPLE FORM)

EMPLOYEE'S NAME AND ADDRESS		SOCIAL SECURITY NUMBER			IDENTIFICATION NO.	
		<u>DEPARTMENT</u>			<u>DATE ACTION EFFECTIVE</u>	
PRESENT POSITION		ANNUAL FT HOURS	ANNUAL PT HOURS	RATE	BI-WEEKLY	HOURLY
NUMBER	TITLE					
PROPOSED POSITION		ANNUAL FT HOURS	ANNUAL PT HOURS	ANNUAL RATE	BI-WEEKLY	HOURLY
NUMBER	TITLE					

RECOMMENDED ACTION

☐ PROBATIONARY APPOINTMENT END OF PROBATIONARY PERIOD _____	☐ END OF PROBATION	☐ RESIGNATION
☐ FULL TIME APPOINTMENT	☐ CHANGE OF ADDRESS	☐ RETIREMENT
☐ TEMPORARY APPOINTMENT	☐ WARNING NOTICE	☐ DISMISSAL
☐ PART TIME APPOINTMENT	☐ SUSPENSION	☐ MILITARY LEAVE
☐ PROMOTION	☐ SALARY INCREASE	☐ MEDICAL LEAVE
☐ OTHER:	☐ SALARY DECREASE	☐ DISABILITY LEAVE
	☐ CHANGE LABOR DISTRIBUTION	☐ DEATH

LABOR DISTRIBUTION ACCOUNT(S):		INCENTIVE PAY:	
Account No.	%	Type	Account No.
			Yearly Amount

REASON FOR ACTION:

EMPLOYEE	DEPARTMENT DIRECTOR	PERSONNEL OFFICER	VILLAGE MANAGER
_____	_____	_____	_____
DATE _____	DATE _____	DATE _____	DATE _____