



CITY OF PLAINFIELD
DIVISION OF PERSONNEL
EMPLOYEE ACTION FORM

DATE INITIATED

Department: <u>Finance</u>	Division: <u>Audit & Control</u>
Employee: <u>Richard Gartz</u>	Title: <u>CFO</u>

SECTION I - PROPOSED ACTION

Type of Action (Check whichever is applicable)

☐ New Hire (Replacing: _____)	Salary Adjustment: _____
☒ Rehire (Replacing: _____)	Promotion: (Specify in Sec. IV) _____
☒ Temporary-(Duration: _____)	Upgrade: (Specify in Sec. IV) _____
From: _____ To: _____	Title Change: (Specify in Sec. IV) _____
☒ Appointment: From: _____ To: _____	Demotion: (Specify in Sec. IV) _____
Status Change: (Specify in Sec. IV) _____	Suspension: (5 Days or More) _____
Termination: _____	Leave: _____
Type: _____	Type: _____
Resignation, Retirement, Layoff, Discharge, Etc.	Anticipated Date of Return: _____
Transfer: (Specify in Sec. IV) _____	Return from Leave: _____
Reassignment: (Specify in Sec. IV) _____	Full Time ☐ Part Time ☐ Hourly(____ Hrs per Wk)
Name Change: (Specify Former name in Sec IV) _____	Other: _____

Section I - Continued

Section II - Previous Status

Effective Date of Action: _____	Title: _____
Grade: _____ Step: _____ Salary: _____	Grade: _____ Step: _____ Salary: _____
Longevity: _____ Hrly. Rate: _____	Longevity: _____ Hrly. Rate: _____
Hrs. Per Week: _____ Union: _____	Hrs. Per Week: _____ Union: _____
DP Status: _____	Dept: _____ Div: _____ DP Status: _____

SECTION III -- EMPLOYEE DATA

Home Address: _____	S.S. Number: _____
City: _____	Home Phone: _____
State: _____ ZIP: _____	Work Extension: _____
Date of Birth: _____	Driver's License# _____
Gender: _____ Ethnicity: _____	Emergency Phone: _____

SECTION IV - COMMENTS/JUSTIFICATION FOR ACTION

Ricky Gartz will be the Temporary CFO for approximately one month. Mr. Gartz will submit hours worked and will be paid through payroll, an amount not to exceed \$13,500. Account # number to be charged is 9-02-21-900-757-401.

SECTION V - AUTHORIZATION

UNIT HEAD	APPVD	DISAPPVD	DATE
DIVISION DIRECTOR			
DEPARTMENT DIRECTOR <u>B. Morris</u>	☒		1/6/2023
Acting COMPTROLLER <u>B. Morris</u>	☒		1/6/2023
PERSONNEL DIRECTOR <u>Chen</u>	☒		1/8/23
BUSINESS ADMINISTRATOR <u>Chen</u>	☒		1/9/23

WHITE: ORIGINAL

YELLOW: PERSONNEL