

PERSONNEL ACTION FORM - Range & Step

COPY ①

TO: Mayor Stephen R. Ellis
 FROM: Gina Fey
 Department: Section 8 HCV Program
 Division: Section 8

Employee Name: Gina Fey
 Employee Number: 3311

Type of Proposed Action: Longevity Increment 25 years

	<u>Present</u>	<u>Proposed</u>
Employment Status	PERMANENT	PERMANENT
Civil Service Job Title	Senior Housing Technician	Senior Housing Technician
Range/Step	30E	31E
BiWeekly	2,387.92	2,447.62
Yearly Salary	62,085.92	63,638.12
Longevity	3,250.00	3,750.00
Stipend	0.00	0.00
Total Salary	65,335.92	67,388.12
Total Bi-Weekly	2,512.92	2,591.85
Hourly Rate	31.4115	32.3981
Pension Base	2,722	2,808
Yearly Pension	65,336	67,388 107,392
Medical Co-Pay		

Effective Date of Proposed Action: July 26, 2016

Reason for Proposed Action (EXPLAIN FULLY): Longevity Increment 25 years & Merit Salary Increase

	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		%
Budget Account Number to be charged for New Employees and Allocation Changes		%

Proposed Action Approved By :

Immediate Supervisor

[Signature]
Signature

8-31-16
Date

Department Head

[Signature]
Signature

8-31-16
Date

Town Mayor

[Signature]
Signature

8-31-16
Date

Town Council

Town Clerk (When Required)

Date

<u>Employment Status</u>	<u>Types of Proposed Actions</u>			
Provisional	Appointment	Promotion	Retirement	
Temporary	Resignation	Demotion	Seasonal	
Seasonal	Merit Salary Increase	Layoff	Temporary	
Permanent	Longevity Increment	Suspension	Work Release	

NOTE: When possible, appointments and promotions should become effective at the beginning of a pay period. All PAF's on these actions must reach the Town Mayor at least two weeks prior to the proposed effective date. All PAF's not correctly or completely filled out with all pertinent information will be returned to the originating office for correction or completion.

PERSONNEL ACTION FORM - Range & Step

TO: Mayor Stephen R. Ellis
 FROM: Gina Fey
 Department Head
 Department: Section 8 HCV Program
 Division: Section 8

Employee Name Gina Fey
 Employee Number 3311

Type of Proposed Action: Merit Salary Increase

	<u>Present</u>	<u>Proposed</u>
Employment Status	PERMANENT	PERMANENT
Civil Service Job Title	SENIOR HOUSING TECHNICIAN	SENIOR HOUSING TECHNICIAN
Range/Step	31E	32E
BiWeekly	2,447.62	2,508.81
Yearly Salary	63,638.12	65,229.06
Longevity	3,750.00	3,750.00
Total Salary	67,388.12	68,979.06
Total Bi-Weekly	2,591.8500	2,653.0400
Hourly Rate	\$32.40	\$33.16
PERS		6874
DCRP		—
AFSCME		yes
Medical Co-pay		68979

*No med
change*

Effective Date of Proposed Action: January 1, 2017

Reason for Proposed Action (EXPLAIN FULLY): Merit Salary increase

	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		%
Budget Account Number to be charged for New Employees and Allocation Changes		%

Proposed Action Approved By :

Immediate Supervisor

Signature

Date

Department Head

Signature

Date

Town Mayor

Signature

Date

Town Council

Town Clerk (When Required)

Date

<u>Employment Status</u>	<u>Types of Proposed Actions</u>			
Provisional	Appointment	Promotion	Retirement	
Temporary	Resignation	Demotion	Seasonal	
Seasonal	Merit Salary Increase	Layoff	Temporary	
Permanent	Longevity Increment	Suspension	Work Release	

RAM

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PERSONNEL ACTION FORM - Range & Step

TO: Mayor Stephen R. Ellis

FROM: Gina Fey
Department Head

Employee Name Gina Fey

Department: Section 8 HCV Program

Employee Number 3311

Division: Section 8

Type of Proposed Action: Merit Salary Increase

	<u>Present</u>	<u>Proposed</u>
Employment Status	PERMANENT	PERMANENT
Civil Service Job Title	SENIOR HOUSING TECHNICIAN	SENIOR HOUSING TECHNICIAN
Range/Step	32E	33E
BiWeekly	2,597.38	2,662.31
Yearly Salary	67,531.88	69,220.06
Longevity	3,750.00	3,750.00
Total Salary	71,281.88	72,970.06
Total Bi-Weekly	2,741.6100	2,806.5400
Hourly Rate	\$34.27	\$35.08
PERS		72960
DCRP		
AFSCME	yes	yes
Medical Co-pay		

+129.86

Effective Date of Proposed Action: August 21, 2017**Reason for Proposed Action (EXPLAIN FULLY):** Merit Salary increase

	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		%
Budget Account Number to be charged for New Employees and Allocation Changes		%

Proposed Action Approved By :

Immediate Supervisor

Signature

Date 9/29/17

Department Head

Signature

Date 9/29/17

Town Mayor

Signature

Date 9/29/17

Human Resources
Town CouncilSignature
Town Clerk (When Required)

Date 9/29/17

Employment Status

Provisional

Temporary

Seasonal

Permanent

Types of Proposed Actions

Appointment

Promotion

Retirement

Resignation

Demotion

Seasonal

Merit Salary Increase

Layoff

Temporary

Longevity Increment

Suspension

Work Release

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