

TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM - Hourly

TO: Mayor Stephen R. Ellis
 FROM: _____
 Department Head _____
 Department: Mayor's Office _____
 Division: _____

Employee Name: Samuel Capello
 Employee Number: _____

Type of Proposed Action: seasonal hire

	<u>Present</u>	<u>Proposed</u>
Employment Status	_____	seasonal
Civil Service Job Title	_____	laborer
Range/Step Equivalent	_____	_____
Yearly Salary	_____	_____
Bi-Weekly	_____	_____
Hourly Rate	_____	16.00
Hours per week	_____	10.00
Total Salary	0.00	0.00
Hourly Rate	0.0000	16.0000
Classified	_____	_____
Unclassified	_____	_____
PERS	_____	_____
DCRP	_____	no
AFSCME	_____	no
Medical Co-Pay	_____	_____

AFSCME Title: _____
 Town Ordinance Title: _____

Effective Date of Proposed Action: _____

Reason for Proposed Action (EXPLAIN FULLY): seasonal hire

	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%

Proposed Action Approved By :

☒ Immediate Supervisor _____
 Signature _____ Date 11-18-16

Department Head _____
 Signature _____ Date 11-18-16

Town Mayor _____
 Signature _____ Date _____

☒ Business Administrator _____
 Signature _____ Date 11-18-16

Town Council _____
 Signature _____ Date _____

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 - Hourly

TO: Mayor Stephen R. Ellis
 FROM: _____
 Department: Mayor's Office
 Division: _____

Employee Name: Samuel Capello
 Employee Number: _____

Type of Proposed Action: seasonal hire

	<u>Present</u>	<u>Proposed</u>
Employment Status		seasonal
Civil Service Job Title		laborer
Range/Step Equivalent		
Yearly Salary		
Bi-Weekly		
Hourly Rate		16.00
Hours per week		10.00
Total Salary	0.00	0.00
Hourly Rate	0.0000	16.0000 15.00 15.00
Classified		
Unclassified		
PERS		
DCRP		
AFSCME		no
Medical Co-Pay		no

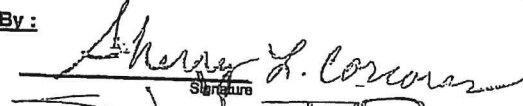
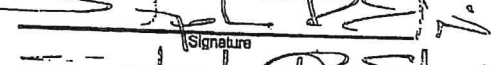
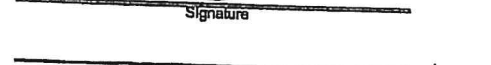
AFSCME Title: _____
 Town Ordinance Title: _____

Effective Date of Proposed Action: _____

Reason for Proposed Action (EXPLAIN FULLY): seasonal hire

Budget Account Number to be charged for New Employees and Allocation Changes	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%

Proposed Action Approved By :

☒ Immediate Supervisor		11-18-16
	Signature	Date
Department Head		11-18-16
	Signature	Date
Town Mayor		11-18-16
	Signature	Date
☒ Business Administrator		11-18-16
	Signature	Date
Town Council		
Town Clerk (When Required)		

<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

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TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM - Range & Step

TO: Mayor Stephen R. Ellis
 FROM: Mayor Stephen R. Ellis
 Department: Administration
 Division: HR

Employee Name Sam Cappello
 Employee Number _____

Type of Proposed Action: Transfer

	<u>Present</u>	<u>Proposed</u>
Employment Status	part time	part time
Civil Service Job Title	Clerk 1	Clerk 1- HR
Range/Step		
BiWeekly	0.00	0.00
Yearly Salary	0.00	0.00
Longevity	0.00	0.00
Stipend	0.00	0.00
Total Salary	0.00	0.00
Total Bi-Weekly	0.00	0.00
Hourly Rate	15.0000	15.0000
Pension Base	0	0
Yearly Pension	0	0
Medical Co-Pay		

Effective Date of Proposed Action: March 15, 2017

Reason for Proposed Action (EXPLAIN FULLY): * Fill vacancy of Kim Bondurak

	<u>Account Number</u>	<u>Percentage</u>
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%

Proposed Action Approved By :

Immediate Supervisor

Signature

Date

Department Head

Signature

Date

Town Mayor

Signature

Date

Human Resources

Signature

Date

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

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.

** HR Clerk I for former BA
 Part time Permanent Employee*

TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM - Range & Step

TO: Mayor Stephen R. Ellis
 FROM: Mayor Stephen R. Ellis
 Department: Administration
 Division: HR

Employee Name Sam Cappello
 Employee Number _____

Type of Proposed Action: move to full time

	<u>Present</u>	<u>Proposed</u>
Employment Status	part time	Full time
Civil Service Job Title	Clerk 1-HR	Clerk 1- HR
Range/Step		
BiWeekly	0.00	0.00
Yearly Salary	0.00	0.00
Longevity	0.00	0.00
Stipend	0.00	0.00
Total Salary	0.00	0.00
Total Bi-Weekly	0.00	0.00
Hourly Rate	15.0000	15.0000
Pension Base	0	0
Yearly Pension	0	0
Medical Co-Pay		

Effective Date of Proposed Action: May 15, 2017

Reason for Proposed Action (EXPLAIN FULLY): to handle all new job duties

	<u>Account Number</u>	<u>Percentage</u>
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%

Proposed Action Approved By :

Immediate Supervisor

Signature

Date

Department Head

Signature

Date

Town Mayor

Signature

Date

Human Resources

Signature

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.

Revised June 2016

AS a result of Kim Bondaruk's RESIGNATION AND the TERMINATION of BA

TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM - Hourly

TO: Mayor Stephen R. Ellis
FROM: _____
Department: Human Resources
Division: Administration

Employee Name: Samuel Cappello
Employee Number: 251

Type of Proposed Action: Appointment

	<u>Present</u>	<u>Proposed</u>
Employment Status	Temporary	Provisional Part-time
Civil Service Job Title	Laborer	Clerk 1
Range/Step Equivalent		15A
Hourly Rate	15.0000	16.9558
Hours per week	25.00	25.00
Total Salary	19,500.00	22,042.54
Hourly Rate	15.0000	16.9558
DCRP		
Medical Co-Pay		

Effective Date of Proposed Action: February 27, 2017

Reason for Proposed Action (EXPLAIN FULLY): Appointment to fill vacancy

	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%

Proposed Action Approved By :

Immediate Supervisor

Signature

Date

Department Head

Signature

Date

Town Mayor

Signature

Date

Town Council

Town Clerk (When Required)

Date

Employment Status

Types of Proposed Actions

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.

please make 3 copies for : Payroll Personnel File Originating Department

TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM - Hourly

TO: Mayor Stephen R. Ellis
 FROM: _____
 Department Head
 Department: Human Resources
 Division: Administration

Employee Name Samuel Cappello
 Employee Number 251

Type of Proposed Action: over 3 month probationary period

	<u>Present</u>	<u>Proposed</u>
Employment Status	Provisional Part-time	Permanent Part-time
Civil Service Job Title	Clerk 1	Clerk 1
Range/Step Equivalent	15A	15A
Hourly Rate	16.9558	16.9558
Hours per week	25.00	25.00
Total Salary	22,042.54	22,042.54
Hourly Rate	16.9558	16.9558
DCRP		
Medical Co-Pay		

Effective Date of Proposed Action: May 27, 2017

Reason for Proposed Action (EXPLAIN FULLY): Permanent employee

	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%

Proposed Action Approved By :

Immediate Supervisor	_____ Signature	_____ Date
Department Head	_____ Signature	_____ Date
Town Mayor	 Signature	5-30-17 Date
Town Council	_____ Signature	_____ Date
	_____ Town Clerk (When Required)	_____ Date

Employment Status

Types of Proposed Actions

Provisional	Appointment	Promotion	Retirement
Temporary	Resignation	Demotion	Seasonal
Seasonal	Merit Salary Increase	Layoff	Temporary
Permanent	Longevity Increment	Suspension	Work Release

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please make 3 copies for : Payroll Personnel File Originating Department

TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM - Range & Step

TO: Mayor Stephen R. Ellis
 FROM: Stephen Ellis
 Department Head
 Department: Administration
 Division: HR

Employee Name Samuel Cappello
 Employee Number _____

Type of Proposed Action: change in job duties

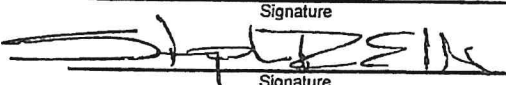
	<u>Present</u>	<u>Proposed</u>
Employment Status	permanent	permanenmt
Civil Service Job Title	Clerk	Healths Benefits Clerk
Range/Step	15A	15C
BiWeekly	0.00	0.00
Yearly Salary		
Longevity		
Stipend	0.00	0.00
Total Salary	36,512.00	40,255.54
Total Bi-Weekly	1,404.34	1,548.29
Hourly Rate	17.5500	19.3536
Pension Base	1,521	1,677
Yearly Pension	36,512	40,256
Medical Co-Pay		

Effective Date of Proposed Action: January 1, 2017

Reason for Proposed Action (EXPLAIN FULLY): chanage in job duties

	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%

Proposed Action Approved By :

Immediate Supervisor	_____ Signature	_____ Date
Department Head	_____ Signature	_____ Date
Town Mayor	 Signature	<u>10/12/17</u> Date
Human Resources	_____ Signature	_____ 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

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TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM - Range & Step

TO: Mayor Stephen R. Ellis
 FROM: Stephen Ellis
 Department: Administration
 Division: HR

Employee Name Samuel Cappello
 Employee Number 251

Type of Proposed Action: change in job duties

	<u>Present</u>	<u>Proposed</u>
Employment Status	permanent	permanent
Civil Service Job Title	Clerk 1 - HR	Clerk 1 - HR
Range/Step	15C	15E
BiWeekly	1,548.29	1,706.98
Yearly Salary	40,255.54	44,381.48
Longevity		
Stipend	0.00	0.00
Total Salary	40,255.54	44,381.48
Total Bi-Weekly	1,548.29	1,706.98
Hourly Rate	19.3536	21.3373
Pension Base	1,677	1,849
Yearly Pension	40,256	44,381.376
Medical Co-Pay		

*Med
Opt-out*

Effective Date of Proposed Action: September 24, 2018

Reason for Proposed Action (EXPLAIN FULLY): change in job duties to include confidential/clerical to the Mayor

	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%

Proposed Action Approved By :

Immediate Supervisor

Department Head

Town Mayor

Human Resources

Signature
 Signature
 Signature
 Signature

Date
 Date
 Date
 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

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TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM - Range & Step

TO: Mayor Stephen R. Ellis
 FROM: Stephen Ellis
 Department Head
 Department: Administration
 Division: HR

Employee Name Samuel Cappello
 Employee Number

Type of Proposed Action: additional job duties

	<u>Present</u>	<u>Proposed</u>
Employment Status	permanent	permanent
Civil Service Job Title	Clerk 1 - HR	Clerk 1 - HR
Range/Step	15E	16E
BiWeekly	1,767.25	1,811.43
Yearly Salary	45,946.50	47,097.18
Longevity		
Stipend	0.00	0.00
Total Salary	45,946.50	47,097.18
Total Bi-Weekly	1,767.25	1,811.43
Hourly Rate	22.0906	22.6429
Pension Base	1,914	1,962
Yearly Pension	45,946	47,097
Medical Co-Pay		

Effective Date of Proposed Action: October 1, 2019

Reason for Proposed Action (EXPLAIN FULLY): Additional job duties to include inhouse Grants Liason/ annual merit

	Account Number	Percentage
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%
Budget Account Number to be charged for New Employees and Allocation Changes		0.00%

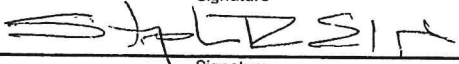
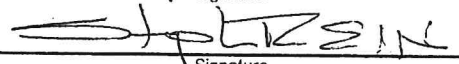
Proposed Action Approved By :

Immediate Supervisor

Department Head

Town Mayor

Human Resources

Signature

 Signature

 Signature

Date
 10 18 19
 Date
 10 18 19
 Date

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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**TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM**

TO: **Town Mayor** Stephen R. Ellis
 FROM: Vicki Kleiner RMC/CMR
 Department or Division Head
 Department: Administration
 Division: Clerk's Office

Employee's Name Debra Hay
 Employee Number 404

Type of Proposed Action: FULL TIME

	<u>Present</u>	<u>Proposed</u>
Employment Status	Permanent	Permanent
Civil Service Job Title	Clerk 1	Clerk 1
Range/Step	15A	15B
Bi Weekly	14,74.56	1,500.36
Yearly Base Salary		39,009.36
Total Longevity		0.00
Total Yearly Salary		39,009.36
Bi-Weekly Salary		1,500.36
Total Hourly		18.7500
Bi-Weekly Pension Base		
Yearly Base Salary		

Effective Date of Proposed Action: 16-May-18

Reason for Proposed Action (EXPLAIN FULLY): Moved to full-tir perma 16-May-18 Budget

Budget Account for New Employees and Allocation Changes (List all)	-	-	-	-	%
Budget Account for New Employees and Allocation Changes (List all)	-	-	-	-	%

Proposed Action Approved By:

Immediate Supervisor	_____	5/16/2018
	Signature	Date
Department Head	_____	5/16/2018
	Signature	Date
Town Mayor	_____	_____
	Signature	Date
Town Council	_____	5/16/2018
	Town Clerk (When Required)	Date

Employment Status

Provisional
 Temporary
 Seasonal
 Permanent

Types of Proposed Actions

Appointment	Transfer To:	Suspension
Merit Salary Increase	Transfer From:	Resignation
Promotion		Retirement
Longevity Increment		Dismissal

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47.14
11-3-17

**TOWN OF PHILLIPSBURG
PERSONNEL ACTION FORM**

TO: **Town Mayor**
 FROM: Mayor Ellis
 Department or Division Head
 Department: Administration
 Division: Clerk's Office

Employee's Name Debra Hay
 Employee Number 404

Type of Proposed Action: part time

	<u>Present</u>	<u>Proposed</u>
Employment Status	Permanent	Permanent
Civil Service Job Title	Clerk 1	Clerk 1
Range/Step	15A	15B
Bi Weekly	1,404.34	1,474.56
Yearly Base Salary		
Total Longevity		
Total Yearly Salary		
Bi-Weekly Salary		
Total Hourly		
Bi-Weekly Pension Base		
Yearly Base Salary		

Effective Date of Proposed Action: 4-Dec-16

Reason for Proposed Action (EXPLAIN FULLY): Part time Permanent - step raise

Budget Account for New Employees and Allocation Changes (List all)	-	-	-	-	%
Budget Account for New Employees and Allocation Changes (List all)	-	-	-	-	%

Proposed Action Approved By:

Immediate Supervisor

Department Head

Town Mayor

Town Council

Signature
Victoria A. Klein
 Signature
[Signature]
 Signature
 Town Clerk (When Required)

Date
12/4/2017
 Date
2-14-18
 Date

<u>Employment Status</u>	<u>Types of Proposed Actions</u>		
Provisional	Appointment	Transfer To:	Suspension
Temporary	Merit Salary Increase	Transfer From:	Resignation
Seasonal	Promotion		Retirement
Permanent	Longevity Increment		Dismissal

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