

CITY OF WINTER PARK - ACTION RECORD

EMPLOYEE NAME Bracknell, Steve DEPT. Police DEPT. # 4104-521

PROPOSED ACTION:

- NEW HIRE
Complete boxes A, C, D & E
- PROMOTION
Complete boxes A, C, D & E
- DEMOTION
Complete boxes A, C, D & E
- TRANSFER
Complete boxes A, C, D & E
- REMOVE FROM PAYROLL
Complete boxes C, D & E
- MERIT INCREASE/BONUS
Complete boxes B, C, D & E
- PAY PLAN ADJUSTMENT
Complete boxes B, C, D & E
- OTHER
Complete boxes C, D & E

BOX A:

Present Position: _____

Dept/Division _____

Pay Grade/Step _____ Hourly Rate _____

New Position: _____

Dept/Division _____

Pay Grade/Step _____ Hourly Rate _____

Scheduled Hours: _____ Hourly _____ Salaried

_____ 40 hour/week 8 hour/day

_____ 40 hour/week 10 hour/day

_____ 56 hour/week

_____ Part-time Permanent

_____ Part-time Temporary

Commercial Driver's License Required? _____

BOX B:

% of Increase _____ Bonus Amount _____

Change Pay Grade/Step From _____ To _____

Change Hourly Rate From _____ To _____

BOX C:

3/3/99

Effective Date

Of Action

BOX D:

Comments Termination due to medical condition. Employee was
unable to perform the duties of a police lieutenant.

BOX E: Approvals:

Requested By:


Department Head

3-3-99
Date

Approved By:

Assistant City Manager

Date

City Manager

Date

IMPORTANT: THIS FORM MUST BE PROCESSED TO THE ASSISTANT CITY MANAGER AT LEAST SEVEN (7) DAYS PRIOR TO EFFECTIVE DATE OF REQUESTED ACTION.