

CRESCENTA VALLEY WATER DISTRICT

PERSONNEL ACTION REPORT

TO: SECRETARY-TREASURER

Date:_____

From: _____

The following action regarding an employee in this District is herewith reported and your approval requested.

Name of Employee

Action (Use No. & Letter)

Position

Effective Date of Action

REMARKS:

REPORTED BY:

APPROVED:

In accordance with the District Personnel Rules and Regulations, all actions pertaining to District employees, shall be reported on this form. Give all necessary information relative to this action.

1. Probationary Appointment 2. Completion of Prob. App't 3. Change of Salary 4. Leave of Absence	a. Sick leave b. Military Leave c. Vacation d. Leave without Pay e. Death in Family	f. Personal Holiday g. Jury Duty h. Administrative Leave i. Comp Time Off
5. Temporary App't 6. Term of Temp. App't 7. Special Assignment 8. Change in Status	a. Demotion b. Suspension c. Redesignation d. Retirement	
9. Injury on Duty 10. Return to Duty 11. Separation from District	a. Discharge b. Lay-off c. Removal d. Resignation	