

## Human Resources Department Forms and Documents

### AUTHORIZATION TO HIRE

#### Effective Date - 07/13/2017 Rev. #6

This document must be completed after selecting an individual to hire. Complete the Applicant and Position Information Section and submit to the Mayor for approval.

Applicant's Name: <i>Last Name</i>	me	First Name	Middle Name
Job Title: CART ATTE	Budgeted F	Position: Yes	No
Job Status: Full-Time	Part-Time	Pay Grade:	Dept Number
Replacement For: CHACLO	5N KINKCOUNTHOW	Position:	_
Reason for Replacement: Retired	dResigned	Promoted Disr	nissedTransferred
Starting Pay:	Type Pay: Hourly_	Salary	
	TAXES /	DIRECT DEPOSIT	
FEDERAL TAX W/H (W-4 FOI BANK INFORMATION FOR D		STATE TAX W	/H (A-4 FORM)
	INSURANCE/OTHE	R VOLUNTARY DEC	OUCTIONS
DEP CHILD CARE	WOODMEN	AFT TAX	SOUTHLAND DENTAL PRETAX
AFLAC AFT TAX			CHRISTMAS SAVINGS
FLEX MEDICAL	LIB NATIO		
SUPERIOR VISION PRE TAX	OTHER DEL		
Jeff Man			1/10/19.
Depayment Heda			Datel /
Director of Operatio Planning Director Public Works Director Economic & Commu	1*		Date
Human Resources	,		
THINGH NESOUI CES			Date
City Treasurer			Date
Mayor		_	Date

\* Please post position opening.



# Human Resources Department Forms and Documents

nts	
	This report should be filled out by the immediate
DT	supervisor for all terminations, and must be completed

### TERMINATION REPORT

on the last day of work.

Effective Date: 2/18/13

		EMPLOYEE INFOR	он и окульт в <del>остании и пол. год ст</del> есо в разон вод <u>структу (1) у год ор е т.с. 2000 (1</u> 474 г.	
	CharLTON KIT		Emp. ID No	
Department	Golf	Job 1	CART ATTENDER	UT
Forwarding Address		F		
	Street	City	State Zip	
Top or in the second of the se		CEASON FOR TER	MINATION	
(Mark appro	priate reason; if resignation,	letter of resignation fro	om employee must be attached)	
A. Em	ployee resignation – Unknown	reason	☐ H. Laid off – Temporary Only	
B. Em	ployee resignation – Leaving c	ity	☐ I. Employee released – Gross mis connection with work	conduct in
C. Em	ployee resignation - Attend sch	nool	<ul> <li>J. Employee released – Insubordir including refusal to work overti</li> </ul>	
	ployee resignation – Job dissati		K. Employee released – Unaccepta performance	blejob
	ployee resignation – Another jo		<ul> <li>L. Employee released – Unaccepta behavior or conduct</li> </ul>	ble
	ployee resignation – Failure to	report to work	M. Employee released – Unaccepta attendance including tardiness	ble
G. Ret	irement		☐ N. Other	*
additional s	sheet or write the statement on	the back of this form.	explaining the termination is required. Pl The statement should list any date, times nan Resources Director if there are any que	and/or actions
Last Date	Worked: 12/31/18	Check if emp	ployee was still in probationary period:	
Have all	employee badge, keys,	radio, other equip	ment, and uniforms been turned	in?
Q.1L.	Mil			
Départment l	Head Signature	/ /26/18 Date	Mayor Date	/
			luman Resources	
City Treasi	urer		iaman noodii oo	