

**Personnel Action Form
Edgartown School**

**Town of Edgartown, Massachusetts
Human Resource Department**



Form last reviewed: 06/23/2024

Employee Name: _____ Position Title: _____

Permanent: _____ Temporary: _____ Substitute: _____ Other (*specify*): _____

School Year: _____ Pay Periods: _____ Weekly Pay: _____

Full-time: _____ Part-time: _____ Average Weekly Hours: _____ Hourly Rate: _____

Anticipated Start Date: _____ End Date, if Temporary: _____

Completed Direct Deposit, W4, M4, I9, and Retirement Enrollment Forms Attached? _____

Leave of Absence:

Start Date: _____ End Date: _____

Case File (ID) #: _____ Reason/Comments: _____

Any position of employment offered by the Town must follow procedure in accordance with Personnel Bylaw section 4.0 "Recruitment and Appointment". Departments with positions falling under the purview of the Town Administrator must follow these practices demonstrating a fair and equitable hiring process. The process includes advertising, interviews, hiring at the approved rate of pay and completion of a Personnel Action Form. This form shall be included with any changes to personnel status including but not limited to hires, promotions, terminations, leaves of absence, and notification of workers' compensation. All submissions must include supporting documents corresponding to individual reasons for submission. The Town of Edgartown is an Equal Opportunity Employer.

School Representative

Date

TO BE COMPLETED BY HUMAN RESOURCE DEPARTMENT

Returning Employee?: _____ Employee #: _____

Human Resource Director

Date