

City of Cottonwood
Request for Personnel Action Form

Employee Name _____

Employee Address _____

Employee Phone _____

Employing Department _____

Current Job Title _____

Current Range _____

New Job Title _____

New Range _____

Reason for Request _____

Effective Date _____

Classification Status: Exempt ☐ Non Exempt ☐

Orientation Period: Six (6) Months ☐ Twelve (12) Months ☐

Special Instructions and/or Information _____

Department Head Signature

Date