

**MUSCATINE COMMUNITY SCHOOL DISTRICT
PERSONNEL ACTION FORM
(Certified and Non-certified Employees)**

Name: _____ Employee No. _____

Employment/Transfer/Change of Hours

Building: _____ Assignment: _____ Classification: _____

Action: ___ Employment ___ Transfer ___ Change in hours ___ Other _____

Hrs/Day: _____ No. of Days: _____ Start Time: _____ End Time: _____

Replaced: _____ Previous Assignment: _____

Budget Code: _____ Effective Date: _____

Personnel Resignation/Termination/Retirement

Building: _____ Assignment: _____ Classification: _____

Effective Date: _____ Recommended for Rehire: ___ Yes ___ No Why _____

Reason for Resignation:

___ Medical ___ Other Employment
___ Relocation ___ Job dissatisfaction
___ Further education ___ Refused suitable work
___ Other: _____ or recall

Reason for Dismissal:

___ Position eliminated
___ Unauthorized absence
___ Substantial noncompliance/job performance
___ Other: _____

___ Retirement

Exit Interview Date: _____ (See reverse side for check off list)

___ Did employee turn in all entry cards, door keys, I.D. badges, district vehicle keys, and P-Cards (if applicable) to designated administrator/supervisor.

___ Did employee turn in any district electronic equipment (laptops, tablets, district cell phones, walkie talkies, printer, scanner, etc.) to designated administrator/supervisor.

Employee Signature _____ Date _____
(if appropriate)

Principal Signature _____ Date _____

Director/Supervisor _____ Date _____

Human Resources Dept _____ Date _____

Finance Director _____ Date _____

Employee Checkout List

Please mark which items below are being returned by the employee that is leaving/retiring from the district. If employee has not been issued an item and/or equipment please mark that item as N/A

- Desktop Computer (CPU and/or Monitor)
- Laptop computer
- Apple iPad
- Apple mini iPad
- Tablet (PC version)
- iPod / Shuffle (Apple)
- Printer
- Scanner
- Digital Camera
- Cell phone (District purchased)
- MasterCard
- Electronic keycard (building access)
- Regular keys (classroom/ office access)
- Desk and/or file cabinet keys
- Vehicle Keys (Maintenance, courier, and/or food service vehicle)