

## DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Employee Action Forms	5/22/2006	6/28/2004, 1/1/97	1	2

### 1.0 Purpose

The Purpose of this policy is:

1. To adopt a uniform form and system of reporting employee personnel actions, and
2. To inform the Human Resources Department of employee additions and deletions for orientation and COBRA compliance.

### 2.0 Scope

All departments under the direction of the Board of County Commissioners.

### 3.0 Distribution

To all departments under the direction of the Board of County Commissioners.

### 4.0 Definitions

Delaware County Employee Action Form – copy attached.

Reasonable time frame – A period of time as soon as possible that does not to reduce effectiveness and/or usefulness.

### 5.0 Policy

In order to improve the cost effectiveness, efficiency and accuracy of the departments under the direction of the Board of County Commissioners, it is in the best interest of all Commissioners' departments to use uniform forms and procedures for employee personnel actions. For all employee personnel actions, the current Delaware County Employee Action Form (copy attached) should be used. For all mandatory reporting of personnel actions (e.g. Job and Family Services employees) to the Ohio Department of Administrative Services (DAS), the proper DAS required form should be completed along with the Delaware County Employee Action Form

All employee action forms should be completed and sent to the department requiring the personnel action information within a reasonable time frame. Employee Action Forms should be utilized in the following situations including, but not limited to:

- New Hires,
- Terminations (Voluntary and Involuntary),
- Layoffs,

- Rehires,
- Recalls,
- Promotions,
- Administration items (change of name, change of address, etc.),
- Wage changes,
- Transfers,
- Supplemental Assignments,
- PCN / ORG key changes,
- Work hours change,
- Military leave,
- Administrative Leave with or without pay
- Demotions,
- Health insurance changes,

Personnel Actions should be reported within twenty-four (24) hours by completing and submitting an Employee Action Form to the Human Resources Department. The original EAF should be sent to the Human Resources Department. The Human Resources Department will distribute the remaining copies of the completed forms to the employee's department, Auditor/payroll, and Human Resources/Benefits. An employee will receive a copy of the EAF upon request. The original EAF (white copy) will be placed in the employee's personnel file in the Human Resources Department.

Please refer to the "Employee Action Form Booklet" for specific instructions on properly completing Employee Action Forms.