



Galion City Health Department
Personnel Action Form

Matt Schwab
Employee's Name

12/10/2024
Date

1. New Home Address New Phone Number

2. Director of Environmental Health 01/06/2025
New Classification Effective Date Range Step

3. Marital Change Status: [] M [] D [] W Effective Date:

4. Leave of Absence: Type Dates

5. Resignation: Reason Effective Date

6. Merit Increase: Classification Anniversary Date
Range Step \$ From \$ To

7. Termination: Reason Effective Date

8. Suspension: Reason Effective Date

9. Change in person to notify in case of emergency: Name

Address Phone Number

10. Appointment: \$30.00/hour 01/06/2025
Salary Rate Date Commencing

Department Head Approval

Board of Health Approval

12/10/2024
Date

Date

Additional Comments (please use other side if more space is needed):

Matt Schwab, REHS to begin the position of GCHD Director of Environmental Health on 01/06/2025.