galion city
HEALTH DEPARTMENT

Galion City Health Department
Personnel Action Form

Theresa Murphy
Employee's Name

04/15/2025
Date

1. _____ (New Home Address) _____ (New Phone Number)

2. _____ (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: $28.00/hour (Salary Rate) 04/28/2025 (Date Commencing)

Andrea Barnes
Department Head Approval

04/15/2025
Date

Board of Health Approval

4/15/2025
Date

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

Terri Murphy is hired as the new full time, unclassified, non-exempt Administrative Services Director effective 04/28/2025 at $28.00 per hour.