galion city
HEALTH DEPARTMENT

Galion City Health Department
Personnel Action Form

Brandi Riddlebaugh
Employee's Name

09/11/2026
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: $31.00/hour (Salary Rate) September 14, 2026 (Date Commencing)

Andrea Cinadr
Department Head Approval

September 11, 2026
Date

Board of Health Approval

9-11-2026
Date

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

Brandi Riddlebaugh, BS, RN to begin a new role as a PRN to help acclimate the new DON and to teach car seat classes.