

CITY OF REDONDO BEACH PERSONNEL TRANSACTION FORM

Employee No	NEW HIRE*		
		<u>~</u>	
	Hiring Department Polic		
Address 401 DIAMOND STREET REL			
Home Phone No	Cell Phone: 310-379-2477	City Work Ext.	
Job Title PROGRAM COORDINATOR	Part-Time	Hire Date 7/12/2021	
Pay Code	Pay Rate \$ 49.51/hr Step	Date of Next Increase	
Notes PROGRAM COORDINATOR			
Home Cost Center 10021690 *Submitted once pre-employment process has	been completed	Paycheck Location 210	
	soon completee.		
Employee No	Department Police		
Effective Date (must be beginning of a pay period			
*Payroll Title Change from	to		
*Pay change from \$ to \$_			
*Special Pay Type Special Pay Amount/Percent			
Reason for change			
Change to			
Recommend Rehire? Yes No	Effective date of termination	í	
*Requires City Manager approval			
Department-Head	APPROVALS Date	HUMAN RESOURCES DEPT.	
Assistant City Manager/HR Director	Date	Reviewed by: Initials Date	
City Manager	Date		

Approved copies provided to: Employee, Payroll, and Department. Original filed in employee's personnel folder. 11/07



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Employee No	NEW HIRE*	
	Hiring Department	
Address		
		City Work Ext.
Job Title		Hire Date
		Date of Next Increase
Notes		
	Work Location	Paycheck Location
Employee No. 637	STATUS CHANGE	
Name DEBRA KOCHHEIM	Department Police	2
Effective Date (must be beginning of a pay	period) 7/2/2021	
*Payroll Title Change from	to	
*Pay change from \$to	s	
*Special Pay Type	Special Pay A	Amount/Percent
Reason for change Other (explain	n below)	
SERVICE RETIREMENT 7/2/202	21	
Change	from	to
TERMINATION: Service retirer	nent	
Recommend Rehire?	No Effective date of termination	on_7/2/2021
*Requires City Manager approval		
Department Head	APPROVALS Cuties Date	
Assistant City Manager/HR Director	Date	Date Rec'd from Dept: Reviewed by: Initials Date
City Manager	Date	

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