



City of Cloquet
101 14th Street
Cloquet, MN 55720
(218) 879-3347
info@cloquetmn.gov

EMPLOYEE NO. _____
Start Date: _____

PERSONNEL ACTION FORM

Employee Name: _____
Last First M.I.

Job Class/Position: _____ Exempt ___ Non-Exempt ___

Department: _____ Supervisor(s): _____

TYPE OF ACTION/STATUS (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Step Increase | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Re-employment | <input type="checkbox"/> Comparable Worth | <input type="checkbox"/> Termination |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Reclassification | | <input type="checkbox"/> Death |
| <input type="checkbox"/> Demotion | | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Transfer | | <input type="checkbox"/> Last Day Worked: _____ |

STATUS (Check all that apply)

- | | | |
|---|--|----------------------------------|
| <input type="checkbox"/> Regular/Probation (40+ Hrs Per Week) | <input type="checkbox"/> Regular Part-time (20 Hrs Per Week) | <input type="checkbox"/> Elected |
| <input type="checkbox"/> Regular Full-time (40+ Hrs Per Week) | <input type="checkbox"/> Part-time (-20 Hrs Per Week) | <input type="checkbox"/> At-Will |
| <input type="checkbox"/> Full-time Temporary (40+ Hrs Per Week) | <input type="checkbox"/> Part-time Temp/Seasonal (_____ Hrs Per Week) | |

ACTIONS (Complete all that apply)

	Present:		Proposed:	
Grade	_____		_____	
Step	_____		_____	
Rate \$	_____ Hourly _____ Salary		_____ Hourly _____ Salary	
Position	_____		_____	
Department	_____		_____	Effective Date: _____
First Payment of Wages:	_____		_____	

EXPLANATION OF ACTION / REASON FOR CHANGE:

ROUTING

Recommended:	_____	Date:	_____
	Department Head		
Approved:	_____	Date:	_____
	City Administrator/HR Director		
Acknowledged Receipt:	_____	Date:	_____
	Employee		

REMARKS:

Notes

- Information concerning Allowances, Leave Benefits Available and terms of use and all other personnel policies are outlined in the Employee Handbook provided to you and available on the City's website: www.cloquetmn.gov. Non-Exempt employee's will be paid overtime after 40 hours in a workweek and/or as provided in their respective union contract and the employee handbook.
- All employee's are paid on Friday's based on a 14 day bi-weekly schedule.
- Payroll Deductions: Permanent City employee are required to participate in the Public Employee's Retirement Association (PERA) at the following rate: 11.3% of pay for Police and Fire employees and 6.5% of pay for all others. Additional payroll deductions will be made at the employee's request only, i.e. Health, Tax, Life, etc.

This document contains important information about your employment. Check the box at left to receive this information in this language.

Spanish / Español	Este documento contiene información importante sobre su acuerdo de empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong / Hmoob	Daim ntawv no muaj cov xov tseem ceeb txog koj txoj cog lus ua hauj lwm. Khij lub npauv ntawm sab laug kom tau txais cov xov tseem ceeb no yam siv hom lus no.
Vietnamese / Việt ngữ	Tài liệu này chứa thông tin quan trọng về thỏa thuận việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese / 简体中文	本文件包含与您的雇用协议相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian / русский	Данный документ содержит важную информацию о вашем трудовом договоре. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali / Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan heshiiska shaqadaada. Calaamadi sanduuqaan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian / ພາສາລາວ	ຂອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບສັນຍາງານຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean / 한국어	이 문서에는 귀하의 고용 계약 조건에 대한 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog / Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa kasaunduan sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo / Oromoo	Waraqaan kun waayee waliigaltee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yofa afaan Kanaan barreeffama argachuu barbaadde.
Amharic / አማርኛ	ይህ ደብዳቤ ለአዋጅ አገልግሎት ለመግባቱ ስለተደረገው ስምምነት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በሰተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጡክ ከፈለጉ በዛው በሰተግራ በኩል ባለው ባጥን ውስጥ ምልክት ያድርጉ።
Karen / ကာညီဂိုဏ်း	လၢ်တီလၢ်မိတခါအံလၢ်မုၢ်တၢ်ဂ့ၢ်လၢ်အူခိၣ်ဘၣ်ဃးန့တၢ်မံးတၢ်မၤအတၢ်အၢ်လီၤအိၣ်လီၤန့ၣ်လီၤ. တၢ်န့ၣ်တၢ်အံလၢ်အူခိၣ်လၢ်အစ့ၣ်လၢ်တၢ်ကးန့ၣ်တၢ်ဂ့ၢ်လၢ်အူခိၣ်တခါအံလၢ်န့ၣ်တက့ၢ်.

Translation providers approved by the Minnesota Department of Administration

Betmar Languages, Inc.
6260 Hwy. 65 N.E., #308
Minneapolis, MN 55432
763-572-9711
best@betmar.com

The Bridge World Language Center, Inc.
110 Second Street S., #213
Waite Park, MN 56387
320-259-9239
mini@bridgelanguage.com

Fox Translation Services
1152 Mae Street, #122
Hummelstown, PA 17033
866-369-1646 or 407-733-3720
dina@foxfoxcasemanagement.com

Global Translation and Interpreter
913 E. Franklin Ave., #206
Minneapolis, MN 55404
612-722-1244
sandor@globaltranslations.com

Latin American Translators Network, Inc.
1720 Peachtree Street N.W., #532
Atlanta, GA 30309
800-943-5286, ext. 8641, translations@latn.com
800-943-5286, ext. 8620, idenis@latn.com

Latitude Prime, LLC
80 S. Eighth Street, #900
Minneapolis, MN 55402
888-341-9080, ext. 501
elle@latitude.com

Lingualinx Language Solutions, Inc.
433 River Street, #6001
Troy, NY 12180
518-388-9000
abartlett@lingualinx.com

Prisma International, Inc.
1128 Harmon Place, #310
Minneapolis, MN 55403
612-349-3111
jromano@prisma.com

Swits, LTD
110 S. Third Street
Delavan, WI 53115
262-740-2590
translations@swits.us