







PERSONNEL ACTION FORM (PAF) CHANGE REQUEST

Name (Last, First, Middle): Schoof, Michael (Adam)		Hire Date: 02/21/2017	Effective Date: 04/10/2026
REQUESTED POSITION CHANGE			
<input type="checkbox"/> New Hire	<input type="checkbox"/> Promotion	<input type="checkbox"/> Transfer	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Leave	<input type="checkbox"/> Provisional	<input type="checkbox"/> Suspension	<input checked="" type="checkbox"/> Termination
SALARY ADJUSTMENT			
<input type="checkbox"/> COLA	<input type="checkbox"/> Step-up/Merit Pay	<input type="checkbox"/> Assignment Pay	<input type="checkbox"/> Interim Pay
			<input type="checkbox"/> Incentive Pay
			<input type="checkbox"/> Other (Explain in comments)
Comments: Briefly state the reason for the additional pay, outline added duties, note how the amount was calculated, include payroll instructions, and specify the end date or trigger.			
PRESENT STATUS			
Job Title: Police Officer - Master	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Exempt	Grade: P42-2
Department Name: Police Department	<input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Non-Exempt	Hourly Rate: \$36.150
Bi-weekly:			
NEW STATUS			
Job Title:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Exempt	Grade:
Department Name:	<input type="checkbox"/> Part Time	<input type="checkbox"/> Non-Exempt	Hourly Rate:
Bi-weekly:			
LEAVE STATUS			
<input type="checkbox"/> Without Pay	<input type="checkbox"/> With Pay	Beginning Date:	Ending Date:
Reason for Leave:			
TERMINATION			
Last Day to Work: 4/10/26	Reason for Termination: Policy Violation	Last Day on Payroll: 4/18/26	
Justification for Action: Policy Violation			
Department Director Approval: 		Date: 4/13/26	
City Manager's Office Approval: 		Date: 4/14/26	
Employee Signature: 		Date:	
Human Resources Approval: 		Date: 4/22/26	