



Personnel Action Form Reason and Action Codes

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| ADL Additional Job - Detail/Multiple Jobs | RFL Return from Leave - End Furlough |
| DEM Demotion - Demotion with Transfer | RFL Return from Leave - End ICA Workers Comp |
| DEM Demotion - Involuntary Demotion | RFL Return from Leave - Return From Leave |
| DEM Demotion – Pre Layoff Reappointment | SUS Suspension - Disciplinary Action |
| DEM Demotion - Reappointment | SUS Suspension - Disorderly Behavior |
| DEM Demotion - Voluntary | SUS Suspension - Illegal Action |
| DTA Data Change - Miscellaneous | TER Termination - Attendance |
| DTA Data Change - Allocation Change-Vacant Only | TER Termination - Child/House Care |
| DTA Data Change - Change Employee Type | TER Termination - Death |
| DTA Data Change - Correction-Department | TER Termination - Detail |
| DTA Data Change - Correction-Job Code | TER Termination - Disciplinary Reasons |
| DTA Data Change - Correction-Pay Rate | TER Termination - Dissatisfied w/Fellow Employee |
| DTA Data Change - Location Change/Correction | TER Termination - Dissatisfied w/Promotion Opportunities |
| DTA Data Change - Range Adjustment | TER Termination - Dissatisfied w/Type of Work |
| DTA Data Change - Standard Hour Change | TER Termination - Dissatisfied w/Work Conditions |
| DTA Data Change - Supervisor ID Update | TER Termination - Dissatisfied with County Policies |
| HIR Hire - Additional Job | TER Termination - Dissatisfied with Hours |
| HIR Hire - Hire | TER Termination - Dissatisfied with Location |
| LOA Leave of Absence - Best Interest of Court | TER Termination - Dissatisfied with Pay |
| LOA Leave of Absence - Candidacy for Elective Office | TER Termination - Dissatisfied with Supervision |
| LOA Leave of Absence - Education | TER Termination - EE Failed Probation Period |
| LOA Leave of Absence - Furlough | TER Termination - Elimination of Position |
| LOA Leave of Absence - Humanitarian personal | TER Termination - End Temporary Employment |
| LOA Leave of Absence - Victim | TER Termination - EVerify Term |
| LOF - Layoff | TER Termination - Failure to Return from Leave |
| LOI - Layoff AP23 29 Inability Accommod | TER Termination - Family Reasons |
| LOP - Layoff MSR8 Probation Failure | TER Termination - Health Reasons |
| LOR - Layoff Staff Reduction | TER Termination - Illness in Family |
| MGR Manager Change | TER Termination - Insubordination |
| PAY Pay Rate Change - Across-The-Board | TER Termination - Intermittent |
| PAY Pay Rate Change - Adjustment | TER Termination - Involuntary - Gross Misconduct |
| PAY Pay Rate Change - Cost-of-Living | TER Termination - Involuntary - Misconduct |
| PAY Pay Rate Change - Mass Change - Other | TER Termination - Involuntary - Other |
| PAY Pay Rate Change - Merit | TER Termination - Involuntary - Poor Performance |
| PAY Pay Rate Change - Other | TER Termination - Involuntary ADC |
| PAY Pay Rate Change - Range Adjustment | TER Termination - Job Abandonment |
| PAY Pay Rate Change - Transfer | TER Termination - Marriage |
| PLA Paid Leave of Absence - Admin Leave with Pay Extension | TER Termination - Military |
| PLA Paid Leave of Absence - Administrative Leave w/Pay | TER Termination - Misconduct |
| PLA Paid Leave of Absence - Furlough | TER Termination - Misstatement on Application |
| PLA Paid Leave of Absence - Humanitarian Personal | TER Termination - Personal Reasons |
| PLA Paid Leave of Absence - ICA Workers Comp | TER Termination - Refused to give Reason |
| PLA Paid Leave of Absence - Military Service | TER Termination - Release At Will |



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| PLA Paid Leave of Absence - Paid Family Med Leave | TER Termination - Relocation |
| PLA Paid Leave of Absence - Victim paid | TER Termination - Resignation |
| PLA Paid Leave of Absence - Victim paid leave | TER Termination - Resignation-Other Position |
| POS Position Change - Job Re-Classification | TER Termination - Return to School |
| POS Position Change - New Position | TER Termination - Staff Reduction |
| POS Position Change - Position Change | TER Termination - Tardiness |
| POS Position Change - Position Data Update | TER Termination - Transportation Problems |
| POS Position Change - Position Inactivated | TER Termination - Unsatisfactory Performance |
| POS Position Change - Position Status Change | TER Termination - Violation of Rules |
| POS Position Change - Primary Job Change | TER Termination - Voluntary-Benefits |
| POS Position Change - Re-Organization | TER Termination - Voluntary-Career Change |
| PRO Promotion - Promotion with salary | TER Termination - Voluntary-Commute |
| REC Recall from Suspension/Layoff - End Suspension Disciplin Action | TER Termination - Voluntary-Compensation |
| REC Recall from Suspension/Layoff - End Suspension Disrdly Behav | TER Termination - Voluntary-Other |
| REC Recall from Suspension/Layoff - End Suspension Illegal Action | TER Termination - Voluntary-Productivity Expectation |
| REH Rehire - Rehire | TER Termination - Voluntary-Professional Development |
| REH Rehire - Rehire Less than 31 Days | TER Termination - DNE - Did Not Start Employment |
| REH Rescind - Term/Retire | XFR Transfer - Change Employment Type Status |
| RET Retirement - Retirement | XFR Transfer - Reappointment |
| RFL Return from Leave - End Admin Leave with pay | XFR Transfer - Reorganization |
| RFL Return from Leave - End FML | |