

# PERSONNEL ACTION FORM

CITY OF ABBEVILLE, SOUTH CAROLINA

<b>Employee's Name:</b> Jessie Marshall	<b>Department:</b> 421 - Police	<b>Proposed Effective Date:</b> 10/19/2024
--	------------------------------------	---

<b>To:</b> City Manager  <b>Subject:</b> Report or Request for Change of Employee Status	<b>Type of Employee</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (20-29 Hrs) <input type="checkbox"/> Part-Time (<20 Hrs)
--	--

**Nature of Proposed Action:**

Change from probational to regular status  
 Transfer  
 Promotion  
 Demotion  
 Within range salary increase  
 Name change  
 Suspension  
 Dismissal  
 Death  
 Additional job during off hours  
 Other \_\_\_\_\_

Resignation  
 Retirement

Change	
From	To
Class:	Class:
Hourly Wage:	Hourly Wage:
Yearly Salary:	Yearly Salary:
Bi-Wk Salary:	Bi-Wk Salary:

Facts supporting this action request are as follows:

Employee is dismissed from his position as a Police Sergeant with the City of Abbeville due to exhibiting unprofessional behavior that is unbecoming to the City, effective 10/19/2024.

Employee is owed 180 hours of unused General Leave for a total of \$3,931, which will be added onto their final paycheck on 10/25/2024.

Employee is not owed any Sick Leave due to the nature of his separation.

Employee's insurance coverage is effective through November 1st, 2024.

This document is not intended to and does not constitute a contract of employment. All employees are employed on an at will bases which means that either the employee or the employer may terminate the employment relationship at any time, with or without notice or cause.

Signature of Department Head	Signature of Employee
------------------------------	-----------------------

The Employee Signature acknowledges the employee is in receipt of the Personnel Action Form.

The above Personnel Action  is  is not Approved.

City Manager

Date